

# PART TIME ENROLMENT FORM 2019/20



University College Isle of Man - Homefield Road, Douglas, Isle of Man IM2 6RB | mail@ucm.ac.im | 01624 648200 | www.ucm.ac.im

## STUDENT INFORMATION

Title \_\_\_\_\_ Surname \_\_\_\_\_  
 Forename(s) \_\_\_\_\_ Known as \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ E-mail \_\_\_\_\_  
 Mobile Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Emergency Contact's Number \_\_\_\_\_  
 Address for all correspondence \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_

If you are an 'overseas student' (from outside UK/EC) acceptance on a course does NOT give you any entitlement to a visa.

**NOTE:** for apprentices, if an employer or the Department of Education, Sport and Culture do not pay the course fees, you will be held liable for these in full including exam costs.

**DISCLAIMER:** there are NO fee reductions and refunds on the following types of courses: services to business/commercial courses, WBIS, ESOL, repeat GCSEs & courses of 1-2 days' duration, work based qualifications or other courses specified as non-discountable.

If a fee is payable please ensure that it accompanies this form; cheques 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 Treasury benefits, please enclose a copy of your current Treasury letter of entitlement in order to avoid any delays with your enrolment. All payment methods can be accepted at Reception.

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 e-mail Student Services at studentservices@ucm.ac.im

## COURSE INFORMATION

Course Code	Course Title	Full Course Fee	Reduction Claimed	Fee Payable	(office use only)	
					Authorised By (initials)	Class List N°
		£		£		
		£		£		
		£		£		
		£		£		
Total Fees Payable				£		

In the event that a fee reduction is not approved, the College will charge the full amount of the fee(s). Please tick the relevant box.

Department of Education, Sport and Culture has agreed to financial support  
 Your course fees are being paid by your employer, please give their details:

Employer name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Post code \_\_\_\_\_

### As at 1<sup>st</sup> September 2019

Are you aged 66 or over? (If YES, please tick box)

A 50% fee reduction may apply on an unlimited number of part-time courses for direct course costs only (excluding material costs) – except on the types of courses listed in the DISCLAIMER on the above.

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

You will be entitled to a 50% fee reduction on direct course costs (excluding material costs) unless this is part of a full time programme.

## PLEASE COMPLETE ON THE REVERSE 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 above.

Published course fees are normally inclusive of examination & registration fees on vocational courses.

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.

**ALL** students to sign agreement to UCM rules and regulations as stated on our website (www.ucm.ac.im) and to confirm agreement with the data Protection Regulations Overleaf.

Full Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### Persons in Receipt of Certain Treasury State Benefits

If you TICK any of the boxes in this section, then you must attach your current Treasury letter of entitlement, AND sign the Treasury 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 Continuing Education) course?

- Income Support
- Income-based Job Seekers' Allowance
- Employed Person's 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 above. 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):

- Severe Disablement Allowance
- Long Term Incapacity Benefit
- Industrial Injury Disability Benefit
- Incapacity Benefit – Youth
- Industrial Injury Disability Benefit

A 50% fee reduction may apply in this category on an unlimited number of part-time courses per person, for direct course costs (excluding material costs) - except on the types of courses listed in the DISCLAIMER on the front of this form.

### AUTHORISATION

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Treasury Enquiries** (to be signed by the person claiming one of the specified state benefits, or claiming a reduction if over 66).

### DECLARATION

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.uk/categories/working-in-the-isle-of-man/rehabilitation-of-offenders/](http://www.gov.uk/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

### DATA PROTECTION NOTIFICATIONS

I agree to abide by UCM's rules & regulations (please refer to [www.ucm.ac.im](http://www.ucm.ac.im)) and 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. Information will be processed by UCM as detailed in the following paragraphs and in accordance with the General Data Protection Regulations, GDPR.

### Data from Schools

In the public interest, for those students transferring from schools on the Island to UCM, in order for accurate information to be received by UCM and to provide the appropriate level of education so as to best support these students, data, including exam results, access arrangements and attendance, will be provided to the UCM from feeder schools. A data sharing agreement between all Island schools and UCM is in place.

### Publishing Results

Statistical data containing no personally identifiable data will be published online and may be published in the local press. If individual student results are to be published consent will be requested specifically from that student for that purpose.

### Reference Requests

UCM will only provide a reference for a student where there is a signed declaration from the student giving their explicit consent. Only detailed information for the last 3 years will be provided and only if specifically requested. After that time only confirmation of attendance at UCM will be provided up to a maximum of 7 years as per UCM's data retention policy.

### Student ID Cards

In developing our safeguarding procedures for UCM, in the public interest, your picture may be taken for some part-time courses and included on your learner record on our Management Information System. This picture will not be used for marketing purposes and for more information on how we use data and how long it is retained for, please see our privacy notice at <https://www.ucm.ac.im/privacy-data-protection/>

### OFFICE USE ONLY

TBI  Receipt no.

Method of Payment

Name on cheque if different to name on form

PC

MIS