

PART TIME ENROLMENT FORM 2022/23

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 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

COURSE INFORMATION

Course Code	Course Title	Full Course Fee	Reduction Claimed	Fee Payable	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)
 You are an APPRENTICE and your fees are being paid by DESC Apprenticeship Scheme (please give your EMPLOYER details below)
 You're not an apprentice but your course fees are being paid by your employer (please give their details below)

Employer name _____
 Address (inc post code) _____
 Email address _____
 Contact phone number _____

As at 1st September 2022:

- 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.

Do you require a visa to study on the Isle of Man? Yes No
 Are you in receipt of a visa? Yes No Visa type: _____ Expiry date: _____

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:** 1. there are no refunds or reductions on: one or two-day courses, Services to Business (S2B), WBIS or other courses specified as non-discountable. 2. 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. 3. 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

AUTHORISATION - ALL STUDENT TO SIGN

Fee reductions and refunds are not applicable on certain types of courses – please refer to the DISCLAIMER and benefit entitlements.

Full name _____ Signature / Digital Signature _____
 Date _____

PLEASE COMPLETE 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 overleaf and benefit entitlements below.

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.

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), ACE or S2B courses.

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.

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/ 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) and understand that any personal data submitted on the Enrolment 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