

Enrolment Form and Learning Agreement

Personal details		Unique Learner Number (if known)		
Title:	Privacy notice The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: https://www.gov.uk/government/publications/lrs-privacy-notice			
Forename(s):				
Surname:				
Previous name(s):				
Date of birth:				
Address:				
Postcode:	Home tel:			
Nationality:	Mobile tel:			
Email:				
Details of any disabilities, health problems and/or learning difficulty Please let us know if you have a disability or medical condition that may affect your learning.				
Course details: (please enter the name of the course(s) you wish to enrol on:				
Course name	Day or Evening	Start date	End date	Total cost including exam fees
My employer is paying for the tuition and I enclose a letter of authority: <input type="checkbox"/> Tick box if YES				
Name of Employer:				
Address:				
Payment method: : Cash / BACS (please note we cannot accept card/cheque payments)				
Contact in case of emergency				
Name:				
Relationship:		Contact Tel:		
Learning Agreement: This enrolment form constitutes a learning agreement between you and PASS Accounting. By signing this agreement you agree that you will: <ul style="list-style-type: none"> • Pay all tuition and exam fees as they fall due • Attend all lessons punctually and explain absence or lateness • Take responsibility for your own learning, completing all assignments on time and to the best of your ability • Conduct yourself in a way which respects the rights of others and complies with PASS Accounting policies and procedures • Take responsibility for attending the correct exams • Inform PASS Accounting in writing, within five working days, if your contact details change (e.g. new phone number, address) or if you decide to leave the course, giving reasons for this 				
Student signature:				Date
PASS Accounting signature:				