

# PART TIME AND SHORT COURSE FORM 2026/27

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°
		£		£		
		£		£		
		£		£		
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 2026?  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*

**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](mailto:studentservices@ucm.ac.im)**

## 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, Professional Development Degree, Adult Learning Courses (Upskilling & Just for Fun) and courses listed as non-discountable.

**Apprentices** (please ensure employer details are completed)

I confirm that I am employed as a full time Apprentice in an approved occupation and that I am an Isle of Man worker.  
 (If my application is unsuccessful or the apprenticeship funding is withdrawn, I will be liable to the outstanding fees)

Employer name: \_\_\_\_\_ Employer address: \_\_\_\_\_

Employer email address: \_\_\_\_\_ Employer 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](mailto:reception@ucm.ac.im) for application form.  
 (not applicable to students requiring a study visa)

## FEE REMISSION

If you are in receipt of any of the below state benefits, you may be entitled to a fee remission. All applicants are required to provide evidence of eligibility for any of the remissions available.

### Disability

Available remission:

- One free upskilling course per year (up to and including Level 3, or equivalent); or
- A 50% reduction on two "Just for Fun" courses per year

### Pensioners

Available remission:

- A 50% reduction on two "Just for Fun" courses per year

### Income Support

Available remission:

- One free upskilling course per year (up to and including Level 3, or equivalent)

I am in receipt of the following (please tick ONE option if applicable):

- Disability Living Allowance (DLA)
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Severe Disablement Allowance

I am NOT in receipt of any of the benefits listed above; however, I can provide appropriate evidence of my disability

I confirm I have NOT received remission previously for the same course/subject

*Failure to declare previous remission may result in full fees being charged once your enrolment has been processed.*

*Exclusions: any subsequent enrolments on the same course/subject or at the same level will be charged at the full fee rate, including enrolments in previous academic year. Please note course type ("Upskilling" or "Just for fun") will be determined by how the course is advertised, as defined in the opening line of the course description on UCM website.*

**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](#) website for further information or reach out to us by emailing [criminalconvictions.ucm@ucm.ac.im](mailto: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](mailto: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](http://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](http://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. In order to confirm that your course funding is in place, UCM will liaise with DESC Student Awards Department, Isle of Man for details of your Tuition Award. I agree to abide by the Student/UCM Agreement and Code of Conduct as detailed on the UCM website <https://www.ucm.ac.im/studentagreement>

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			
	<input type="text"/>	PC	<input type="text"/>	