

**For office use only**

Student no: SS

Tutor no: \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**Your name and residential address.** Please let us know if your address details have changed. If this box is blank, please write in your address.

Alternative address for delivery of materials only

**Personal details**

Please refer to the enclosed *Information sheet for the enrolment form* before you complete this section.

Date of birth \_\_\_\_\_ Male  Female

Tel: (landline phone number) \_\_\_\_\_

Mobile: \_\_\_\_\_

email \_\_\_\_\_

Have you studied with us before? Yes  No

How did you hear about NEC? \_\_\_\_\_

\_\_\_\_\_

Offers and Discounts if applicable (please quote a promotional code) \_\_\_\_\_

Are you a UNISON member? If yes, please quote your membership number: \_\_\_\_\_

**Your course of study**

**Important information:** Before you complete the course information below please read the enclosed *Information sheet for the enrolment form* in case there is additional information needed for your enrolment and also for clarification regarding 'material updates delivery'.

Course title e.g. GCSE Law	Intended exam year 2007	Course Code GS16	Cost £xxx.xx

**For UK delivery:** there is no extra charge for standard delivery. For overnight delivery charges please contact us on 0800 389 2839.  
**For non-UK delivery:** In addition to the cost of your course, there is also a postage and packing cost. EU £25 Outside EU: £40

Discount if applicable)	–
Postage and Packaging (applicable for UK overnight delivery or non UK delivery)	+
Material updates delivery (if you choose delivery by post)	+
<b>Total amount</b>	<b>=</b>

**Payment options**

**Paying in full** (see enclosed fees list)

**Total amount:** \_\_\_\_\_

**Option 1:** I enclose cheque/postal order for the quoted amount (cheques payable to National Extension College Trust Limited).

**Option 2:** Please charge my debit/credit card for the quoted amount.

**Paying by instalments**

**Step 1:** Please complete and sign the enclosed *Application for Credit form*. For help on this, please see enclosed *Application for Credit Help Sheet*.

**Step 2:** Monthly payments total amount: \_\_\_\_\_

**Note:** if you want your material to be delivered outside the UK please send a cheque or provide us with your credit/debit details to pay for postage and packaging. The same applies to material updates delivery by post.

Card number \_\_\_\_\_ Expiry date \_\_\_\_\_ Valid from date \_\_\_\_\_

Issue No. \_\_\_\_\_ Security no. (last three digits of number across signature strip) \_\_\_\_\_

Billing address (if different to delivery address) \_\_\_\_\_

Signature (I am over 18 years old) \_\_\_\_\_ Date \_\_\_\_\_

**Sponsored Enrolments:** If your course is being sponsored you need to provide an official purchase order or signed letter with full contact details (including email and telephone number) of your employer/sponsor.

I enclose a letter or official purchase order from my employer/sponsor

**Please sign**

In signing this form I confirm:

The information I have provided is correct to the best of my knowledge

I have read and agree to NEC's terms and conditions overleaf

I have read and agree to NEC's Data Protection statement overleaf

I agree to pay the fees as stated

Signed  \_\_\_\_\_ (Student or Parent/Guardian if student under 18) Date \_\_\_\_\_

## Additional information

Please tick the box below, **if applicable**, according to the guidelines given in the *Information sheet for the enrolment form*.

I have completed and enclosed the yellow form titled *Specific courses*

## Do you have any special requirements?

Our policy is to try to help students with difficulties or special circumstances where we can. If you think we need to know about your disability, we will need your consent to record your details electronically. Unless we have your consent we may not be able to provide an appropriate service because we would be breaching the Data Protection Act by passing on confidential information.

I would like someone from NEC to contact me about my special requirements. I have read and agree to the Data Protection Act text below.

Signature  \_\_\_\_\_

*Only sign if you require special arrangements.*

## Data Protection Act (DPA) 1998 – Data Protection Statement

### Student Data Processing

The National Extension College will need to process personal information about applicants/students in order to enrol students and to provide education and training.

Accordingly, personal information will be processed for the purposes of provision of education, training instruction, administration, marketing and promotion, health, safety and welfare, recruitment into employment, security including the prevention and detection of crime. Personal information could be in many forms including manual records and computer-based data.

Amongst the bodies to which the college may disclose personal information are relevant government departments and other bodies to which the college has an obligation to release information such as the Learning and Skills Council, the Higher Education Funding Council for England, OFSTED, current or potential employers, potential education providers, and awarding bodies.

Where students are sponsored by an external body, information concerning attendance, progress and achievements may be released to those sponsors/employers. Where students are aged 18 or under information concerning attendance, progress and achievements may be released to parents/guardians.

Students are entitled, upon payment of a fee of £10 per request, to request a copy of the information about them which is held by the college and are entitled to raise an objection in writing where the processing of data is likely to cause substantial and unwarranted damage or distress.

### Consent to processing sensitive personal information

I understand that some of the data processed about me, because of its nature, be classified as 'Sensitive Personal Data' within the meaning of the Data Protection Act 1998. Such information shall include:

Details of national/ethnic origin, processed for admissions and monitoring purposes and for compliance with the Race Relations Amendment Act 2000 and for assessing eligibility for additional funding. Information may be used internally within the college and may be disclosed externally to Government Departments and Agencies, such as the Learning and Skills Council.

Details of disability for admissions and monitoring purposes and to assess education and welfare needs, as well as risks to health and safety. Information may be used internally by the college by relevant academic and support staff and may be disclosed externally to Government Departments and Agencies such as the Learning and Skills Council.

Details of physical and mental health and previous convictions for admissions and monitoring purposes, to assess eligibility for additional funding, education and welfare needs and any risks to health and safety. Information may be used internally within the college by relevant academic and support staff and may be disclosed externally to Government Departments and Agencies.

Where consent is withheld, the college may not be able to obtain the appropriate level of funding or provide services appropriate to the student's needs and the college may not be able to offer a place on a course or programme of studies. I therefore consent to the above processing of my sensitive information.

## Terms and Conditions

### Pre-enrolment information

We endeavour, through our marketing literature, our website and customer relations advisers, to provide you with information about the content of courses, any prerequisites for enrolment and our recommendations about the time required to complete the course.

In paying for the enrolment you are confirming that you have received enough information and are satisfied that the learning programme you have chosen is suitable for your needs and abilities.

Under exceptional circumstances, however, it may be possible to transfer to another course if:

- you contact us within 14 days of receiving your materials,
- You return the materials to us at your expense
- We receive them back in re-saleable condition with the original dispatch note and security tag attached

You must pay the difference in price between your new course and your old one. Transfers will not be possible after the end of the 14-day period.

### What your course fee includes

Your course fee includes:

- Your course materials
- Support materials
- Tutor time to mark your assignments and answer up to two short queries about each assignment (for up to two years from your enrolment date, unless otherwise stated for the course).

Unless explicitly stated on the fees list, your course fee does not cover:

- Additional set texts
- Registration with awarding bodies
- Exam fees to awarding bodies
- Fees payable to examination centres

### Returns policy

If you decide to cancel your enrolment, we will give you a full refund if:

- You contact us within 14 days of receiving your materials
- You return the materials to us at your expense
- We receive them back in re-saleable condition with the original dispatch note and security tag attached

### Change of details

You must inform NEC immediately of any changes to the contact details you supplied on your enrolment form or to your circumstances. Failure to do so will mean that we are not able to provide you with essential information and updates.

### Extensions

We cannot support you after your two year study period unless you have met the criteria set out above. The only exception could be if you have informed us about a disability at the earliest possible point.

### Reasonable behaviour

We expect students and their representatives to refrain from using language that can be reasonably thought of as offensive or abusive, including swearing, shouting, sexist or racist remarks and libellous or defamatory statements. Should the behaviour of a student or their representative be found in our opinion to be unreasonable, we reserve the right to terminate the enrolment.

### Keeping externally assessed work

If your course of study includes an external exam or assessment, you must keep copies of all the work you have produced and assignments you have submitted in case they are required for external moderation. This will also protect you if your work is lost in the post.

### Examinations entry

If you are sitting an external examination at the end of your distance learning course, we will provide you with such information as we have in our possession to assist you in making such examination arrangements. In all other aspects you will be solely responsible for making arrangements to sit the examination and paying any fees required.

### GCSE and 'A' level courses

For GCSE and 'A' level courses it is essential that you obtain the correct specification for your course code from the awarding body. NEC is not responsible for any changes made to a specification by an awarding body. It is your responsibility to check the specification regularly for updates. NEC will supply course updates online if these will affect the knowledge you need to sit your examination. You must notify us in writing if you are unable to receive updates to course materials online.

These terms and conditions are correct at the time of your enrolment. These are kept up to date on the NEC website.

The National Extension College,  
The Michael Young Centre  
Purbeck Road Cambridge CB2 2HN

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Charity number 311454

Phone 0800 3892839 or +44 1223 400350

Fax 01223 400325 or +44 1223 400325

Email [courses@nec.ac.uk](mailto:courses@nec.ac.uk)

Web [www.nec-courses.co.uk](http://www.nec-courses.co.uk)

# Information sheet for the enrolment form

Please read carefully before completing the enrolment form

## Personal details

### Phone number use

We need to be able to contact you on the phone in case there is a problem with the data supplied in your enrolment form. If you are resident in the UK please give us either your landline telephone number or your mobile number, whatever is more convenient. If you are resident outside the UK you must give us your landline telephone number.

### Email use

For all other communications regarding your study our preferred mode of communication for faster response is by email so please do not forget to fill your email address (if you have one). In addition, for specific courses, your email address will be used for receiving course updates online free of charge (please see below under 'Material updates delivery' for more information on this).

## Your course of study

### Intended exam year

Please enter here the year you are planning to sit your exam. The year you put does not oblige you to sit the exam at that time but alerts us to contact you if there are any issues that you need to be made aware of.

### Material updates delivery

If you study any of the courses below you will receive material updates throughout your study.

- ▶ Any GCSE course
- ▶ Any 'A' level course
- ▶ Sport and Recreation Management
- ▶ Diploma in Consumer Affairs and Trading Standards

You have two delivery options:

- 1 You can opt for *online delivery* which is *free of charge*. In this case, you leave the section for 'material updates delivery' in the enrolment form blank. Please make sure that you supply us with your email address (under the 'Personal details' section of the enrolment form), otherwise we will not be able to process your enrolment form.
- 2 You can opt for *postal delivery* which you will have to *pay in advance*. There is a standard fee for such delivery: *10% of the cost of your cost*. In this case you need to fill in the correct amount under 'material updates delivery' in the enrolment form.

*Example if you opt for postal delivery:*

If you enrol for one GCSE the cost is £290.\* Therefore, the material updates delivery will be £29.

If you enrol for a second GCSE in the same registration, you automatically receive a discount on the cost of your second GCSE. The material updates delivery for the second GCSE will still be £29.

From time to time we may run a promotional offer. If you have been offered a discount the material updates delivery will still be calculated according to the full cost of your course (before the discount).

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\* Prices correct at the time of printing. NEC reserves the right to alter its prices and terms without notice.

## Additional information for certain courses

**Step 1:** Please read the information below regarding specific courses to find out if your course is one of them.

**Step 2:** If you enrol for any of the courses mentioned below, please complete the enclosed sheet titled *Important information for specific courses*, otherwise we will not be able to process your application.

**Step 3:** when you complete step 2 please refer to the enrolment form and complete the box at the back page of the enrolment form called *Additional Information*.

### Childcare courses

Please note the following information that you must include in your enrolment form:

- ▶ If you are enrolling on the complete **Certificate** or **Diploma in Pre-School Practice** then you must choose an Option unit along with the three Core units and must identify this on your enrolment form.
- ▶ If you are enrolling on any of the following you must include details of your **work placement**.
  - ▷ Certificate in Pre-School Practice
  - ▷ Diploma in Pre-School Practice
  - ▷ Diploma in Home-Based Childcare (excluding Introduction to Childcare Practice)
  - ▷ Certificate in Playwork
  - ▷ Certificate in Work with Children (APEL)
  - ▷ Continuing Professional Development
- ▶ If you are enrolling on **Certificate in Work with Children (APEL)** you will have been asked to complete a survey over the telephone in the first instance. If you meet the necessary criteria in this survey then you will be sent a second questionnaire to complete. This must be sent back with your completed enrolment form and in order for us to progress the enrolment.

### Sport and Recreation Management

If you are enrolling on the SRM course, you will need to let us know which Option Units you would like to study. You need to choose one Option Unit from Block B and two Option Units from Block C. You should have the information about the Option Unit choices, but if not, please visit our website at [www.nec-courses.co.uk](http://www.nec-courses.co.uk) or call our Customer Relations team on **0800 389 2839**.

### 'A' level Chemistry

If you are enrolling on 'A' level Chemistry, you must read the **Course Information Sheet** for this particular course, especially the information about practicals and the practical examination. You can obtain a Course Information Sheet by visiting our website at [www.nec-courses.co.uk](http://www.nec-courses.co.uk) or you could call our Customer Relations team on **0800 389 2839** to request a copy.

## Payment options

### Paying by instalments

If you chose this method of payment please make sure that you have completed the **Application for Credit form** correctly before sending it back with your completed enrolment form. There are help notes that accompany this form and you should read them through carefully before completing the Application for Credit.

## Specific courses

**Please complete and return this form with your enrolment form.  
Otherwise, we will not be able to process your application.**

Please complete this box according to the guidelines given in the *Information sheet for the enrolment form*.

**Childcare courses**

**Sport and Recreation Management**

**'A' level Chemistry: I have read the Course Information Sheet**

Once you provide the information needed above, please refer to the enrolment form and tick the box at the back page of the enrolment form under 'Additional Information'.



## **TERMS & CONDITIONS**

1. Premium Credit Limited (PCL) agrees to collect from the student on behalf of NEC payments of fees and/or other amounts due as agreed from time to time.
2. Any collection of a payment does not imply that the course is being provided.
3. If the student:
  - (a) fails to comply with any of the terms of this agreement; or
  - (b) fails to make a payment to PCL on or within 7 days of the due date for payment; or
  - (c) fails to maintain a direct debit mandate;then and in any such event the course may be suspended or withdrawn.
4. NEC is not the agent of PCL and PCL shall not be liable to the student for any act, default or omission of NEC.
5. No time or indulgence extended to the student nor any waiver of any breach hereof shall prejudice, affect or restrict the rights and powers of PCL.
6. Your contact details will be held on a database for the sole purpose of administering your instalment plan. These details will not be divulged to any third parties with the exception of a credit reference agency should you default on the instalment plan.
7. The expression "PCL" shall include its successors and assigns.
8. This agreement is personal to the student and is not assignable by the student.
9. This agreement shall be governed by and construed in accordance with English Law.
10. The terms and conditions of this agreement will apply to any renewal unless otherwise advised by PCL at the time of renewal.
11. Please note that NEC reserves the right to refuse credit without giving a reason.

## **The Direct Debit Guarantee**

1. This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
2. If the amounts to be paid or the payment dates change, Premium Credit Ltd will notify you seven working days in advance of your account being debited or as otherwise agreed.
3. If an error is made by Premium Credit Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your bank of the amount paid.
4. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to Premium Credit Ltd.

# Application for Credit – Help Sheet

## Please read these notes carefully before completing the application for credit form

### 1 This form is to be completed by the person who is paying the course fees.

If this is not the student, please make a note of the student's name on the back of the form – this will help us to track the enrolment.

### 2 Please complete ALL the white boxes.

If you do not complete the form fully this will delay enrolment.

### 3 You must provide a UK landline telephone number where we can contact you.

We cannot process the form without a landline contact number. If you don't have a landline telephone, then you can give the number of a friend or relative who we will be able to contact you through.

### 4 You must have a secure income.

We won't be able to process your application for credit unless you are in receipt of a secure income such as a salary or pension. Please ensure that:

- ▶ you specify the amount in the *Gross Annual Income* box on the right hand side of the form and
- ▶ tick the relevant box to describe your employment status.

### 5 Enter the sum total of the course fees in the box marked *Balance Payable*.

Please **do not** write the monthly instalment amount here. For example, for an 'A' Level, the total course fee if you are paying by instalments is £376.00 and this is the amount you must enter in the Balance Payable box.

NEC will calculate your monthly payments from the final payable amount.

### 6 You must sign and date the form in two places:

- ▶ in the box below the balance payable box to confirm that you agree to the Credit Agreement for the monthly instalments.
- ▶ at the bottom of the grey section of the form. This is to confirm that you agree to the Direct Debit payments.

### 7 Please complete the Direct Debit section of the form.

This is the bottom grey section of the form. Please **do not** detach this from the main form as we will need both sections to complete your application for credit.

The name of the account holder must be the same as the name at the top of the form (please see note 1).

We will need you to complete your account number, sort code and the name and address of the bank where the account is held.