

What do I need to bring with me to enrolment?

We have to check your identity so will need to see either a British birth certificate, or your passport.

If your passport is not British or from a country in the European Union/Iceland/Liechtenstein/Switzerland/Norway then we will need to see your visa and/or Home Office documentation.

If you do not have a passport and were not born in the UK then bring evidence that you are living in the UK legally. If you are in the UK because you came to join a family member also bring their passport / visa and evidence of your relationship.

If you, or your family member, have lived legally in the UK/EU for the past 3 years please bring evidence to confirm this.

If you have not lived in the UK/EU for the past 3 years we will need to see evidence of your previous country of domicile and date of your entry to the UK/EU.

If you are an asylum applicant please bring with you confirmation of your asylum application status, which can be either a Home Office document or a letter from your solicitor, together with evidence of any support you are receiving and dated within the last month.

We have to make sure you are enrolled on the correct course, so bring the certificate/results slip relating to your highest qualification. Also bring any certificates/results slips for any Maths or English qualifications that you have achieved.

Some students who are unemployed or working less than 16 hours a week and in receipt of a means tested state benefit may be entitled to fee remission; this is dependent on individual circumstances and the course you are enrolling on. Bring recent evidence of any benefit you are claiming in your own right and 3 recent wage slips to see if you are eligible.

If you are in any paid employment, but on a low annual income, you may also be eligible for a fee remission. Bring either 3 recent wage slips or your contract of employment as evidence to confirm annual salary.

Please also bring the means to pay any fees due with you, if you would like to set up an instalment plan (subject to status) for the remainder of your fees, then you will also need to bring your bank details with you.

Please bring your National Insurance Number (if you have one).

Bursaries

You may be able to apply for an **FE 19+ Bursary** which are designed to help those who face financial hardship. Payments can be used to meet the costs of things like essential course equipment, materials, field trips and travel.

FE 19+ discretionary learner support bursary (DLSF) - is a means tested fund and all members of the household are taken into account. You will need to provide evidence of your household income, this is all wages/benefits paid into your home on a regular basis.

Applying for a bursary is easy...

- Attend enrolment with YOUR bank details
- Bring proof of income e.g. three recent wage slips, benefit letters, bank statements of Parent/Guardian OR yourself if self-supporting e.g. three recent payslips, benefit letters, bank statements of Parent/Guardian OR yourself if self-supporting

Payments will not occur until you provide all supporting evidence required and bank details.