

1. STUDENT INFORMATION

Title _____ Surname _____
 Forename(s) _____ Known as _____
 Previous Surname (if applicable) _____ Date of birth _____
 E-mail _____ Mobile number _____
 Home phone number _____ Nationality _____
 Emergency contact name _____ Emergency contact's number _____
 Address for all correspondence _____
 _____ Post code _____

Sex Male Female Prefer not to say

Ethnicity White - Manx White - British White - Irish White - Irish Traveller
 Asian - Bangladeshi, Bangladeshi Manx or Bangladeshi British Asian - Chinese, Chinese Manx or Chinese British Asian - Indian, Indian Manx or Indian British Asian - Pakistani, Pakistani Manx or Pakistani British
 Black - African, African Manx or African British Black - Carribean, Carribean Manx or Carribean British Other - Arabic, Arabic Manx or Arabic British Any Other
 Not Known

2. COURSE INFORMATION AND RESIDENCY STATUS

Course Code	Course Title	Full Course Fee	Reduction Claimed	Fee Payable	Authorised By (initials)	Class List N ^o
		£		£		
		£		£		
		£		£		
		£		£		
Total Fees Payable				£		

If you are applying for a University of Chester course, have you studied with UoC previously? Yes No
 Have you lived on the Isle of Man for the 4 years prior to 1st September 2023? Yes No

Course fees can be paid in cash (in person), card, direct debit if instalment application approved, and cheque payment. If you are paying by cheque, please make your cheque payable to IOM Government.

** Please refer to UCM Fee Policy for full details*

3. INTERNATIONAL STUDENTS

If you are an international student (from outside UK) please note that acceptance on a course does not give automatic entitlement to a visa; it is your responsibility to independently progress your visa with your local Immigration Authority.

Do you require a visa to study on the Isle of Man? Yes No (please tick as appropriate):
 If YES, are you in receipt of a visa Yes No
 If YES please give details of Visa Type: _____ Expiry Date: _____

4. ACCESS ARRANGEMENTS

If you have access or other health-related issues that could affect your ability to participate in your chosen course(s) please email our Student Services Team studentservices@ucm.ac.im

5. COURSE FEE EXEMPTIONS AND INSTALMENTS (PLEASE COMPLETE THE RELEVANT AREA)

No refunds or reductions on courses of one or two day duration, services to business (S2B) courses, courses listed as non-discountable, and WBIS courses

Apprentices (please ensure employer details are completed)

- I am an apprentice and my fees are being covered by the DESC Apprenticeship Scheme
 I am an apprentice not receiving funding from the DESC Apprenticeship Scheme but my employer is paying my fees

Employer name: _____ Employer address: _____
Email address: _____ Contact number: _____

Employer Funding

- My employer is paying my fees
(complete employer details above)

Instalments

- I have applied to pay my fees in an instalment plan - email reception@ucm.ac.im for application form.
(not applicable to students requiring a study visa)

DESC Student Awards

- I am receiving a student grant to cover my course fees

IOM Government State Pension Claimants

- I receive an IOM State Pension (as of 1st September 2023)

You will receive 50% discount off direct teaching costs, applicable to TWO Adult Community Education (ACE) courses, per academic year.

Treasury State Benefit Claimants

I am in receipt of (please tick relevant benefit):

- Income Support Employed Persons Allowance

100% fee exemption applies to one course on only one occasion – not applicable to Adult Community Education (ACE) courses, courses Level 4 and above and services to business (S2B) courses.

I am in receipt of (please tick relevant benefit):

- Severe Disablement Allowance Industrial Injuries Disablement Benefit
 Long-term Incapacity Benefit Disability Living Allowance

A 50% reduction applies off direct teaching costs. This is ONLY applicable to one Adult Community Education (ACE) course per academic year.

Please provide Treasury confirmation/evidence if you have applied to any of the above exemptions.

6. CRIMINAL CONVICTION DISCLOSURE

Have you ever been convicted in a criminal court, cautioned, or bound over to be of good behaviour for any offence? Yes No

Are you currently involved in a police investigation which could result in a criminal conviction? Yes No

This includes offences under the Income Tax Act 1970 and offences under the Social Security Administration Act 1992, but not including motoring offences. Please note that you do not need to disclose convictions which are considered to be spent pursuant to the Rehabilitation of Offenders Act 2001 (see www.gov.im/categories/working-in-the-isle-of-man/rehabilitation-of-offenders/ for further information). Please note that if your answer is 'yes', we will contact you for further details. We will treat all such disclosures as confidential.

If you answered yes to either of these questions, your application will be put on hold until we have contacted you to discuss your conviction. We will contact you via the email or telephone number you have supplied. If you haven't heard from us after two weeks of applying, please contact us on applications@ucm.ac.im

For further information about the declaration of criminal conviction(s), please see our web site.

7. DATA PROTECTION NOTIFICATIONS

You agree to abide by UCM's rules & regulations (please refer to www.ucm.ac.im) and understand that any personal data submitted as part of an enrolment, application or other UCM service will be used to manage and administer your learning and for purposes relating to employment, general advice or services, wellbeing, research and education and training administration (including analysis for management and statutory returns). This includes communicating with you regarding your education throughout your time at UCM. Information will be processed by UCM in accordance with the General Data Protection Regulations, GDPR.

If you would like to receive updates from UCM regarding upcoming courses, initiatives and events, please tick one or more of the available options. I can be contacted by: Email Phone Post

Please refer to www.ucm.ac.im/privacy-data-protection to see how we store and use your data

8. AUTHORISATION TO BE COMPLETED BY ALL STUDENTS

Name _____ Signature _____

Date _____

By signing the above you are confirming, if applicable, that UCM can conduct the relevant checks regarding claiming fee exemptions. Failure to confirm these will result in course fees being charged. You are agreeing to the Student/UCM Agreement, Code of Conduct on our website www.ucm.ac.im

OFFICE USE ONLY

TBI Instal Receipt no. Method of Payment
 CASH / CHEQUE / CREDIT OR DEBIT CARD

Name on cheque if different to name on form PC