

Guidance for Students Aged 19+

Important Information for Enrolment 2021/22

Membership fee: Adults aged 19+ will be required to pay £30 college membership fee.

Exam Attendance Fee (GCSE English/Maths): 19+ learners enrolling on GCSE English or GCSE Maths will be required to pay £50 Exam Attendance Fee for each GCSE they enrol on. This will be refunded upon successful sitting of all exams.

Payments: All Payments can only **be made by debit/credit card**, we do **not** accept cash.

Proof of Income: In order for us to consider remitting your course fees, we have to see proof of income. We will need to see the following proof of income for yourself. If you are financially dependent on someone else (partner), we will need to see the same evidence for them:

- Proof of benefit (for example JSA, ESA, Universal Credit, Housing Benefit, Working Tax Credits).
- Payslips for the last three months.
- Bank statements for the last three months showing receipt of benefits / wages.

If you are financially dependent on someone else, we will need to see evidence showing the two of you are living together / at the same address (letter addressed to the both of you). Alternatively, you can show us a marriage / civil partnership certificate or Home Office Spouse Visa.

Immigration / Residency Status: If you have lived in the **UK** for **less than three years**, we will need to see your passport / BRP Card / Home Office document. If you are on a Spouse Visa or any other type of family dependent visa, we will need to see the passport / BRP card of the family member as well.

- We do not keep photocopies of your documents.
- If you do not have paper copies, you can show us your evidence on your phone (for example, online banking).
- **We are legally required to check evidence every year even if you were / are a student at NCC.**

Proof of Qualifications: Please bring with you proof of all achieved qualifications (certificates, exam results). This includes Functional Skills English, Maths, ESOL or any other qualification you have achieved.

Additional Important Information:

- Please attend by yourself. Do not bring anyone else with you to enrolment.
- If you do not come to enrol or are unable to complete enrolment, we will assume you no longer want a place and your application will be closed.
- We are unable to reserve places under any circumstances.
- You have to enrol in person, enrolling on someone else's behalf is not permitted.