



# Course advice and enrolment sessions

Come along to our enrolment and advice sessions as listed. You can:

- Talk with a course advisor and discuss your learning needs
- Enrol and pay for your course

For most courses you will need to come and enrol in person and speak to a tutor or an advisor at an advertised session to ensure that the course you are enrolling on is right for you. For other courses you can enrol by post or telephone. Look for  and  symbols. For details see page 5.

## Advice and enrolment sessions

You can enrol on a course at any venue at a date and time advertised. However, if you would like advice on **language** and **book-keeping** courses please come to our Saturday and Thursday evening (5pm-7pm) advice sessions.

### Autumn enrolments

Tuesday 2nd to Saturday 13th September. For postal and telephone enrolments please see page 5.

#### Wood Green Learning Centre

Tuesday	2nd September	10:00am-7:00pm
Wednesday	3rd September	10:00am-7:00pm
Thursday	4th September	10:00am-7:00pm
Saturday	6th September	9:30am-12:30pm
Monday	8th September	10:00am-7:00pm
Wednesday	10th September	10:00am-7:00pm
Thursday	11th September	10:00am-7:00pm
Saturday	13th September	9:30am-12:30pm

#### Greig City Academy

Tuesday	9th September	5:30pm-7:00pm
Thursday	11th September	5:30pm-7:00pm

## Term time drop in course advice and enrolment sessions

From Monday 15th September.

#### Wood Green Learning Centre

Mondays & Wednesdays	5:00pm-7:00pm
Saturdays	9:30am-12:30pm

## When you enrol

You can pay by cash, cheque (with cheque guarantee card), postal order or credit/debit card. We take payments at advertised enrolment sessions. Please remember that places are allocated on a first come first served basis and we cannot guarantee your place on the course of your choice unless you have paid (on fee paying courses).

### You will need to bring with you:

- Proof of identity and address. For example a utility or Council Tax bill or a photo card driving licence
- Proof that you are receiving benefits (e.g. recent letter from Jobcentre Plus) or State Pension if you are paying a concessionary fee.

### Refugees and asylum seekers and their dependents

You will also need to provide evidence of status in the UK, for example passport (with stamp), Home Office letter, proof of financial assistance such as subsistence payments or other National Asylum Support Service (NASS) support.

### International learners

You will need to provide proof of identification, for example passport or photo card driving licence.

### A 10% discount rate is also available

For this you will need to provide the following:

- Haringey Council staff – proof of employment
- Haringey Library members – proof of membership
- Haringey registered carers – proof of registration

## HALS Information Advice and Guidance Service

If you are 20 or older you can come and talk to us about learning opportunities, career ideas and finding employment. To talk to our Employment and Learning Advisers, you can attend one of our Drop-In Sessions, book an appointment, or attend one of our workshops.

**For more information about our opening times and venues, call 0208 489 2500/8781.**

## Term dates

Term: Mon 15th Sept – Sat 13th Dec

Half term break: Mon 27th Oct – Sat 1st Nov

Spring enrolment: Mon 5th Jan – Sat 17th Jan

# Information about fees

## Explanation of fee charges

HALS has for many years provided a wide range of courses that have helped learners gain skills that are useful in their personal life and the world of work. Current government policy increasingly requires learners to contribute to a range of courses that provide personal development learning routes. However, it should be noted that the learner fees charged still represent a fraction of the full running costs and we do offer concessionary discounts to the standard fee on all of these courses. We are still able to offer a large range of courses absolutely free.

## Fees and discounts

**When you come to enrol you will need to bring with you proof of identity and address.** You can pay by cash, cheque (with cheque guarantee card), postal order or credit/debit card. We take payments at advertised enrolment sessions.

- **Standard fee** – for Home Learners (people ordinarily resident in the UK/EEA (European Economic Area), or their dependents, who have been resident in the UK or EEA continuously for three years, not solely for the purposes of education). Refugees and asylum seekers are considered as Home Learners.
- **Overseas/international fee** – for people from abroad who do not meet the criteria for being a Home Learner. These learners will be charged twice the standard fee.
- **Concessionary fee** – for adults who are Home Learners in receipt of an income-based benefit or a Senior Citizen in receipt of a State Pension.
- **Examination and registration fees** – are not included in the course fees. They are charged separately and are non-refundable once you have been registered with the awarding body.
- **10% discount rate** for any one of the following:
  - Haringey Council Staff on proof of employment
  - Haringey Library Members on proof of membership
  - Haringey Registered Carers on proof of registration
- **Transfers** – if you transfer to another course a £5 administration charge will be made. If the course you are applying for costs more than the course you first enrolled on you will be required to pay the balance before you start the course.

## Changes to advertised programme

The course details listed in the prospectus are correct at the time of printing. HALS reserves the right to change details as required throughout the term. You will be advised of any changes to courses you are enrolled on.

## Refunds

A full or partial refund will be given if, a course is cancelled or where changes made to the original schedule are unacceptable to you. Fees are not refunded in any other circumstances. Refunds can only be paid by cheque through Haringey Council Finance Department (this can take up to 21 days).





Will you need **minimum qualifications in English and Maths** to study or look for work?

If you have answered YES then join HALS to do the national test in Literacy and Numeracy at Level 1.

Join our short courses to improve your skills and gain the Literacy or Numeracy qualification (see page 22 for details).

**For further information please call 020 8489 2500/8781 or ask at reception.**

# Enrolling with HALS

For most courses you will need to come and enrol in person and speak to an adviser at an advertised advice and enrolment session. This is to ensure that the course you are enrolling on is right for you. For courses where you see the  and  symbols you can enrol by post or telephone.



**Pick your course.** Check the programme. Do you need to enrol in person or can you enrol by post or telephone?

I need to **enrol in person** or I would like to get advice about my course choice.

Complete an enrolment form (there is one in this guide).


Come to an advertised advice and enrolment session.

Get advice from one of the advisors to agree the best course for you.

Register and pay your course fees. You will need to show:

- proof of identity and address
- proof of benefits for a concessionary fee (see page 3)

Collect your receipt to show your tutor at the first class.

I would like to **enrol by post.** The course I want has the  symbol and I do not need advice.


Complete an enrolment form (there is one in this guide).

Send the form with a cheque payable to **Haringey Council** to: HALS, White Hart Lane Learning Centre, White Hart Lane, London N22 5QR

When your postal enrolment arrives we will check course availability and send you confirmation and a receipt. If the course is full we will return your payment.

On the first day of your course arrive 15 minutes early to:

- check and sign your enrolment form
- show proof of identity and address
- show proof of benefits for a concessionary fee (see page 3).

I would like to **enrol by phone.** The course I want has the  symbol and I do not need advice.

Call 020 8489 8880.

When you call we will ask questions to complete an enrolment form on your behalf. We will also request your debit / credit card details for payment.

We will check course availability and send you confirmation and a receipt.

On the first day of your course arrive 15 minutes early to:

- check and sign your enrolment form
- show proof of identity and address
- show proof of benefits for a concessionary fee (see page 3).

**Enjoy your learning!**

**If you apply by post or telephone** please make sure that the course(s) you have chosen are right for you. If you are unsure, come and enrol at an advice and enrolment session. You will only get a refund if we close the course or make unacceptable changes to the course time and venue.