

# PART TIME ENROLMENT FORM 2021/22

## 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:** if an employer, sponsor or the Department of Education, Sport & Culture do not pay the course fees, you will be liable for the full fees. Fee reductions or exemptions not confirmed by Treasury will be chargeable in full.

**DISCLAIMER:** there are no refunds or reductions on: one or two-day courses, Services to Business (S2B), ESOL, WBIS or other courses specified as non-discountable.

Applicants will only be permitted to complete enrolment for courses if the appropriate fees have been paid, or the student is exempt from paying course fees. If you are claiming a fee reduction in regard to your entitlement to one of the specified Treasury benefits, please enclose or upload a copy of your current Treasury letter of entitlement in order to avoid any delays with your enrolment. Please do not send cash in the post, cheques must be made payable to the ISLE OF MAN GOVERNMENT. Should you not be able to apply online, UCM reception remains open for in-person enquiries and enrolments.

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				£		

Please tick the relevant box if:

Department of Education, Sport and Culture has agreed to financial support (please attach any relevant supporting documentation)

Your course fees are being paid by your employer, please give their details:

Employer name \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Contact phone number \_\_\_\_\_

Post code \_\_\_\_\_

### As at 1<sup>st</sup> September 2021

Are you in receipt of Isle of Man Government State Pension? (if YES, please tick box)

A 50% discount off direct teaching costs is applicable to a maximum of **two** Adult Continuing Education (ACE) courses, per academic year. Evidence of entitlement must be provided.

Are you under 18, habitually and normally a resident of the Isle of Man for a four-year period prior to the start of your course, and enrolled on a repeat Maths and/or English course alongside your full-time course? (if YES, please tick box)

You are entitled to a 100% fee reduction.

## 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 and benefit entitlements overleaf.**

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 / Digital 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 ACE) course?

- Income Support
- Employed Person's Allowance

A 100% fee exemption applies to **one** part-time course and on **one** occasion only. This is not applicable for Higher Education (Level 4 and above), ESOL, ACE or S2B courses. 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 Adult Continuing Education (ACE) course, 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 Injuries Disability Benefit
- Disability Living Allowance

A 50% discount off direct teaching costs is applicable for one ACE course only.

3. Covid-19 Exceptional Funding

### AUTHORISATION

Full name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

### 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 equal 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/](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', we will contact you for further details. 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.

Name on cheque if different to name on form

Method of Payment

PC

MIS