

Brooklands College

ESOL Class Enrolment Information

ESOL classes at Brooklands College are for adults aged 19 or over who currently live in England. ESOL classes are managed on a termly basis and you need to enrol or re-enrol for each term.

We will require the following documents before you can be enrolled. Without these, it will not allow you to attend class, have an ID card or take any exams.



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Student Name:

Student ID Number:

The following documents are required:

- Completed enrolment form **OR**
- An additional course form
- Initial assessment

We need evidence of your identity:

- Passport
- Biometric Residence Permit (BRP)

We will also need to see evidence of your income:

If employed, we will need pay slips:

- Pay slips – for the previous three months

If self-employed, please send us your tax return

If employed and in receipt of benefits, we will need pay slips and benefit income:

- Pay slips – for the previous three months
- Benefits income evidence – dated within the previous three months

If unemployed and in receipt of benefits, please send us your benefit evidence.

- Benefit evidence – dated within the previous three months (Universal Credit, Pension Guarantee Credit, Council Tax, Housing Benefit or Income Support)

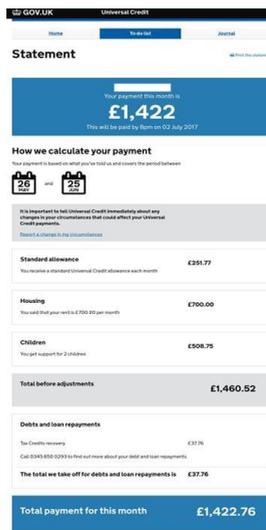
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If receiving universal credit, please show us the full statement. You can find these by following the steps below:

- 1 – Log into your universal credit account
- 2 – Click onto 'Home' and then onto 'Payments'.



- 3 – This will bring you to your statements.



- 4 – Please click on each monthly statement that is required (each month for three months prior to your course start date)
- 5 – Please send us the full statement. This may be through screenshots or by PDF. To save as a PDF, please click 'print' and then 'save as a PDF'.
- 6 – Please attach this to an email or have these printed out to show us.

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Please note, your eligibility for reduced course fees will depend on your own circumstances. This will depend on your residency status and income evidence.

You must be resident in the UK for the previous three years to be eligible for potential course funding.

Asylum seekers are eligible to receive funding if they:

have lived in the UK for 6 months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or the Care Act 2014

An individual who has been refused asylum will be eligible if:

- they have appealed against a decision made by the UK government against granting refugee status and no decision has been made within 6 months of lodging the appeal, or
- they are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or
- are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989

Individuals with certain types of immigration status and their family members. Any individual with any of the statuses listed below, or leave under the listed schemes, is eligible to receive funding and is exempt from the 3-year residency requirement rule:

- Refugee status
- Discretionary leave to enter or remain
- Exceptional leave to enter or remain
- Indefinite leave to enter or remain
- Humanitarian protection
- Leave outside the rules
- Ukraine Family Scheme
- Ukraine Sponsorship Scheme (Homes for Ukraine)
- The husband, wife, civil partner or child of any of the above in the first 8 bullet points in this list
- Section 67 of the Immigration Act 2016 leave
- Calais leave to remain
- British Nationals evacuated from Afghanistan under Operation Pitting
- British Nationals evacuated from Afghanistan by UK government before 6 January 2022

In relation to the above categories, we must have seen the learner's immigration permission. This would include the biometric residence permit (BRP) and in some cases an accompanying letter from the Home Office.