

2024-2025 ENROLMENT FORM

DEPARTMENT FOR
CONTINUING
EDUCATION



Please use BLOCK CAPITALS

Online enrolment is secure and allows you to book multiple people onto one or more courses. You can find your course by typing words from the title or the course reference number into the search field on our website: www.conted.ox.ac.uk

Alternatively, please complete this form and return by email or post to the relevant course administrator.

Information collected on this form will be held in accordance with the provisions of the General Data Protection Regulations (GDPR) for the purposes of processing your application and for student administration. For details, see the student privacy policy at compliance.admin.ox.ac.uk/student-privacy-policy

YOUR COURSES

Thank you for choosing to study with us. Please fill in the details of your chosen course(s) below.

COURSE CODE (eg.O24P189SOJ):

COURSE TITLE:

COURSE START DATE:

COURSE FEE:

COURSE CODE (eg.O24P189SOJ):

COURSE TITLE:

COURSE START DATE:

COURSE FEE:

For hybrid-taught short courses (which can be attended in person or online), please choose how you will attend from the following options:

IN-PERSON

ONLINE

YOUR DETAILS

The Department collects personal data in order to comply with its public sector equality duty.

TITLE:

FIRST NAMES:

LAST NAME:

SEX:

Male

Female

Other

Prefer not to say

DATE OF BIRTH:

NATIONALITY:

ADDRESS:

POSTCODE:

COUNTRY:

YOUR DETAILS *(continued)*

TELEPHONE (please include your STD code):

MOBILE:

EMAIL ADDRESS (for course communication):

PLEASE KEEP ME INFORMED ABOUT OXFORD CONTINUING EDUCATION COURSES, EVENTS, RESEARCH AND NEWS BY:

Email

Post

Please note that you can opt out of communications at any time.

DO YOU HAVE AN IMPAIRMENT / HEALTH CONDITION / LEARNING DIFFERENCE? **Yes** **No** **Prefer not to say**

If so, please provide details:

PLEASE DESCRIBE ANY SPECIAL NEED / SUPPORT REQUIRED TO ASSIST YOU WITH YOUR STUDY:

(e.g. disabled access, hearing loop etc. We ask this so we can assist you.)

WHAT IS YOUR HIGHEST QUALIFICATION? *(Please tick one box)*

No formal qualifications

GCSE, O-Level, or equivalent

A-level or equivalent

Undergraduate certificate

Undergraduate diploma

Bachelor's degree (UK, non honours)

Bachelor's degree (UK, honours)

Bachelor's degree (non-UK)

Postgraduate certificate

Postgraduate teaching qualification

Postgraduate diploma

Master's degree (UK)

Master's degree (non-UK)

Doctorate (UK)

Doctorate (non-UK)

Other:

HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN? *(Please tick one box)*

Arab

Asian or Asian British –
Bangladeshi

Asian or Asian British – Chinese

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Any other Asian background

Black or Black British – African

Black or Black British – Caribbean

Any other Black background

Mixed - White and Asian

Mixed – White and Black African

Mixed – White and Black Caribbean

Any other mixed ethnic background

White – British

White – Irish

White – Gypsy or Irish Traveller

White – Roma

Any other White background

Any other ethnic background

Not known

Prefer not to say

Other:

WHAT IS YOUR RELIGIOUS BELIEF?

Prefer not to say

No religion

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Any other religion or belief

HAVE YOU PREVIOUSLY ATTENDED A COURSE RUN BY THIS DEPARTMENT?

(Include courses organised jointly with the WEA or LEA, or held at the University of Reading.)

Yes

No

CATERING AND ACCOMMODATION

Please fill out this section only if you are attending an in-person day or weekend event.

DIETARY REQUIREMENTS: (If you are booking lunch or dinner, please let us know any dietary requirements)

ACCOMMODATION REQUIREMENTS: (If you are booking overnight accommodation, please let us know whether you'd like a twin or double room)

If your course does not include accommodation but you would like to travel to Oxford the night before, or to stay on after the course is finished, please contact our residential centre at res-ctr@conted.ox.ac.uk or on **+44 (0)1865 270362**

REGISTERING FOR ACADEMIC CREDIT / CATS POINTS: *(Please tick one box)*

Academic credit is available only for weekly learning programmes.*

Day and weekend events and lecture series cannot be taken for credit.

For more information please visit: www.conted.ox.ac.uk/cats-points

Please select one of the options below:

I DO NOT wish to register for academic credit

I wish to register for academic credit and have added the £30 fee per course to my payment

I am enrolled on the Certificate of Higher Education at the Department (no additional fee required)

**excluding weekly music and language classes.*

The following information is required by the Higher Education Statistics Agency (HESA) for students enrolled on courses that can be taken for academic credit. Collection of the below data is necessary for statistical research purposes and to help public authority data controllers to meet their duties under the Equality Act 2010. The processing of sensitive or special categories of data is lawful under GDPR Article 9(2)(j).

Do any of your parents (natural, adoptive, step- or guardians who brought you up) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

Yes No Not known Prefer not to say

Which of the following best describes your sexual orientation?

Bisexual Gay or lesbian Heterosexual or straight Other sexual orientation Prefer not to say

Is the gender you identify with the same as your sex registered at birth?

Yes No Prefer not to say

Please indicate if you have experienced care:

Yes No Prefer not to say

What is your immigration status in the UK:

UK Citizen – UK and Islands Settled Status Refugee British Citizen – British Overseas Territories
Indefinite Leave to Remain (ILR) Pre-Settled Status Swiss or Turkish national None of these

Have you been ordinarily resident in the UK and Islands/EU over the last 3 years?

Yes No

I agree to the terms and conditions (www.conted.ox.ac.uk/terms-and-conditions)

SIGNATURE:

DATE:

YOU CAN SEND YOUR ENROLMENT FORM BY EMAIL OR POST

BY EMAIL

Please send the form to the relevant address below:

- **weeklyclasses@conted.ox.ac.uk** (for weekly learning courses taking place in person or 'online – live')
- **ppdayweek@conted.ox.ac.uk** (for day and weekend events and lecture series)
- **onlinecourses@conted.ox.ac.uk** (for 'online – flexible' courses)

BY POST

Please return the form to the most appropriate:

- **Weekly Classes Office**, Oxford University Department for Continuing Education, Ewert House, Ewert Place, Oxford, OX2 7DD
- **Day and Weekend Programme Office**, Oxford University Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, OX1 2JA.
- **Online Courses Office**, Oxford University Department for Continuing Education, Ewert House, Ewert Place, Oxford, OX2 7DD

This enrolment form can be received up to 14 days prior to the start of the course.

(If you'd be willing to consider enrolling online via our website, you can enrol on to a course much closer to the start date.

All online payments are handled through a secure system.)

www.conted.ox.ac.uk

PAYING FOR YOUR COURSE

Once we've received your enrolment form, a place will be provisionally booked and an invoice for the tuition fee emailed to you. The fees can be paid securely online, or by cheque, or by bank transfer (BACS), and full details of how to complete the payment will be provided.