

How long does it take to enrol?

You should allow a minimum of 2.5 hours.

How do I pay?

Course fees should be displayed next to the name of your course on our website or in our course supplement. You will be asked to pay your fee during enrolment to secure your place. We accept cheques, cash and all major credit and debit cards with the exception of Diners Club and American Express. We do not accept Euros.

Remember - if your chosen course requires equipment or specific types of clothing, you should budget for this. You can apply for financial support to help you buy the equipment you need.

Contact our funding advisers today to find out if you are eligible for funding support:

0207 565 1295

studentfunds@wlc.ac.uk

Need some advice before you enrol?

College Information Centre opening times:

	Acton	Ealing	Hammersmith	Southall
Mon	9am-5pm	Closed	9am-5pm	9am-5pm
Tue	Closed	9am-12pm	9am-5pm	9am-5pm
Wed	2-5pm	2-5pm	9am-12pm	Closed
Thu	9am-5pm	9am-12pm	9am-5pm	9am-5pm
Fri	9am-12pm	Closed	11am-3pm	Closed

0800 980 2175

cic@wlc.ac.uk

4 Skills Check

- For some courses you may need to take a Skills Check. Don't worry about this, it is just so we can assess your skills level and ensure the course is suitable for you. We can also see if you need any support whilst you are on the course.
- You will be directed to the Skills Check area - you must take along your enrolment form.
- The Skills Check may take up to one hour to complete or one hour 40 minutes for Access courses.
- Your Skills Check will be marked immediately. You will return to see a teacher who will enrol you on to your course.
- If you or the teacher feels the course is not right for you, you can discuss other options at this point.
- Turn to the Skills Check section on page 5.

5 Your Learning Agreement

- You will be directed to cashiers.
- Hand in your enrolment form.
- Pay your fee as appropriate. All students will need to pay the £20 enrolment fee.
- You will need to produce evidence of any benefits you are in receipt of (see our Frequently Asked Questions section for our full list.)
- Sign your Learning Agreement (please retain one copy).
- Your Learning Agreement will inform you of when your induction and first class takes place.
- Proceed to the ID card zone.

6 ID Card Zone

- Hand in your Learning Agreement
- You will have your photo taken and receive your ID Card - you must wear this at all times whilst on campus.

Congratulations!

You have now secured your place at Ealing, Hammersmith & West London College!