

Send completed form to:
Open Learning
William Booth College, Champion Park,
Denmark Hill, London, SE5 8BQ
Email: openlearning@salvationarmy.org.uk

To minimise our costs and environmental impact, courses will be provided in **digital format only** unless requested in paper format. Please tick this box if you require a paper copy of course material.

1. Personal Details (Please use BLOCK CAPITALS)

Title	First Name(s)	Second Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	Date of Birth <input type="text"/> <input type="text"/> <input type="text"/>
		Telephone No. <input type="text"/>
		Place of Worship (if applicable) <input type="text"/>
Postcode	<input type="text"/>	Have you studied with us in the last five years? Yes <input type="checkbox"/> No <input type="checkbox"/>
Email Address	<input type="text"/>	Are you currently applying to be an Officer/Pioneer or Territorial Envoy? Yes <input type="checkbox"/> No <input type="checkbox"/>
Where did you find out about Open Learning? <input type="text"/>		

2. Education and Employment

(Stating your qualifications/experience will help us to see whether you have chosen a course that is an appropriate study level for you)

School/6th form college certificates	<input type="text"/>
Further Education/Vocational qualifications	<input type="text"/>
Higher Education/Vocational qualifications	<input type="text"/>
Current Employment	<input type="text"/>

3. I wish to study the following course:

Course No.	<input type="text"/>	Course Title	<input type="text"/>	Course Fee	<input type="text"/>
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4. Corps Officer/DHQ/Line Manager approval

(Only applicable to The Salvation Army's (TSA) officers/ paid spiritual leaders/ employees)

Please Sign and Print Name:

In signing this section, you are confirming that the course is required to support the applicant's role in their work for TSA.

5. Fee - please complete one of the following sections:

- I have paid the fee of by credit/debit card (please call 020 7326 2700, ask for the Business Services Unit, and state that you wish to make a payment for an Open Learning course leaving your name and course reference).

- I have paid the fee of by bank transfer using the following account details and reference:

Account Name: RB SATCO General Income Central Trust
Account No. 00178123
Sort Code: 60-01-73
Reference: 251815210 [plus surname and course no; for example "251815210-Bloggs-A1"]

- My Corps/DHQ/Candidates Unit are funding the course cost and the fee of should be transferred from the following cost code and account code:

- I work for The Salvation Army (TSA) as an officer/paid spiritual leader/employee
If this option is selected, no separate fee is payable but you must seek the appropriate approval in section 4.

6. Additional Learning Needs

If you have any additional needs that require additional learning provision (e.g. difficulty reading, large print requirement, alternative paper colour etc) then please provide details below so we can facilitate this where possible:

Signature

Date

Looking after your data

The Salvation Army will hold the personal data you include on this enrolment form to process your application for learning. Your information is held safely for the duration of your learning and shared only with Tutors. A year after you complete the course, your coursework is transferred to a secure archive for future reference. A basic student record, consisting of your full name and contact details, will be maintained to assist you with any future learning.

To find out more about how The Salvation Army handles your personal data, please visit <https://www.salvationarmy.org.uk/privacy-statement> or call us on 020 7367 4500 and ask to speak to the Data Protection Officer. You can also email data.protection@salvationarmy.org.uk.

The Salvation Army Trustee Company acting on behalf of The Social Work Trust. A Christian Church and registered charity.
William Booth College, Champion Park, London SE5 8BQ