

Homefield Road, Douglas, Isle of Man IM2 6RB

PART-TIME STUDENT ENROLMENT FORM 2017/18

Surname		Forenames		Title
Date of Birth	Gender	I prefer to be known as:		Home Tel.
Address				Work Tel.
				Mobile
Post Code (required)		E-mail		Emergency contact (n.b. please state NAME and CONTACT TELEPHONE NO.):
Have you studied with us in the past 6 years? Tick YES <input type="checkbox"/> NO <input type="checkbox"/>				If you feel you may have access or other health-related issues that could affect your ability to participate in your chosen course(s), please attach an explanatory note to this form and we will try to assist if possible. Please tick box if sending an attachment: <input type="checkbox"/>
If you have changed your name since your last enrolment, please state the <i>previous</i> name used				
If you are an "overseas student" (from outside UK/EC) acceptance on a course does NOT give you any entitlement to a visa.				

COURSE CODE	COURSE TITLE	FULL COURSE FEE	% Reduction Claimed *	FEES	Auth by (Intls)	Class-list No.
* If applicable, please indicate the percentage fee reduction being claimed (<i>see reverse of form</i>). In the event that a fee reduction is not approved, the College will charge the full amount of the fee(s).				Total Fees Payable	OFFICE USE ONLY	

If a fee is payable please ensure that it accompanies this form. Cheques and/or Postal Orders must be made payable to the ISLE of MAN GOVERNMENT. Please do not send cash in the post. If you are claiming a fee reduction in regard to your entitlement to one of the specified DHSC benefits, please enclose a copy of your current DHSC letter of entitlement in order to avoid any delays with your enrolment. All payment methods can be accepted at Reception.

Please tick the box if your course fees are being paid by your employer

If DED supported, tick box

DISCLAIMER There are **NO** fee reductions and refunds on the following types of courses: full-cost courses, WBIS, EFL/ESOL, NVQs, courses of 1 - 2 days' duration or other courses specified as non-discountable.

N.B. If an employer or the DED does not pay the course fees, you will become liable for the fees.

If your fees are being paid by your employer, please give their details:

Employer's Name & Address:

Post Code:

DECLARATION [must be completed in all cases]

Criminal conviction disclosure

YES NO

Have you ever been convicted in a criminal court, or cautioned, or bound over to be of good behaviour for an offence including motoring offences, offences under the Income Tax Act 1970 and offences under the Social Security Administration Act 1992? 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 <https://www.gov.im/categories/working-in-the-isle-of-man/rehabilitation-of-offenders/> for further information). Please note that if your answer is yes, you should provide details of the date and type of conviction together with any sentence.

We will treat all such disclosures as confidential.

Declaration

The information I have supplied is correct to the best of my knowledge, I agree to abide by UCM's rules & regulations and I understand that any personal data submitted on the application form will be processed for the purposes of education and training administration, including analysis for management and statutory returns. Any information will be processed by the UCM in accordance with the Data Protection Act 2002 and (where relevant) will be disclosed to examination boards for the purposes of education and training.

SIGNATURE _____

DATE _____

Tick the box(es) if you do not agree to:

- | | |
|--|---|
| (a) the publication of your results by the College <input type="checkbox"/> | (c) the College giving references regarding your time at the College <input type="checkbox"/> |
| (b) being included in promotional photographs taken in connection <input type="checkbox"/> | (d) contacting your previous school/college to obtain attainment information related to prior achievements and access arrangements <input type="checkbox"/> |

ETHNICITY - please tick the box that applies to you (this will help us with our Equal Opportunities Monitoring):-

- | | | |
|--|--|--|
| Bangladeshi <input type="checkbox"/> | Black Caribbean <input type="checkbox"/> | Any Other Mixed <input type="checkbox"/> |
| Indian <input type="checkbox"/> | Other Black <input type="checkbox"/> | White British <input type="checkbox"/> |
| Pakistani <input type="checkbox"/> | Chinese <input type="checkbox"/> | White Irish <input type="checkbox"/> |
| Other Asian <input type="checkbox"/> | Mixed White & Asian <input type="checkbox"/> | Manx <input type="checkbox"/> |
| Black African <input type="checkbox"/> | Mixed White & Black African <input type="checkbox"/> | Any Other <input type="checkbox"/> |
| | | Not Known <input type="checkbox"/> |

PLEASE COMPLETE BELOW IF YOU ARE CLAIMING A REDUCTION IN YOUR COURSE FEE(S).

Fee reductions and refunds are not applicable on certain types of courses - please refer to the **DISCLAIMER** on the front of this form. Published course fees are **normally inclusive** of examination & registration fees on vocational courses, but there are exceptions which are identified in the Part-Time Course Guide.

Any additional examination fees will be chargeable in full (UNLESS you qualify for a 100% reduction regarding the initial fee at enrolment - on ONE vocational course and on **one** occasion only. Subsequent enrolments for the same course will be charged in full). Examination resit fees will be charged in full.

FULL-TIME STUDENT / PUPIL, under age 65 on 1st September 2017 (on Vocational courses only)

Are you a full-time pupil / student (*n.b. this must be at an institution supported by the Department of Education and Children*) enrolling on a course that is part of, or at least equivalent to, your normal course entitlement? If YES, 100% reduction may apply - except on the types of courses listed in the **DISCLAIMER** on the front of this form. [Full-Time UCM students may be entitled to 100% reduction on courses listed in the disclaimer]

You will need to provide a letter of support from the School Head Teacher / College Programme Manager to confirm the above, in order to be considered for this reduction - otherwise, full fees will be payable.

YES NO

PERSONS IN RECEIPT OF CERTAIN DHSC STATE BENEFITS

If you TICK any of the boxes in this section, then you must attach your current DHSC letter of entitlement, AND sign the DHSC enquiry section below:-

[1] Are you in receipt of one of the following "means-tested" State Benefits, and enrolling on a part-time Vocational (but not Adult Community Education) course ?

- (a) Income Support
- (b) Income-based Job Seekers' Allowance
- (c) Employed Persons Allowance

A 100% fee reduction may apply in this category on ONE part-time Vocational course per person, per academic year - except on the types of courses listed in the **DISCLAIMER** on the front of this form. This fee reduction can only be used on one occasion for any particular course.

It can apply even if you are not the actual benefit claimant, but a dependant member in the same family unit as the actual claimant. (subject to meeting the residency criteria)

[2] If you are enrolling on a part-time course (including Adult Continuing Education), are you in receipt of one of the following State Benefits? (this only applies if the Benefit is in your own name):

- (a) Long-term Incapacity Benefit
- (b) Severe Disablement Allowance
- (c) Incapacity Benefit - Youth
- (d) Disability Living Allowance
- (e) Industrial Injuries Disablement Benefit

A 75% fee reduction may apply in this category on an unlimited number of part-time courses per person - except on the types of courses listed in the **DISCLAIMER** on the front of this form.

As at 1st September 2017

Are you aged 65 or over? (if YES, please tick box)

A 50% fee reduction may apply on an unlimited number of part-time courses - except on the types of courses listed in the **DISCLAIMER** on the front of this form.

Are you under 18 and enrolling on a GCSE Maths or English resit course? (if YES, please tick box)

You may be entitled to a 50% reduction if you already hold a grade 'D' in the relevant subject.

DHSC enquiries (to be signed by the person claiming one of the specified State Benefits, or claiming a reduction if over 65)

I hereby authorise the University College Isle of Man to make such enquiries of the DHSC as deemed necessary in support of this enrolment application.

Full Name _____

Signature _____ Date _____

College Staff In-Service Training
(to be approved by the Principal)

Fee reduction(s)
agreed by:- _____

Date: _____

OFFICE USE ONLY

TBI

RCT No. _____

Method of Payment: CASH / CHEQUE/CREDIT
OR DEBIT CARD

Name on cheque if different to name on form: _____

PC

MIS