

**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 - Caribbean, Caribbean Manx or Caribbean 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 <sup>o</sup>
		£		£		
		£		£		
		£		£		
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 2024?	Yes	No

Course fees can be paid in cash (in person), card, direct debit if installment 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. PHOTO CONSENT**

From time to time UCM takes photos and videos of its students and their course work in order to promote its activities to prospective students. All participants involved are notified in advance and are given an option not to appear on the footage. For full information please refer to UCM Privacy Notice. All students can opt out by emailing mis@ucm.ac.im.

I give permission for UCM to use my photograph and video for promotional material and publications for which it may be suitable.

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

No refunds or reductions on 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 installment plan -email [reception@ucm.ac.im](mailto:reception@ucm.ac.im) for application form.  
(not applicable to students requiring a study visa)

### DESC Student Awards

I have applied for Student Grant to cover my course fees

### IOM Government State Pension Claimants

I receive an IOM State Pension (as of 1st September 2024)

*You will receive 50% discount off the fee, applicable to TWO Just for Fun 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 Up skilling course per academic year, up to L3 - not applicable to Just for Fun courses.*

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

Severe Disablement Allowance

Industrial Injuries Disablement Benefit

Long-term Incapacity Benefit

Disability Living Allowance

*50% remission on ONE part time "Just for Fun" 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 behavior for any offence, or 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/](http://www.gov.im/categories/working-in-the-isle-of-man/rehabilitation-of-offenders/) for further information). Please note that if your answer is "yes", your application will be put on hold until we have contacted you to discuss your conviction. We will treat all such disclosures as confidential.

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](http://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](http://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

I agree that to the best of my knowledge the information I have provided is true and accurate. I confirm that UCM can conduct the relevant checks regarding claiming fee exemptions, failure to confirm these will result in full course fees being charged. I agree to abide by the Student/UCM Agreement and Code of Conduct.

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](mailto:studentservices@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