

2022 Summer Enrolment Information Sheet

Below is a list of items that you should bring with you as they will help complete your enrolment on the day:

Identification/Residency Information (*Upon being assessed at enrolment, additional identification/documents maybe required, please bring one item from the list below*)

- * UK Passport OR UK Birth Certificate OR British Driving Licence (only if you were born in the UK)
- * Proof of your Settled/Pre-Settled Status via the 'Immigration Portal' - print outs (showing Name, Status and Photo will be required)
- * Non EU Passport showing a valid visa and any supporting documents
- * Residency Cards and any supporting documents

Qualifications

Please bring your exam results (Slip or Certificates). It is important to bring all qualifications relating to Maths & English. **All learners aged 16-18 MUST bring their exam results.**

Payment

Credit or Debit Card. Tuition fees above £300 for courses which run for more than 16 weeks, can be paid in instalments using the Recurring Payment Facility. The first instalment will be 25% of the tuition fee plus the whole exam fee and full materials fee (if applicable), followed by 3 equal instalments of 25% of the tuition fee. If your course is being paid for by your employer, you will need to fill out an Employer Agreement Form and provide a copy of your Employer's letterhead or compliment slip. For more information contact our Finance team at financefees@bdc.ac.uk.

Benefit Evidence

If you are in receipt of state benefits please bring evidence of the benefits you receive. Any evidence must be dated within one month from the date you enrol/progress with us. This may entitle you to a concession upon assessment.

Qualification Entitlement

If you are aged 19-23 on the 31st August 2022 and you are enrolling on to your first level 1 or level 2 qualification and you do not currently hold a full level 2 qualification, you may be entitled to a concession. If you are aged 19 on the 31st August 2022 and you are enrolling on to your first full level 3 qualification and you do not currently hold a full level 3 qualification, you may be entitled to a concession. Please bring proof of all previous qualifications along with you to enrolments.

Advanced Learner Loan

If you are aged 19 and over on the 31st August 2022 and you are enrolling on to a Level 3 course or above that is eligible for the Advanced Learning Loan (and you already hold a Full Level 3 Qualification), you will need to bring evidence of your loan application or confirmation of your loan from Student Finance England. If you would like to apply for your loan during enrolment, please bring your passport and National Insurance Number with you.

Higher Education Loan

Please bring evidence of your loan application or confirmation of your loan from Student Finance England. If you would like to apply for your loan during enrolment, please bring your passport and National Insurance Number with you.