

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

#### 1 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 learner's name
- Advanced Learner Loan letter
- Adoption Certificate
- Residence Permit Card
- Home Office Letter
- HM Armed Forces ID Card

#### 2 Please bring your exam certificates with your highest grades

#### 3 If you are a non UK citizen, please bring all residency documentation i.e. Visa Permit/Passport/Home Office letter to show you're eligible to study

#### 4 Payment

- Cheque
- Credit/Debit card
- Employer Letter
- Instalment Plan
- Approved Tuition Fee Loan confirmation

#### 5 Accessing Student Finance support for your studies

You can complete an online application through your national student finance service.

For residents in England this is Student Finance England: [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

HE students on full-time courses can apply for our range of bursaries. Full details and an application form are included in your enrolment pack.

#### 6 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