

DOCUMENT CHECKLIST

QUALIFICATION COURSES

For qualification courses, you can apply for your interview online. After your successful interview to make sure the course is right for you, you can enrol in person at the college. To enrol on a qualification course, you will need to bring:

- Certificates to show any qualifications you have
- Proof of identification

If you are a British Citizen:

- Passport
- Driving licence (if born in the UK)
- Birth certificate with an official photo ID such as Oyster Card or Freedom Pass

If you are not a British Citizen:

- Passport
- National ID Card
- UK Travel Document
- UK Immigration Status Document (Visa, Residence Permit, Entry Clearance)
- Letter from UKBA/Home Office, Asylum Support service with a photo ID
- Any other photographic proof of your residency status

- National Insurance number (if applying for concession)
- Benefit awarding letter (if applying for concession)

EMPLOYER SPONSORED ENROLMENT

Please bring a headed letter or an email from your sponsor or ask them to send an email to enrol@rhacc.ac.uk, confirming that they are paying your tuition fee and including the following details:

- Names of the employees
- Title and code of course
- Cost of course/amount they pay
- Company details: address, phone and email
- Role and title of person within the company who is writing the letter/email

CONCESSIONS

Are you unemployed or employed but earning less than £338 a month and receiving state benefits? Bring one of the below benefit awarding letters dated within the last three months.

- Job Seeker's Allowance
- Council Tax Reduction (excluding 25% single occupancy)
- Housing Benefit
- Income Support
- Employment Support Allowance
- Working Tax credits (applicable to dependents only)
- Universal Credits

(Out of date benefit awarding letter may be accepted in conjunction with a current bank statement which shows the reference number of the benefit as shown on the awarding letter.)

Are you earning less than £15,736.50 a year?

Bring one of the below documents:

- Payslips for the last three consecutive months
- Contract of employment

Household Income below £27000 per year (net)?

Bring any of the above listed benefits, or the following documentation:

- Current Council Tax Bill or Tenancy Agreement
- Bank statements for the past three consecutive months for each adult
- Payslips for the past three consecutive months for each adult