

# On campus quiet enrolment

## What you need to know

You will need to bring the following with you to your enrolment appointment

**1** Your enrolment invitation letter which includes your student number

**2** One form of identification – this can be one of the following:

- Passport
- Birth certificate
- Driving licence – Full or provisional
- National Insurance card or letter
- National identity card
- UK Naturalisation/Citizenship Certificate
- Benefit letter – which states learners name
- Advanced Learner Loan letter
- Adoption Certificate
- Residence Permit Card
- Home Office Letter
- HM Armed Forces ID Card

**3** Please bring your exam certificates with your highest grades

**4** Student Finance

You can complete a student finance application through your online college account. You will be sent an email with information on how to log on if you haven't done this before.

We can only accept student finance applications which have been completed in full with the required evidence. You can call us on 0115 9100100 or email us on [studentfinanceall@nottinghamcollege.ac.uk](mailto:studentfinanceall@nottinghamcollege.ac.uk) if you require any further support with completing this form.

To be eligible for Student finance you must be:

- Enrolled on a current course that qualifies for student funding
- Settled in the UK or an EU National
- Claiming a means tested benefit or on a low income
- Aged 19 years and over and living with parents/guardians and your own income is more than £5000 NET or evidence of household income below £25,000 NET
- Aged 19 years and over with a household income below £25,000 NET

Please Note: If you are studying a full cost course you will not be eligible for student finance support.

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### What can student finance help with?

- A contribution towards your travel if you live more than 1.5 miles away from your place of study
- Essential equipment – this will be confirmed by your tutor at the start of the academic year
- A contribution towards your childcare costs for students aged 20 years and over
- Fees for students aged 19 years and over, studying a co-funded course up to level 2 with a household income of between £17,004.00 and £25,000 NET

### Evidence you will need to supply to support your application

- If you are in receipt of Working Tax Credit or Child Tax Credit please provide all pages of your award notice for 2020/21
- If you are working we will require two months or 8 weeks of payslips
- If you are unemployed we will require proof of evidence for ESA, Income support, JSA, Universal Credit or Pension Guarantee Credit dated within 3 months of your enrolment
- If you are an asylum seeker please provide your AZURE/Aspen Card, compass contract, G4S letter/Home office documents and ARC identity card

If your application is unsuccessful you may complete an appeals form and you will need to provide evidence to support this appeal. If you have had a successful appeal in previous years you may not automatically be approved in subsequent years.

### COVID-19

We have implemented a whole range of safety measures on all our campuses to manage the risk of COVID-19 and keep you safe.

#### Five Steps to Safer Working Together

1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here
2. We have cleaning, handwashing and hygiene procedures at all campuses
3. We have taken all reasonable steps to help people work from home
4. We have taken all reasonable steps to maintain a 2m distance in the workplace
5. Where people cannot be 2m apart, we have done everything practical to manage transmission risk

To protect our students and our staff we are managing enrolment to avoid risks around COVID-19 by:

- You will only be able to enrol if you have an appointment to do so and you will not be able to bring others with you\*
- We will ask you to follow a one-way system around campus to get to and from your enrolment room
- We will ask you to arrive on time for your appointment and use a hand sanitiser on entry to the campus
- You will be directed to the room where you will meet with your enrolling tutor and will be asked to maintain a social distance throughout the appointment
- Only one person at a time will be allowed into toilets
- Please take all precautions if you are travelling by public transport

\*Please contact us if you have any difficulties which mean you require support to enrol