

# Part-time/Postal Enrolment Form 2017/18

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 2017:      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      Full time student

### 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

**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 2017/18

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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 main employment status?

5 Employment Full-time (30hrs or more per week)      6 Employment Part-time (less than 30hrs per week)  
7 Self Employed      9 Unemployed      14 Economically inactive (not in work and not looking for work)

## 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

**Ballymena**

Farm Lodge Buildings  
Ballymena  
Co Antrim BT43 7DF  
T: 028 2565 2871  
F: 028 2563 1353

**Ballymena**

Trostan Avenue Building  
Ballymena  
Co Antrim BT43 7BN  
T: 028 2563 6221  
F: 028 2565 9245

**Ballymoney**

2 Coleraine Road  
Ballymoney  
Co Antrim BT53 6BP  
T: 028 2766 0401  
F: 028 2766 4529

**Coleraine**

Union Street  
Coleraine  
Co Londonderry BT52 1QA  
T: 028 7035 4717  
F: 028 7035 6377

**Magherafelt**

22 Moneymore Road  
Magherafelt  
Co Londonderry BT45 6AE  
T: 028 7963 2462  
F: 028 7963 3501

**Newtownabbey**

400 Shore Road  
Newtownabbey  
Co Antrim BT37 9RS  
T: 028 9085 5000  
F: 028 9086 2076

