

CONFIDENTIAL

Student Number
(office use only)

S

Section 1.1: About You

Title First Name Surname

Country of Birth Nationality

Date of Birth Address

Borough Post Code

Home Phone No Mobile No

Closest Tube/BR Station

How did you hear about U Can Do I.T.?

Section 1.2: Emergency Contact – This information is required so that we have someone to contact in case of an emergency

Name Relationship to you

Address Phone No

Section 1.3: Your Personal References - Please give the names and addresses of two people you have known for at least three years, who can give us a character reference for you. For example, these people could be friends, family members, or an employer. If you are finding it difficult to think of someone who could provide a reference, please contact the U Can Do IT office and we will try to help

Name

Address

Post Code

Tel

Name

Address

Post Code

Tel

Section 1.4: Your Disability: Please provide information on the exact nature of your disability, including any problems you have with mobility, vision, hearing or speech

Section 1.5: Net HOUSEHOLD whole family weekly income

£

Please state your household's net **weekly** income **after tax** in the box above. This should include your personal income and income from your spouse/partner and all children living with you. Please include all forms of income including employment, state benefits, pension, interest on bank or building society deposits, income from rents, dividends, etc. We require this information to assess how much you will be charged for the U Can Do IT course (see table below).

The course includes an Assessment, ten lessons plus two refresher lessons after course completion.
Each lesson costs U Can Do IT £70.

COST OF COURSE:

Fees are paid to the Tutor at the Initial Assessment ie the first visit the tutor makes to you

Weekly Income	Per Lesson	Total	Weekly Income	Per Lesson	Total
Less than £100	£5.00	£65	£351 - £400	£11.00	£143
£101 - £150	£6.00	£78	£401 - £450	£12.00	£156
£151 - £200	£7.00	£91	£451 - £500	£13.00	£169
£201 - £250	£8.00	£104	£501 - £550	£14.00	£182
£251 - £300	£9.00	£117	£551 - £600	£15.00	£195
£301 - £350	£10.00	£130	£601 - £650	£16.00	£208

Section 1.6: Some more information about you - This information will allow us to provide a suitable tutor. Please be assured that it will not affect the success of your application

Please tick one box which best describes your Employment Status:

- Employed full-time Employed part-time Self employed
 Unemployed (seeking work) Not working (not seeking work) Retired

AVAILABILITY – The course consists of 10 sessions of approximately 1½-2 hours each to be delivered over a period of usually ten - eleven weeks.
 Please specify when you are most likely to be available:

✓	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mornings							
Afternoons							
Evenings							
Any Time							

- Are you a smoker? Yes No Do you have any pets? Yes No
 If yes, please specify Cat / Dog / Bird other

Do you suffer from any form of epileptic seizure, chronic anxiety or panic attacks? Yes No

If yes, do you feel it necessary for a carer or suitable third party to be present during tutorials? (please bear in mind that U Can Do IT tutors do not have any medical training) Yes No

Have you ever been prosecuted for any offence, including violent, drunken or anti-social behaviour?
 Yes No If yes, please give details

Section 2: About your computer – The U Can Do IT course requires that you have access to your own computer, and that it is connected to the internet. If you do not have access to your own computer you should still apply, as we often have funding to provide a free refurbished second hand computer.

Do you have a computer/laptop in your own home? Yes No

If yes, is it a PC or Mac Is it connected to the Internet? Yes No

Do you use any specialist software or hardware with your computer? Yes No

These are computer programmes or physical devices that you require to enable you to use your computer. Specialist software might include a screen reader which speaks the contents of the screen out loud, or voice recognition software that allows you to control the computer with your voice. Specialist hardware might include a clicker or foot switch through which you control your computer.

If yes, what specialist software and hardware do you use?

Section 3: Equal opportunities monitoring information - The following information helps us to monitor our equal opportunities policy. It will not affect the success of your application

Please tick the box which you feel most closely matches your ethnic origin

White	British		Mixed	White and Black Caribbean	
	Irish			White and Black African	
	Other White background			White and Asian	
				Any other mixed background	
Asian or Asian British	Indian		Black/Black British	Any other mixed background	
	Pakistani			Caribbean	
	Bangladeshi			African	
	Any other Asian background			Any other Black background	
Other	Chinese		Not stated		

U Can Do I.T. undertakes to use all reasonable efforts to restrict the confidentiality of all information supplied on this form to persons authorised to work with U Can Do I.T.

Section 4: Declaration

I declare that the information given on this form is true to the best of my knowledge

Signature _____

Date _____

Please return your form to:
U Can Do I.T., Highfield House, 4 Woodfall Street, London SW3 4DJ

Doctor Authorisation letter – this gives U Can Do IT permission to contact your doctor

Please sign and return to the U Can Do I.T. office, do not take this to your doctor to sign

Please fill in your Doctor's name, address & telephone number

Please fill in your name and address

Dear Dr. _____

I am writing to ask for your help in making an application to U Can Do I.T., which is a small registered charity providing introductory courses on how to use the Internet for both physically disabled people and those with sensory impairment.

The course is provided in my own home and consists of 10 sessions of approximately 1½-2 hours each delivered over a period of 10-15 weeks. In order to be accepted as a student U Can Do I.T. needs to have confirmation of my disability.

I would be very grateful indeed if you would be kind enough to provide U Can Do I.T. with the information they need in order to assess my eligibility as a student.

Yours sincerely

Signed _____

Date _____

LEARNING AGREEMENT FOR U CAN DO I.T. STUDENTS AND CODE OF CONDUCT

1. The Course

(a) The U Can Do IT course usually consists of an initial assessment plus 10 tutorials of approximately 1½ -2 hours each. These lessons cover the following:-

- Basic Computer Usage, File Management and Word Processing
- Sending and receiving emails
- Surfing the Internet

If required, your tutor will also help you use specialist computer programmes and devices that you need in order to access your computer: for example, a screenreader such as Jaws, or voice recognition software such as Dragon Naturally Speaking

Some U Can Do IT tutors are able to offer lessons in other aspects of computer use, such as web page design, spreadsheets or editing photographs. If your tutor cannot teach you something you wish to learn, the U Can Do IT head office is often able to suggest how you might go about organising further tuition in these areas.

- (b) At the end of each lesson your tutor should send a lesson report over the internet to the U Can Do I.T. head office. The report covers the home study you have done in the previous week and the work you have done during the lesson. The report also includes a space in which you and your tutor can comment on how they feel the course is progressing.
- (c) At the end of the U Can Do IT course your tutor should complete a checklist to show which items on the course syllabus have been covered. This checklist is sent to the U Can Do IT head office over the internet.
- (d) The U Can Do IT course will follow your wishes as far as possible. However, it is important for you to follow your tutors guidance so that you can gain a broader understanding of the possibilities the internet offers.
- (e) The success of your course depends as much on your enthusiasm and commitment as on the teaching process. You must therefore agree to cooperate fully with your tutor, and to do your best to complete any home study your tutor sets.
- (f) **If you have to cancel a lesson you have arranged with your tutor, you must inform the U Can Do IT head office and/or your tutor as soon as possible. If you do not contact the office to cancel the lesson and your tutor arrives at your home you will be asked to pay a contribution of £20.00 towards the cost of that lesson (the actual cost to U Can Do IT is £70)**
- (g) U Can Do I.T. reserves the right to cancel your course at any time without giving any reason and without incurring any liability whatsoever. If your course is cancelled by U Can Do I.T the balance of any fees you have paid will be refunded to you.
- (h) You can cancel your course at any time without giving any reason. However, if you are unhappy about any aspect of the course, please contact the U Can Do IT head office as soon as possible so that we can try to resolve your problem.

2. Code of Conduct

- (a) **DO NOT** offer to make any payment to the tutor during the U Can Do IT course, other than the fees set out in the application form. **DO NOT** offer your tutor any valuable gift. You may offer your tutor normal hospitality such as tea and coffee.
- (b) **DO NOT** visit any “adult internet sites” during a U Can Do IT lesson.
- (c) **DO NOT** allow anyone to reconfigure your computer while you are taking the U Can Do IT course without first obtaining your tutors permission. Reconfiguring your computer, or adding additional programmes, could cause computer to stop working. This could mean that a lesson you have booked with your tutor might not be able to take place. In these circumstances you may be asked to pay a contribution cost of £20.00 (the actual cost to U Can Do IT is £70)
- (d) **DO NOT** buy any computer equipment or programme from your tutor which are either his or her property, or on which your tutor is receiving commission.

3. The Cost of the Course

- (a) If your income is less than £100 per week you will need to pay a one-off fee of £65 once the preliminary assessment session has been successfully concluded. The table on page 3 of the application forms sets out charges for students with higher incomes.
- (b) You must pay all costs relating to the use of the computer, including telephone charges, Internet Service Provider charges and, if you have a printer, the cost of paper and ink. These costs will not be refunded by U Can Do IT.

4. Supervised Tutorials

- (a) If you are under 16 years of age then you should still sign these terms and conditions to show that you understand and agree with them. However, they must also be signed by your parent or guardian. The parent or guardian, or someone else they have chosen, must be present when lessons take place.
- (b) If you suffer from a medical condition which requires a carer to be present, such as epilepsy, chronic depression or panic attacks, then your carer must be present during every U Can Do IT lesson.

5. Helping U Can Do I.T.

During the U Can Do IT course your tutor will ask you to send emails to various local organisations, such as your local council and local newspapers, to publicise U Can Do IT. After completion of the U Can Do IT course you will be asked to help publicise U Can Do IT for a reasonable time. This will include telling any friends who you think might like to do the U Can Do IT course about how they can apply.

6. Legal

The following three clauses are designed to protect UCanDoIT from litigation arising from any part or aspect of this Agreement

- (a) I agree to indemnify and hold harmless U Can Do IT from any and all claims whether or not due to the negligence of U Can Do IT tutors.

- (b) U Can Do IT makes no warranties of any kind, whether express or implied, for the service it provides. U Can Do IT will not be responsible for any direct, indirect or consequential damages, which may result from the use of its services.
- (c) U Can Do IT shall not be liable for its failure to perform hereunder due to any contingency beyond its reasonable control.

7. Declaration

I have carefully read the terms and conditions set out above and agree to be bound by them.

Signature

Date.....

Name in Block Capitals.....

Please return your form to:

**U Can Do I.T.
Highfield House,
4 Woodfall Street,
London
SW3 4DJ**

YOUR COPY

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