

What to bring to enrolment checklist

We want to ensure that your enrolment experience runs as smoothly and as quickly as possible.

In order to achieve this, we need you to bring the following documents / information.

Please use this checklist to gather together all the information you need to bring, when you come to enrol.

Failure to provide the correct documentation, could delay your enrolment.

For Childcare and Health & Social Care, DBS evidence and 3 forms of ID are also mandatory (see table on page 2 in red)

Documents	Age 16-18	Age 19+	All ages, if resident in the EU/EEA for less than 3 years
Evidence of identity (Passport, Birth Certificate, Bus Pass, Driving Licence, National Insurance card/letter)	Mandatory	Mandatory	Mandatory
All GCSE and College Certificates / results slips / Key Stage 4 Results	Mandatory	Mandatory	Preferred if available
Details of any Exam Access Arrangements (Extra Time/Reader/Scribe)	Mandatory	Mandatory	Preferred if available
Details of at least 2 Emergency Contacts including phone numbers and email addresses	Mandatory	Optional	Mandatory (16-18) Optional 19+
Payment of fees (E.g. bank card).	Not applicable	Mandatory if paying fees*	Mandatory if paying fees*
Evidence (dated within 3 months of start date) of any means-tested benefits (Universal Credit, Job Seekers Allowance, Employment & Support Allowance (WRAG or Contributions Based), Housing Benefit, Council Tax Benefit, or Income Support). Please note: tax credits do not qualify. Evidence of low wage will be required - earning below £25,000 for ESFA* funded courses, £23,400 for SYMCA** funded courses (Level 2 and below) and £30,476.96 for SYMCA** funded L3 FCFJ*** courses.	Not applicable	Mandatory if claiming fee remission*	Mandatory if claiming fee remission*
Letter from employer stating they will pay the fees.	Not applicable	Mandatory if employer is paying	Mandatory if employer is paying
All correspondence regarding Advanced Learning Loans (if studying an eligible Level 3 or higher course) Learners must have applied for their loan or had their loan approved. Learners need to bring their loan approval letter or application letter with learner reference number shown.	Not applicable	Mandatory, unless learner is self funding or funded by employer	Mandatory, unless learner is self funding or funded by employer
Higher Education learners only. All correspondence from Student Finance England . Learners must have applied for their Student Finance or had their finance approved. Learners need to bring their loan entitlement letter, issued by Student Finance England.	Not applicable	Mandatory, unless learner is self funding or funded by employer	Mandatory, unless learner is self funding or funded by employer
Evidence of status in UK (passport, visa documents, ARC card). All EU nationals to provide evidence of settlement status.	Mandatory	Mandatory	Mandatory

*EFSA = Education and Skills Funding Agency **SYMCA = South Yorkshire Mayoral Combined Authority

***FCFJ = Free Courses For Jobs

****For Childcare and Health & Social Care please bring in the following to help us validate your identity for your DBS check:**

ONE document from list A PLUS 2 documents from list B

List A - ONE Document

- Passport
- Driving Licence
- Birth Certificate
- Adoption Certificate
- Biometric Residency Permit

List B - TWO Documents

- National Insurance Letter
- Bank statement / Mortgage Statement dated within 3 months
- P45 / P60
- Utility Bill in students name dated within 3 months
- PIP letter in students name dated within 6 months
- Letter from head teacher at last school dated within 3 months
- National proof of age card (must carry the PASS logo)
- Marriage certificate
- Any Government letter addressed to the Student issued within last 12 months
- HM Forces ID card

Applying for Financial Support?

Did you know that you could be entitled to College Bursary Support?
Further information can be found by scanning the QR codes or by clicking the links below:

Rotherham College:

www.rotherham.ac.uk/information/student-support/finance

North Notts College

www.nnc.ac.uk/information/student-support/finance

Dearne Valley College

www.dearne-coll.ac.uk/information/student-support/finance/

Rotherham College



North Notts College



Dearne Valley College



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* If you are aged 19 or over, you may be able to have your tuition fees, exam and registration costs waived for your course. This is referred to as Fee Remission.

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www.rotherham.ac.uk/information/student-support/finance/course-fees

North Notts College

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Dearne Valley College

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Rotherham College



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