



Oldham College

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Invite to Enrol

I hope this letter finds you safe and well.

We wrote to you recently to outline our plans for enrolment.

Enrolment will be a combination of telephone and on-site enrolment. Enrolment will be in two stages. We are planning to start the first stage by telephone during the week of the 10th August.

If you are a **school leaver** or are awaiting results from resits:

We plan to do both stages of enrolment over the phone, but there will be a facility to enrol you on campus if that is what you prefer.

- Stage 1 enrolment – college staff will be calling you starting week commencing 10th August.
- Stage 2 enrolment - once you have your results, we will complete stage 2. Again, college staff will contact you by phone to complete your enrolment **or** you can enrol on campus on the dates specified below.

If you are a **returning student** to college:

You should now be enrolled for September. If you have not received your learning agreement, please email your tutor. If you are aged 19 plus, you may need to pay for your course, so we need to see you on campus to complete your enrolment. You will need to bring in evidence of what benefits you are claiming to see if you are entitled to have your course fully funded or if you need to pay. With this in mind if you do need to pay you are required to pay a deposit and set up a direct debit for the remainder of the fee, or you can also pay in full. We will be taking payment by cash or debit/credit cards. You will need to come to college on week commencing 10th August (see dates below).

If you are aged **17 plus**:

Stage 1 enrolment – college staff will be calling you starting week commencing 10th August. If it is determined via this call that you may need to pay fees you will be invited to come on campus to complete your enrolment. The enrolment clerk will inform you what evidence you need to bring with you.

Stage 2 enrolment - again, college staff will contact you by phone to complete your enrolment **or** you can enrol on campus on the dates specified below. Please have your results ready.

Identification

We will need to check the identification of all students.

Enrolment Process - What you need to bring with you to enrolment:

- Proof of your qualifications – either certificates or letters containing results
- National Insurance Number

- Proof of your residency **IF** you have not lived in the UK for the last 3 years

You will need to bring ID with you to the enrolment session. You must provide one of the following documents from Section A or two documents from Section B below:

Section A

- Passport/EU Nationality card/EEA/Swiss Identity Card
- UK photographic Drivers Licence (including provisional)

Section B

ONE of these documents must contain your full name and address, (to check against your address in our system). The following must have been issued within the last 12 months: -

- Current Credit Card or Bank Debit Card
- Full Drivers Licence (without photo)
- Original Birth/Adoption certificate
- Marriage/Civil Partnership Agreement
- HM Forces ID Card- Credit Card Statement
- Bill (e.g. Gas, Electricity, Water, TV, Mortgage, Council Tax)

Contact details

We will have an ‘enrolment call centre’ set up from the 10th August that you can contact on 0161 785 5578.

Alternatively, if you have any questions prior to the 10th August please contact us on 0161 785 4000.

Date	Event	Times
Monday 10th August – Friday 14 th August	17+18 year old and Adult Enrolment	Mon, Tues, Thurs 10 am till 6pm. Weds & Fri 9 30 am till 4 30 pm
Monday 17 th August -Wednesday 19 th August	17+18 year old and Adult Enrolment	10 am till 6 pm
Thursday 20th August GCSE Results Day	Enrolment ALL SUBJECTS - School Leavers	9 30 am till 4 30 pm
Friday 21st August	Enrolment ALL SUBJECTS - School Leavers	9 30 am till 4 30 pm
Saturday 22nd August	Enrolment ALL SUBJECTS - School Leavers	10 am till 2 pm
Monday 24th August – Friday 28 th August	Open Enrolment ALL SUBJECTS	9 30am till 4 30
Monday 31st August	Bank Holiday	Closed
Tuesday 1 st September – Friday 11 September	Open Enrolment ALL SUBJECTS	9 30 till 4 30 pm

Yours sincerely


