

Getting ready for Online Enrolment

Information you need to know for your enrolment

In preparation for you to attend your online enrolment session you will need to download the Microsoft Teams App. Please follow the instructions below according to which device you will be using to attend the session. Once you have downloaded the app you do not need to create an account or sign in. We will send everyone a personalised email invitation with the date and time of your appointment included. You will then be able to click on the 'join Microsoft teams' link within the email which will then sign you into the app on the day of your appointment.



How to Download Microsoft Teams App

Please note: This is a free app and you will not be required to pay to download this.

Android Phones or Devices

- 1 Open the Google Play Store app on your phone. If you are using a computer go to play.google.com.
- 2 Click search and type in Microsoft Teams.
- 3 Tap install and wait for the download.
- 4 You do not need to sign in or create an account just ensure the download has been completed successfully.
- 5 In order to participate successfully in your online enrolment session please ensure that your device has audio communications enabled and allows access to video so that you can meet with your tutor virtually to proceed with your enrolment session.

Apple Phones or Devices

- 1 Open the app store on the iOS device, iPhone or iPad.
- 2 Click search and type in Microsoft Teams.
- 3 Click 'Get' to download the app, a prompt will open to either use Touch ID to Install or Enter Password associated with your Apple ID. Once you have selected either option and entered your details the app will begin downloading.
- 4 You do not need to sign in or create an account just ensure the download has been completed successfully.
- 5 In order to participate successfully in your online enrolment session please ensure that your device has audio communications enabled and allows access to video so that you can meet with your tutor virtually to proceed with your enrolment session.

Your Online enrolment Appointment

- 1** Remember to have your exam certificates at hand to show your tutor.
- 2** We will check that your personal details are up to date i.e. your email address and mobile telephone number and we will need to know the contact number for whoever has parental responsibility for you in order to complete your enrolment.
- 3** Once your enrolment has been completed you will receive an email confirming you are enrolled onto your course, and giving you details of when to come to college and collect your ID card.
- 4** **Don't forget!!** You need to keep checking your in box for any further emails regarding your timetable or relevant college information to start your course.

Student Finance

You will be able to apply for Student Finance using your online college account. You would have used this account to apply for a course. If you didn't use the online account all students have been set up with an account so you will need to check your emails for further details.

Applications are processed in date received order and you need to be fully enrolled to access support. During busy times it can take up to 19 working days to process, so support may not be immediate. We will send the outcome of your application via email. You will therefore need to keep us informed of any changes to personal details.

- Am I eligible?**
- You must be enrolled on a current further education course (excluding apprenticeships or Higher Education course).
 - Your household income is less than £25,000 (NET).

What can I get help with?

- A contribution towards travel if you live more than 1.5 miles from your college campus.
- Essential equipment - this will be confirmed by your tutor at the start of the academic year.
- Free College Meals - your household income needs to be less than £16,190 and not in receipt of Working Tax Credit or in receipt of Universal Credit with an annual income of less than £7400.

Vulnerable Bursary - If you are aged 16-18 you could be awarded a bursary if you fall into one of the categories below:

- In Care/Leaving Care.
- In receipt of Income Support/Universal Credit in your own name.
- In receipt of Employment Support Allowance and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP).

What evidence do I need to supply? (You do not need to provide all these documents, just the evidence relevant to your household.)

- Working Tax or Child Tax Credit award notice for 2020/21.
- Last two months or eight weeks payslips, P60 or Self-Employed Accounts for each working adult in the household (including step-parents).
- Proof of ESA, Income Support, Universal Credit, JSA dated within the last 3 months.
- If you are In Care/Leaving Care a letter to confirm this from your Social Worker.
- If you are an asylum seeker your Azure/Aspen Card, COMPASS contract, G4S Letter/Home Office documents and ARC identity card.