

# What should I bring to enrolments?



***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
- \* Access/Proof of your E-Visa
- \* Residency Cards and any supporting documents

## **Qualifications**

Please bring your exam results (formal slip or certificates). It is important to bring evidence of all qualifications. If you have obtained qualifications (for example GCSE's), you **MUST** bring evidence of these, otherwise you may not be able to enrol. If you know your Unique Learner Number, please bring this along with you as this will speed up your enrolment process.

## **Payment**

Credit or Debit Card. Tuition fees above £300 for courses which run for more than 16 weeks, can be paid in instalments. The first instalment will be 25% of the tuition fee plus the full 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](mailto:financefees@bdc.ac.uk).

## **Fee Remission Evidence**

If you are 19+ and earn below the Earning Thresholds (£25,000 for DfE or £27,007.50 for GLA), please bring along any related evidence. This could be, but is not limited to, proof of Job Seekers Allowance, Employment and Support Allowance, Universal Credits, Wage Slip and/or Bank Statements showing, low/no income. This may make you eligible for 100% tuition and exam fee remission. Applicants must bring their **National Insurance Number** with them to receive a fee remission, if eligible.

## **Qualification Entitlement**

If you are aged 19-23 on the 31<sup>st</sup> August 2026 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 31<sup>st</sup> August 2026 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 / Higher Education Loan**

If you are aged 19 and over on the 31<sup>st</sup> August 2026 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), or you are applying for a Higher Education Loan you will need to bring evidence of your loan application or confirmation of your loan from Student Finance England.

**For more information relating to enrolments please call our Customer Service Team on 020 3667 0294**

*All information is correct at the time of printing, this is subject to change as per the GLA/DfE funding guidance. Terms and conditions apply, please speak to the Admissions & Onboarding Team at enrolments for a full assessment.*