

The Flash Ley Centre,  
Hawksmoor Road  
Stafford, ST17 9DR  
Telephone: (01785) 356835  
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Email: [assist@staffordshire.gov.uk](mailto:assist@staffordshire.gov.uk)  
Website: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

**COURSE CODE**

**DAY/TIME**



**PERSONAL DETAILS**

Surname

Forename(s)

Date of Birth

Title

Home Tel No.

Daytime

Mobile

Address

  
  
  


E-mail

NI Number

**EMERGENCY CONTACT**

Full Name

Relationship

Home Tel No

Work Tel No

Mobile Tel No

**ETHNIC ORIGIN**

Asian or Asian British - Bangladeshi		Asian or Asian British - Indian		Asian or Asian British Pakistani		Asian or Asian British - Any other Asian Background	
Black or Black British - African		Black or Black British Caribbean		Black or Black British - Any other Black Background		Chinese	
Mixed - White and Asian		Mixed - White and Black African		Mixed - White and Black Caribbean		Mixed - any other Mixed Background	
White - British		White - Irish		White-any other White Background		Any other	



Do you have a disability? Yes/No      Are you registered as a Disabled person? Yes/No

If yes, please tick below

Visual		Hearing		Mobility		Other Physical		Other Medical		Emotional /Behaviour	
Mental ill		Temp Disability		Complex Disability		Multiple Disabilities		Other			

### QUALIFICATIONS

Please list all relevant qualifications to come onto the course.

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### PAYMENT

**Please insert the Course Fee payable**  
(this can be located on the course advert)

£ \_\_\_\_\_

#### Payment Option A

If you will be paying the Course Fee yourself, please tick this box:-

#### Payment Option B

If your employer or a third party is paying the Course Fee please provide the requested details below and enclose a letter signed by them containing an undertaking to pay the Course Fee upon receipt of an invoice from the Staffordshire County Council.

Invoice to:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

*Payments **not** to be made at Flash Ley Centre – follow instructions on invoice*

Where did you hear about this course? \_\_\_\_\_

## STUDENT DECLARATION

I intend to follow my chosen programme of study to achieve my goal(s). I agree that to pay the Course Fee and I accept that in the case of absence/early exit/none completion of the course the Course Fee will remain payable in full. I will complete with the regulation applicable to my chosen course(s).

I have read and accept the terms and conditions below.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Terms and Conditions

### Contract

The laws of England and Wales shall apply in all respects and the courts of England and Wales shall have exclusive jurisdiction.

### Copyright

Copyright in all course materials shall vest in Staffordshire County Council. Any unauthorised reproduction or transmission of any part of the course materials will constitute an infringement of copyright.

### Course Fees

Course Fees are payable in full within twenty eight (28) days of receipt of a valid invoice. However, a Direct Debit can be set up – details will be sent with the invoice.

Staffordshire County Council reserves the right to withdraw any advertised course for which insufficient numbers of students enrol and to close any course if there is a low attendance of students.

Refunds will be made at the absolute discretion of Staffordshire County Council but in any event no partial refund or discount will be given by Staffordshire County Council in the case of absence, early exit or none completion of the course by students or for any course elements that are not taken up.

### Data Protection

The information provided within this form will be processed by Staffordshire County Council in accordance with the Data Protection Act 1998. The data you provide will be used to facilitate the administration of your chosen course. Certain details on this form will be stored on computer for administrative and legal purposes.

### OFFICE USE ONLY:

Fee = £ \_\_\_\_\_

Customer number: \_\_\_\_\_ CC: \_\_\_\_\_ GL: \_\_\_\_\_