

PART TIME AND SHORT COURSE FORM 2025/26



University College Isle of Man - Homefield Road, Douglas, Isle of Man IM2 6RB | mail@ucm.ac.im | 01624 648200 | www.ucm.ac.im

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 - Carribean, Carribean Manx or Carribean 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 ^o
		£		£		
		£		£		
		£		£		
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 2025? Yes No

Course fees can be paid in cash (in person), card, standing order if instalment 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. 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.

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

There are no refunds for 1 & 2 day courses, WBIS, Adult Learning Courses (Upskilling & Just for Fun) and courses listed as non-discountable.

Apprentices (please ensure employer details are completed)

I am an apprentice and my employer will register me for the DESC Apprenticeship Scheme
(If my application is unsuccessful or the apprenticeship funding is withdrawn, I will be liable to the outstanding 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 instalment plan -email 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 2025)

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 part time Further Education Course per academic year, up to L3. This remission is not applicable to Just for Fun & Upskilling 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 Just for Fun course per academic year.

If you have applied for a Grant, DESC Apprenticeship Scheme or any of the above exemptions, please provide relevant evidence at the time of enrolment or you may be liable to pay full fees. If your employer fails to pay the fees or your funding application has not been approved, you are liable to pay full fees.

5. CRIMINAL CONVICTION DISCLOSURE

Do you have any UNSPENT criminal convictions? Yes No

If your answer is "yes", your enrolment will not be progressed until you have provided additional information that we will request from you. If you are not sure whether your conviction is "spent", please visit [Isle of Man Government - Rehabilitation of Offenders](http://www.isleofman.gov.im/Rehabilitation-of-Offenders) website for further information or reach out to us by emailing criminalconvictions.ucm@ucm.ac.im Failure to declare unspent criminal convictions is in breach of UCM Code of Conduct and will result in any application or enrolment being revoked.

For further information about the declaration of criminal conviction(s), please email criminalconvictions.ucm@ucm.ac.im

6. DATA PROTECTION NOTIFICATIONS

You agree to abide by UCM's rules & regulations (please refer to 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 to see how we store and use your data.

7. 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

OFFICE USE ONLY	TBI	Instal	Receipt no.	Method of Payment
	<input type="text"/>	<input type="text"/>	<input type="text"/>	CASH / CHEQUE / CREDIT OR DEBIT CARD
	Name on cheque if different to name on form			PC
	<input type="text"/>			<input type="text"/>