

FULL TIME COURSE APPLICATION FORM

MIS Reference (office use only)



PART A

Your personal details (PLEASE COMPLETE IN CAPITAL LETTERS AND IN INK)

Surname _____ Title _____

Forename(s) _____ Known as _____

School last attended _____

Address for all correspondence _____

_____ Postcode _____

Telephone no. (home) _____ Mobile _____

E-mail _____ Date of birth _____

Career aim (if known) _____

Course(s)/apprenticeship(s) you would like to apply for: _____

If you would like more information about your course/apprenticeship or career aim before making a formal application, please tick the appropriate box and then go straight to Part E.

Course information

Careers advice

PART B

Exams/Qualifications (please complete as fully as possible)

Subject	Level (e.g. GCSE, AS, etc)	Predicted grade (if yet to be taken)	Actual grade (if already taken)	Date (if taken)

You may wish to attach a personal statement or letter of application with this form

PART C

I am aware course fees apply to all courses at University College Isle of Man (UCM) and that I should contact UCM Student Services for further information and guidance on whether or not I would be liable for the course fees related to this application, or I will visit www.ucm.ac.im/about-ucm/course-fees-and-regulations.

By ticking this box, I agree with this statement.

If you think you will require a student visa, please contact UCM Student Services on 648254.

If you have any physical or mental health issues or feel you have specific learning support needs, we recommend discussing these at your interview so that we can identify the best way to support you during your studies.

PART D

In accordance with UCM's safeguarding requirements, all students/prospective students are asked to disclose unspent criminal convictions in order to study at UCM. This includes existing students who receive a criminal conviction whilst on a programme of study at UCM. Personal data will be retained securely on our Management Information System for the purpose of providing educational services to you whilst still relevant to the original purpose for which it was collected and will be deleted one year after completion of a course with us.

Criminal Conviction Disclosure

UCM is committed to creating learning environments where there is fairness, mutual respect, trust and equality of opportunity.

Have you ever been convicted in a criminal court, cautioned, or bound over to be of good behaviour for any offence? 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', you should provide details of the date and type of conviction together with any sentence. We will treat all such disclosures as confidential.

Yes No

PART E

Declaration

The information I have supplied is correct to the best of my knowledge. I agree to abide by UCM's Student and College Agreement, Code of Conduct and ICT User Agreement (which can be found at www.ucm.ac.im) 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 UCM in accordance with the General Data Protection Regulation (GDPR) 2018 and will be disclosed where relevant to third parties for the purposes of education, training and examinations. Personal data will be kept whilst still relevant to the original purpose for which it was collected and in accordance with the limitation periods enshrined within the GDPR 2018.

By ticking this box, I agree with the above statements.

Date _____

(to be completed in all cases)

Please ensure all relevant sections of your application form are fully completed and then return it to University College Isle of Man, Homefield Road, Douglas, Isle of Man, IM2 6RB, or e-mail your completed form to applications@ucm.ac.im