

# ENROLMENT CHECKLIST

**PLEASE BRING THE FOLLOWING TO ENROLMENT:**

## **Qualifications**

Written proof of all your examination results, from both Years 10 & 11, unless you were on a Foundation Skills course last year.

Information regarding extra support needed for examinations.

## **Contact Information**

Full postal address including postcode

Your home telephone number

Your mobile telephone number

Parent(s)/Guardian(s) mobile telephone number(s) and e-mail addresses

Additional emergency contact telephone number

## **Identification**

Official (Tier 1) proof of your identification.

One of the following please:

Your passport, your driving license (including provisional), your National Insurance Number Card/Letter, your bank debit/credit card.

If you are a UK or EU citizen **and** have been living in the UK or an EU country for the past 3 years then your course will be free. If you do not meet **both** of the above criteria, please provide details of your situation by producing your passport and any associated documentation detailing your right to live in the UK. You may also need to provide details/evidence of your parent or guardian's residency situation.

**Please Note:** You will complete the entire enrolment process on your designated enrolment day. **You will receive your Travel ID card at the beginning of term.**

**If you have any queries about these items please call our Schools Liaison team on 01772 643000 or email:**

**[WelcometoRunshaw@runshaw.ac.uk](mailto:WelcometoRunshaw@runshaw.ac.uk)**