

Part-time/Postal Enrolment Form 2018/19

Please complete all sections using BLOCK CAPITALS

Student ID Number (for office use only)

Date received:

NORTHERN
Regional College 

Course Details

Course Code Course Description: Campus: Day: Time: Student Start Date:

Personal Information

Have you previously attended the College? Yes No

Surname: Title: Male Female

Forename(s):

Date of Birth: / / Age on 1st July 2018: ULN (Unique Learner Number)

Term Time Address:

Post Code: E-mail:

Telephone Number: Mobile Number: (Priority Number)

Residency: Have you been resident in the EU for the last three years? Yes No

Date of Entry to UK / / Passport Number: Passport Expiry Date: / /

Are you on a time limited Visa Yes No Visa Expiry Date: / /

Do you hold an Application Registration Card (ARC) or a biometric residence permit?

Application Registration Card (ARC) Biometric residence permit Is your country of birth Syria? Yes No

Next of Kin

Name: Tel No: Mobile No:

Address:

Post Code: Relationship (Please specify):

Fee Details

Please tick who will pay your fees Employer Self Grant/Bursary (proof of application must be provided)

If your employer is paying please give details & attach an Employer Consent Form (available from Student Admissions)

Fee Category

Reduced Fee Full Fee Instalment

Courses costing more than £100 may be paid in instalments. There is a £10 admin fee for this service. A Payment Plan Form must be completed at enrolment.

Have you remembered to write your cheque guarantee number on the back of your cheque?

Reduced fees apply to the following groups ONLY. If you qualify for reduced fees you MUST provide valid documentary evidence at the time of enrolment.

Failure to do so will result in full fees being payable and/or a delay in processing your enrolment.

I qualify for reduced fees because

College Approved initiatives LINK - Past Student Association member

I qualify for reduced fees because I am in receipt of

Income Support Income based job seekers allowance Provide copy of SSA letter of entitlement

Working tax credit Child Tax Credit Provide copy of Inland Revenue Tax Credit (annual household income < £16,000)

Pensions Credit ESA/Other means tested benefit Provide documentary evidence

Rates relief/Housing Benefit Provide Notification letter

Benefit Office Confirmation: Applicants in receipt of the above benefits and claiming reduced fees may request their benefit office to complete this section as alternative proof of entitlement.

Name: National Insurance No.

I confirm that the above named person is in receipt of

Signed on behalf of the SSO Date / /

Benefit Office Stamp

Safeguarding Children, Young People and Vulnerable Adults

Have you ever been convicted of/received a caution for:

A criminal offence of a violent or sexual nature Yes No

An offence relating to the distribution and/or sale of illegal drugs? Yes No

Have you ever been investigated for allegations:

Of a violent or sexual nature? Yes No

Relating to child abuse? Yes No

For further information please see the Student Criminal Convictions Disclosure Policy and Procedure (available upon request)
Failing to complete this section or providing misleading or false information may lead to your application/enrolment being withdrawn.
Ticking 'Yes' to any of the questions above will result in a follow up meeting in order to obtain further details.

Education Support

The Northern Regional College welcomes applications from people with a disability, learning difficulty and/or medical condition. If you require additional support please complete an Education Support form (available on-line or from campus receptions) and return to the Education Support Co-ordinator at the campus where you wish to study. Your health and safety is important to us, if you require assistance during an emergency evacuation please complete an Education Support Form.

Qualifications on Entry

If you do not hold any formal qualifications, please tick this box and proceed to the next section

Please indicate the highest qualification you currently hold. If your **highest** qualification is in Table A, please tick the appropriate option, if it is in the Table B please record the associated level and if it is in the Table C please record how many you hold.

Table A		Table B		Table C	
Qualification	Tick	Qualification	Write level	Qualification	How many have you
PhD		Diploma (QCF or equivalent)		A Level	
Masters		Certificate (QCF or equivalent)		Higher Leaving Cert (Level 5)	
Postgraduate, PGCE		Award (QCF or equivalent)		AS Level	
Undergraduate Degree		National Vocational Qualification (NVQ)		GCSE A*-C	
Foundation Degree/DipHE		ESOL skills for life, Essential/Basic/Key Skills		Ordinary Leaving Cert (Level 4)	
HND, HNC				GCSE D-G	
Access to HE				Junior Cert	

If your highest qualification is not in the list above, please specify:

Please indicate your grade or level obtained for GCSE English, Maths and ICT (including those equivalent qualifications for ROI results) or Essential Skills:

Qualification	Grade/Level	Qualification	Grade/Level
English language		Essential Skills - Communication	
Maths		Essential Skills - Application of Number	
ICT		Essential Skills - ICT	

Marketing Information

Can you tell us how you found out about this course? (Please tick all that apply):

Careers Guidance: School/careers teacher DEL Careers Service adviser College careers service/tutor

Advertising: Newspaper Ad TV Ad Radio Ad Billboards/Buses/Bus Shelters Ads TV/Radio interview or newspaper article

Web / digital: NI Direct College website Social media (Facebook / Twitter)

College: College information day College literature / prospectus

Other: Word of mouth (friend, parent etc.) Employer Jobs and Benefits Office Other

Please indicate whether your details can be used for publicity purposes: Yes No

IMPORTANT: PLEASE READ CAREFULLY

All personal data will be held in accordance with the Data Protection Act (1998). Your data will be shared with the Department for the Economy for statistical, funding, research and other legitimate business purposes including the provision of careers guidance. Your information may be accessed by other Civil Service Departments and government agencies. At no time will your personal information be passed onto organisations for marketing or sales purposes.

I certify that the details on this form are correct, that I wish to enrol for the course listed and that when using College IT resources I will adhere to the Acceptable User Policy.

Student Signature _____ Date / /

I verify that I have checked the details on this form.

Staff Signature _____ Date / /

Internal Use Only

Receptionist Signature: _____ Date: _____

Payment Method Cash Cheque Debit Card Credit Card Invoice

Course Fee _____ Fees Actually Paid _____ Receipt No. _____

MIS Signature _____ Date: _____

For Postal Enrolments

If this section is required it will be destroyed immediately after the data has been input.

Type of Card _____ Card Holders Name as it appears on the card _____

Start Date _____ Issue Number _____ Expiry Date _____

Security Code _____ Account / Card Number _____

Monitoring Information 2018/19

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Permanent Address (Home - Before Enrolment)

.....
..... Postcode

To which of these ethnic groups do you consider you belong? (Please select the option that is most appropriate to you)

01 White 02 Black Caribbean 03 Black African 04 Black Other 05 Indian 06 Pakistani
07 Bangladeshi 08 Chinese 11 Irish Traveller 12 Mixed Ethnic Group 98 Any other ethnic group

What is your country of birth?

Please write the present name of the country
.....

Marital Status

01 Single 03 Separated 05 Divorced/Dissolved
02 Married 04 Widowed/Surviving Partner 06 In a civil partnership

What religion, religious denomination or body do you belong to?

05 Roman Catholic 06 Presbyterian Church in Ireland 07 Church of Ireland
08 Methodist 09 Other Christian 02 Buddhist
12 Muslim 10 Hindu 13 Sikh
11 Jewish 80 Other Religion 01 None

What religion, religious denomination or body were you brought up in?

1 Roman Catholic 2 Protestant 3 Other Christian 4 Non Christian 5 No Religion

What is your current main employment status? (Please tick one box)

5 Employed Full-time (30hrs or more per week) 6 Employed Part-time (less than 30hrs per week) 7 Self Employed
Not in work and not looking for work: 10 Retired/looking after family or home/Long term sick 11 Student/Waiting to start a course at college or university
12 Other eg. voluntary unpaid work
Unemployed (out of work and looking for work) for: 15 Less than 6 months 16 6 to 11 months 17 12 or more months

Do you have personal responsibility for the care of..? (Tick each box that applied to your circumstances)

A child (or children) A person(s) with a disability A dependant adult(s) None of the above

Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes No

If you have answered Yes then please complete the section below

If you answered Yes, then please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. (Tick all that apply).

01 Specific learning disability (e.g dyslexia, dysgraphia) 02 Blind or partially sighted
03 Deaf or hard of hearing 04 Mobility difficulty
05 Autistic spectrum disorder/Asperger's syndrome 06 Mental health condition
07 Unseen Disability (diabetes, epilepsy)

Are you in care or have been in care? In care is to mean either fostering, adopted, care home or other supported residential care.

Yes No

What is your current political opinion?

If you are under the age of 16, you are not required to answer this question

01 Nationalist 02 Unionist 80 Other 97 None 98 Prefer not to say

Which of the following options best describes how you think of yourself?

If you are under the age of 16, you are not required to answer this question

04 Heterosexual/Straight 01 Bisexual 02 Gay 03 Lesbian 99 Prefer not to say