



Ealing, Hammersmith & West London College

ENROLMENT

GUIDE

2010-11

Thank you for choosing to study with us!

This guide explains what happens at enrolment and gives you some tips on when to come, what to bring, how to pay and who to ask for advice.

Need to speak to someone before you come in to enrol?

Contact our College Information Centre:
0800 980 2175 or cic@wlc.ac.uk

When can you enrol?

If you have applied and been offered a place to start in September, you will receive a letter inviting you to complete enrolment on a specific date and time between 19-25 August. It is important that you attend this appointment to secure your place!

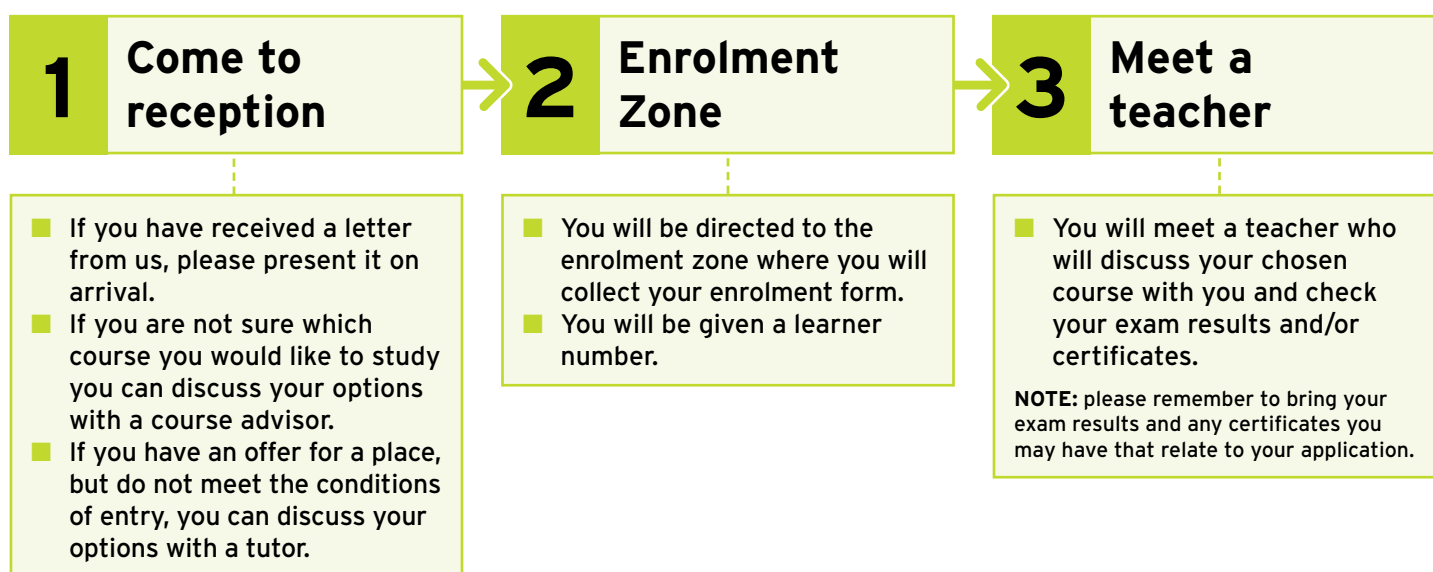
If you haven't already applied, come along to main enrolment where you can discuss your options with a course tutor:

Main Enrolment

Thursday 26 August	9.30am-7.30pm
Friday 27 August	9.30am-5.00pm
Tuesday 31 August	9.30am-7.30pm
Wednesday 1 September	9.30am-7.30pm
Thursday 2 September	9.30am-7.30pm
Friday 3 September	9.30am-1.30pm

NOTE: These enrolment times apply to all four of our campuses. Please check our website for additional enrolment times.

How does enrolment work?



How long does it take to enrol?

You should allow a minimum of 2.5 hours.

How do I pay?

Course fees should be displayed next to the name of your course on our website or in our course supplement. You will be asked to pay your fee during enrolment to secure your place. We accept cheques, cash and all major credit and debit cards with the exception of Diners Club and American Express. We do not accept Euros.

Remember - if your chosen course requires equipment or specific types of clothing, you should budget for this. You can apply for financial support to help you buy the equipment you need.

Contact our funding advisers today to find out if you are eligible for funding support:

0207 565 1295

studentfunds@wlc.ac.uk

Need some advice before you enrol?

College Information Centre opening times:

	Acton	Ealing	Hammersmith	Southall
Mon	9am-5pm	Closed	9am-5pm	9am-5pm
Tue	Closed	9am-12pm	9am-5pm	9am-5pm
Wed	2-5pm	2-5pm	9am-12pm	Closed
Thu	9am-5pm	9am-12pm	9am-5pm	9am-5pm
Fri	9am-12pm	Closed	11am-3pm	Closed

0800 980 2175

cic@wlc.ac.uk

4 Skills Check

- For some courses you may need to take a Skills Check. Don't worry about this, it is just so we can assess your skills level and ensure the course is suitable for you. We can also see if you need any support whilst you are on the course.
- You will be directed to the Skills Check area - you must take along your enrolment form.
- The Skills Check may take up to one hour to complete or one hour 40 minutes for Access courses.
- Your Skills Check will be marked immediately. You will return to see a teacher who will enrol you on to your course.
- If you or the teacher feels the course is not right for you, you can discuss other options at this point.
- Turn to the Skills Check section on page 5.

5 Your Learning Agreement

- You will be directed to cashiers.
- Hand in your enrolment form.
- Pay your fee as appropriate. All students will need to pay the £20 enrolment fee.
- You will need to produce evidence of any benefits you are in receipt of (see our Frequently Asked Questions section for our full list.)
- Sign your Learning Agreement (please retain one copy).
- Your Learning Agreement will inform you of when your induction and first class takes place.
- Proceed to the ID card zone.

6 ID Card Zone

- Hand in your Learning Agreement
- You will have your photo taken and receive your ID Card - you must wear this at all times whilst on campus.

Congratulations!

You have now secured your place at Ealing, Hammersmith & West London College!

What do I need to bring to enrolment?

Our handy checklist will help you to remember what to bring to enrolment. If you are unsure about any part of the process, please contact our College Information Centre on 0800 980 2175 - the opening times are listed overleaf. If necessary, you can leave a message and we will return your call within 24 hours.

What to bring:

Any letters or documents you have received from us that relate to your application.

Previous exam results and qualification certificates - you must bring the original documents.

NOTE: If you have GCSE results from 2010, we will accept print outs of your exam results if you do not yet have your original certificate as evidence for enrolment. You must however bring the original certificate in to College as soon as you receive it.

£20 enrolment fee (EU students)

Are you under 19 on 31 August 2010?

If so, you will need to bring:

- Exam results (original documents)
- A reference from your school or college

Are you over 19 on 31 August 2010?

Is your employer paying your fees? They will need to send a letter on company headed paper confirming full responsibility for course fees on receipt of invoice.

Enrolling onto a Foundation Degree or Higher National Diploma course? You need to bring in proof of your student loan application.

Enrolling onto a Health, Care & Early Year course? You will need a reference from your school, college or employer. You can print a blank reference form from our website.

You will also have to obtain an enhanced CRB check - see 'Frequently Asked Questions' section.

Are you in receipt of income-based benefits?

If so, you will need to bring:

Original documentation confirming you are in receipt of your benefit - dated no later than 3 months prior to enrolment.

NOTE: Can't find your original documentation? Call 0800 980 2175 to request a 'Confirmation of Benefit' letter for your benefit office to complete and send to us.

Are you an asylum seeker?

If so, you will need to bring:

Receipt of assistance from NASS or the Refugee Council

Your IND card

A current receipt confirming payment.

NOTE: If you do not have these documents, call 0800 980 2175 to request a 'Confirmation of Benefit' letter for your benefit office to complete and send to us.

Are you an overseas student?

If so, you will need to bring:

Border Agency (Home Office) or Immigration Department documents that confirm your status in the UK.

Skills Check

The following courses require a Skills Check. Please take this into account when enrolling and allow at least 2 hours to complete the full enrolment process.

- Level 2 Qualifications and below (i.e. GCSEs/NVQ etc)
- Access Qualifications

Access Courses

If you wish to enrol onto an Access course you will need to sit an Skills Check in English and Maths prior to your interview/enrolment. You can sit a Skills Check at the following times:

Hammersmith Campus

Thursday 26 August Tuesday 31 August Thursday 2 September	10am ,1.30pm or 4pm
Friday 27 August Wednesday 1 September	10am or 1.30pm
Friday 3 September	10am

Southall Campus

Skills Checks are held throughout the main enrolment. Please ensure you arrive at least 2 hours before the enrolment closing time.

NOTE: See our Frequently Asked Questions section about children on Campus.

Turn to step 5 on page 3.

Frequently Asked Questions

“I don't know which course I want to do”

There are many different courses to choose from - call our College Information Centre or speak to us at enrolment to discuss your options:
0800 980 2175

“What if the course is full?”

At enrolment there will be plenty of tutors available to ensure you are aware of the full range of options open to you. We will put you on a waiting list alternatively you may be able to enrol onto a different course although we cannot guarantee this.

“I need an enhanced CRB Check.”

You will need an Enhanced CRB check if you wish to study a Health, Care and Early Years course.

Contact **0870 909 0844** to apply for a CRB check. You will need to pay £36 and quote the following reference number: 21730800009

Remember to bring your CRB number to enrolment.

NOTE: You can also complete your CRB form with your tutor during induction. Remember to bring a postal order (is this the only method of payment) for £36 payable to Ealing, Hammersmith & West London College.

NOTE: If you are a volunteer collect an exemption form from your local job centre to recover your costs.

“Do I need to provide anything specific to enrol onto my course?”

- **A level Sciences or A level Maths evening Sciences** - you will need to sit a 40 minute assessment during the main enrolment times.
The last assessment is at 5.30pm. Assessments on 3 September finish at 12 noon.
- **Art** - a portfolio including a range of media projects, examples of observations (real life objects) and expressive drawings (that show emotion).
- **First Diploma in Media** - a sample of your written work
- **BTEC National Diploma in Interactive Media** - a portfolio including drawings you have drawn from life (as opposed to copying from photographs).
- **Graphic Design** - a portfolio of GCSE work, or still life drawings, portraits, views from rooms. Your drawings must be done in pencil, tone or mixed media. We will not accept copied work, manga or computerised work.
- **Photography** - a portfolio of your own photography.
- **Performing Arts** - to find out audition times and how to prepare for them, contact:
0800 980 2175

“I would like to enrol onto an English course - English is not my first language.”

If you would like to learn English, you can enrol onto our ESOL or EFL courses. You must make an appointment at the campus where you wish to study. To make an appointment drop into Reception or our College Information Centre:
0800 980 2175

“I would like to enrol onto a class but I'm not sure which level is appropriate for my ability.”

If you are unsure of which course level to enrol on, you will need to speak to our course advisors. Call:
0800 980 2175

“Does the College offer childcare whilst I enrol?”

Unfortunately, children are not allowed in the Skills Check area. You are welcome to bring your children to the College whilst you enrol, however you must bring someone who can help you look after them if you need to complete a Skills Check. If at all possible, we recommend that you try to find childcare.

“Do I have to pay all of my fees at once?”

- If your course lasts longer than one term and costs £300 or more you can pay in two installments (at enrolment and in November).
- If your course costs over £500 you can pay in three installments (at enrolment, in November and February).
- Commercial Activity Programmes (CAP) and Higher Education (HE) fee payment will be charged the full fees in all instances.
- International students have to pay a deposit to reserve a place on a course. If you are already in the UK:
 - courses costing less than £2,500 must be paid in full.
 - courses costing more than £2,500 will require a deposit of £2,500. All outstanding fees must be paid in full when you enrol.

Passports, VISAS and Home Office (UK Border Agency) documentation

We may need to see the following documents in order to enrol you so please bring them with you.

- Your passport
- Your VISA
- Any documents issued by the Home Office (UK Border Agency)

If you are on a student visa and need help with extending your stay in this country please contact our International Centre:
0207 565 1246 or intoff@wlc.ac.uk

“I am in receipt of an income-based benefit - how much do I pay?”

If you are in receipt of an income-based benefit you will only be charged a £20 enrolment fee as tuition is free. However, HE and CAP qualifications must be paid for in full.

“Which benefits qualify for fee concessions?”

- Job Seekers Allowance
- Income Support
- Housing Benefit
- Council Tax Benefit
- Working Tax Credit (subject to a yearly household income)
- Employment Support Allowance
- Pension Guarantee Credit

“What do I need if my employer is paying my fees?”

If an employer or training agent is paying your fees and receiving a training grant or any government funding towards your college training (e.g. you are on Apprenticeship Programme) they must contact the College prior to you starting the course in order to agree and sign a training contract as the standard employers fees do not apply.

If your employer does not receive any funding towards your training they must write a letter on headed paper for you to bring when you enrol. This should state that they will pay your course fees and any other necessary costs. The College will then invoice your employer.

“Can I receive a discount on Higher Education Courses?”

We are unable to offer any discounts irrespective of age, status or circumstances. This includes Higher National Diploma, Certificates and Foundation Degree courses. EU students may qualify for help with tuition fees and maintenance and can apply for loans and grants. To apply for a loan/grant, you need to complete the Student Finance England application form on-line as soon as possible.

For further details visit:
www.direct.gov.uk/StudentFinance

Do you need additional support?

Additional Learning Support (ALS) is for students who may need extra help with their studies. It is also available for applicants who may need assistance during the enrolment process.

Please indicate on the application form if you think you may need ALS.

We can support you with:

- Specific learning difficulties
e.g. Dyslexia
- Emotional or behavioural difficulties
- Sensory impairments
e.g. hearing or visual
- Physical difficulties
- Medical issues e.g. epilepsy

Get ALS... at enrolment

Tell the member of staff enrolling you about your needs. Your information will then be passed to the ALS team and they will contact you for a more detailed interview.

Get ALS... on your course

Speak to your tutor if you need support. You will then be seen by a member of the ALS team to discuss what your needs are and plan support.

If you are not sure which campus your course will take place at, call our College Information Centre staff will help you.

0800 980 2175

Your confidentiality will be respected at all times.

ALS Staff

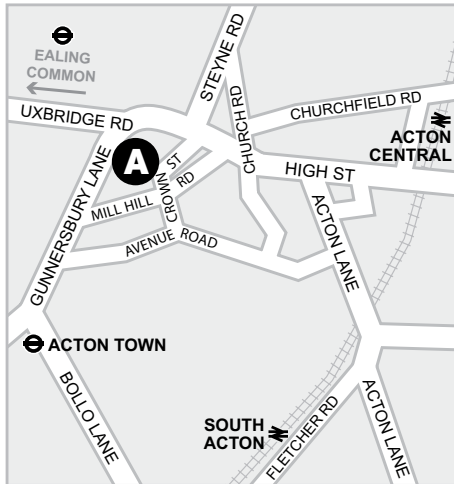
Hammersmith
Kathleen O'Connor
kathleen.o'connor@wlc.ac.uk
0207 565 1220

Southall/Ealing
Glenda Barber
glenda.barber@wlc.ac.uk
020 8231 6144

Acton
Pete Way
pete.way@wlc.ac.uk
020 8231 6303

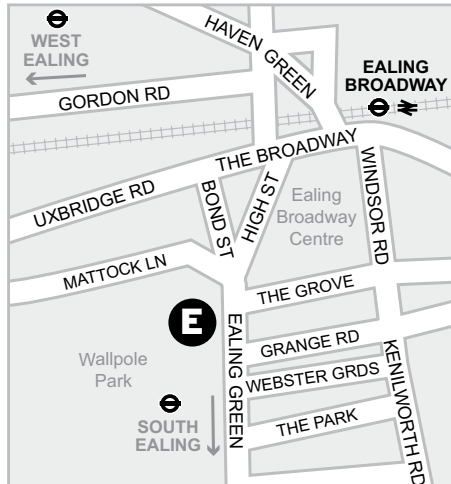
Acton Campus

Gunnersbury Lane
Acton, London W3 8UX



Ealing Campus

The Green, Ealing
London W5 5EW



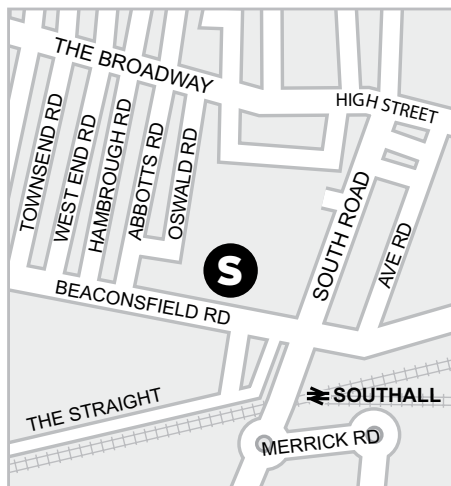
Hammersmith Campus

Gliddon Road, Barons Court
London W14 9BL



Southall Campus

Beaconsfield Road, Southall
Middlesex UB1 1DP



If you require this information in a different format please contact our College Information Centre.

0800 980 2175

We make every effort to ensure that the information contained in this booklet is correct, however information does change due to circumstances beyond our control. We therefore reserve the right to make changes at any time.

Feedback

We are always looking for ways to improve the enrolment process and we would be grateful if asked you could answer just a few questions when you come in to enrol.

Your notes