

Important Information for Enrolment 2017 Students Aged 19+

To make your enrolment process as smooth as possible, please read this leaflet carefully and bring the correct documents with you when you enrol.

Examination results and ID

If you have any previous qualifications or certificates, please bring them with you.

If you have overseas qualifications, please bring them with you and we will compare them to English qualifications.

A portfolio will be required for some creative courses.

We will also require a form of identification. This can be a passport, national insurance card, bank or credit card, driving licence or examination results/certificates.

Some courses also require an up to date reference.

UK immigration status

The college adheres to the funding rules of the Education and Skills Funding Agency, which are largely based on "home student" status.

You are a home student if you:

- Have lived in the United Kingdom without any restrictions on your right to stay and have been ordinarily resident for at least the previous three years before the start date of the course.
- Are a European Union National (passport holder) and have been ordinarily resident for three years in the area of the European Union.
- Have been granted refugee status in the United Kingdom.
- Are an asylum seeker who is in receipt of support from the Asylum Support Service, the Home Office or similar agencies.
- Have indefinite or exceptional leave to remain or enter the United Kingdom or have been granted humanitarian protection or discretionary leave in the United Kingdom.
- Are a recently arrived spouse, but you must bring in your passport and your partner's passport.

If you are in the UK on a student visa (Tier 4 Points Based System) or wanting to switch to a Student Visa by enrolling on a college course, you **MUST** seek advice from our International Department **BEFORE** you enrol.

Documents Required

Please bring evidence of benefits, e.g. letter or bank statement showing receipt of benefits within the last three months
For waged income, please bring payslips from the previous three months.

If you are self-employed you will need to bring your most recent end of year Tax Return or a letter from the Inland Revenue. This must not be older than three months.

Please bring your passport, BRP Card (Biometric Residency Permit) and/or any other Home Office document(s) to confirm your residency status. As detailed above, you may also need bring your partner's passport in order to be considered for "Home Student" Status.

Fees and payments

During enrolment, we will assess your status for fee purposes, which will help us determine what fees you will need to pay. We need to see original documents confirming receipt of qualifying income based benefits and/or residential status in the United Kingdom. Copies may be taken and used for audit purposes.

All students over the age of 19 will pay a college membership fee of £30 unless they are learners on a continuing aim/programme who were aged under 19 in 2016/17.

Learners on non-concessionary courses will be liable for the full costs.

Early Years and Health and Social Care students will not have to pay DBS fees.

The following information does not apply to 19+ students on Level 3 (and 4) courses or any 18+ students studying HNCs.

You will not pay tuition fees if you are a home student in the following categories:

- Claiming Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) or Universal Credit.
- Studying an Entry or Level 1 course and intend to progress to a Level 2 qualification and your current qualification is Level 1 or below. You must be aged 19 – 23 years of age on the day you start the course.
- 19 - 23 years of age on the day you start the course and studying your first full Level 2 qualification.
- 19 - 23 years old on the day you start the course and studying your first full Level 3 qualification.
- THIS MEANS ON THE ACTUAL DATE YOU START THE COURSE AND NOT THE AGE YOU ARE ON 31 AUGUST 2017.

You will be required to sign a declaration to say that you do not already have a full Level 2, 3 or 4 qualification where appropriate.

YOU WILL ALSO NOT PAY TUITION FEES ON CERTAIN COURSES IF YOU SIGN A DECLARATION TO SAY THAT:

- You are currently unemployed, and you are the sole or named joint claimant of Income Support, Council Tax Benefit, Housing Benefit or a non-working beneficiary of a claimant on Working Tax Credit, JSA, ESA or Universal Credit.

OR

- You want to enter employment and the courses on your learning agreement give you the skills that will help you enter employment, and you earn less than £330 a month.

You will not pay tuition fees if you are claiming Pension Guarantee Credit.

Students who do not fit into the categories above and have a household income below £16,190 may apply for financial support through the College's Adult Learning Bursary.

WE ADVISE APPLICANTS CLAIMING BENEFITS TO INFORM THE APPROPRIATE ADVISER (AT THE JCP FOR EXAMPLE) THAT THEY INTEND TO START A COURSE.

[For full details regarding fees and financial support please refer to our 2017-18 Adult Course guide.](#)

PLEASE DO NOT BRING YOUNG CHILDREN TO ENROLMENT

You will not pay tuition fees if you are a learner with special assessed needs and are aged 25 or below, and have a current Educational Health and Care Plan.

Examination fees

All students in the previous categories, as well as those on a low income of less than £16,190, will not have to pay examination fees.

Adult Learning Bursary

If you are applying to the Adult Learning Bursary you will need to see a member of the student services team with evidence of income and submit your application by 15 September 2017.

Adult GCSE deposit

For adult GCSEs, a deposit of £50 per GCSE is required where the student is claiming full funding for the qualification. This will be refunded at the end of the programme where the student has maintained a course attendance of at least 85%; attended exam(s) and/or assessment(s) required for the qualification and has returned all books belonging to the college.

Payment

Payment Methods for Home Students

If the fees are being paid in instalments there are two schemes:

1. For fees between £250 and £1,600 you must pay an initial amount of 25% of the total fees or £300 whichever is lower followed by four monthly instalments.
2. For fees over £1,600 you must pay an initial amount of 25% of the total fee or £300 whichever is lower followed by seven monthly instalments.

Advanced Learner Loan deposit

A deposit of £250 is required from a student who intends to pay by Advanced Learner Loan, and to the best of their knowledge meets the loan eligibility criteria. This deposit will be refunded to the student when the Student Loans Company commences payments to New City College, minus the £30 college membership fee.

Childcare

If you wish to apply for childcare support, please bring with you at enrolment your course offer letter, proof of child's/children's date(s) of birth (for example full birth certificates or passports), proof of income (photocopies of recent payslips, proof of benefits or any other documents that show your monthly household income. This must not be older than three months).

You will receive your timetable at induction and will need to take this to a member of the student services team. If you are applying for external provision, you will need a written confirmation from the nursery/registered minder or any other carer including a full price list showing daily and weekly prices and bank details. Copies of registration and insurance documents will need to be provided by child minders.