



Office Use Only

Enrolment Received _____

Student ID No: _____

ASN: _____

Evening Class/Leisure Course Application & Enrolment Form

Please complete using BLOCK capitals

Course Details:

| | |
|--|--------------------|
| | Course Date: _____ |
| | Course Cost: _____ |
| | Course Ref: _____ |

Applicant Details:

| Title | Forename(s) (First Name) | Surname (Family Name) | Date of Birth |
|----------------------|--------------------------|-----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Home Address: _____

 Postcode: _____

Term Time Address: _____

 Postcode: _____

Contact Telephone Number: Permanent Home Location:

Mobile Telephone Number: E-mail address:

Last School: Year Left:

Highest Qualification held to date:

Scottish Candidate Number (SCN): (if known) Not Known: Not Registered:

Would you consider yourself as: (please tick one)
 Home Student EU Student International Student
 Nationality: _____

Additional Personal Details:

Do you consider yourself as being associated with any of the following groups? (Please tick appropriately)
 AA Care Leavers Do you have any carers responsibilities? Yes No

Background Information:

At Inverness College UHI we want to make sure that all students and staff have an excellent experience and are treated fairly.

When we ask you for personal information it is because we want to find out more about the people in the College so that we can make changes that can help you and others.

We must take steps to gather this information and use it to make sure that things are made fairer for people from different backgrounds and groups.

In addition to age, ethnicity and disability, listed below are 'newly' introduced protected characteristics. Please help us to make positive changes by giving us this important information.

| | | |
|--|--|--|
| Ethnic Group (please tick appropriately): | | |
| <input type="checkbox"/> 11 British | <input type="checkbox"/> 20 Polish | <input type="checkbox"/> 49 Mixed |
| <input type="checkbox"/> 13 Scottish (White) | <input type="checkbox"/> 19 Any other White background | <input type="checkbox"/> 21 Caribbean |
| <input type="checkbox"/> 12 Irish (White) | <input type="checkbox"/> 31 Indian | <input type="checkbox"/> 22 African |
| <input type="checkbox"/> 15 Northern Irish | <input type="checkbox"/> 32 Pakistan | <input type="checkbox"/> 29 Any other Black background |
| <input type="checkbox"/> 16 Gypsy/Traveller | <input type="checkbox"/> 33 Bangladeshi | <input type="checkbox"/> 50 Arab |
| <input type="checkbox"/> 17 English (White) | <input type="checkbox"/> 34 Chinese | <input type="checkbox"/> 80 Other Ethnic background |
| <input type="checkbox"/> 18 Welsh (White) | <input type="checkbox"/> 39 Any other Asian background | |
| | <input type="checkbox"/> 98 Prefer not to say | |

Please give details of any support needs you have. (If English is not your first language please provide details in this section).

Disability:

The information that you provide in the following section will be passed, with your agreement, to relevant staff in order to ensure that appropriate provision is made for learning and other support.

Please indicate any of the following disabilities that affect you (tick as applicable)

| | | |
|---|---|--|
| A No Known Disability <input type="checkbox"/> | G Dyslexia, Dyspraxia or AD(H)D <input type="checkbox"/> | C Blind/Partially Sighted <input type="checkbox"/> |
| D Deaf/Hearing Impairment <input type="checkbox"/> | H Wheelchair/Mobility Difficulties <input type="checkbox"/> | J Multiple Disabilities <input type="checkbox"/> |
| F Mental Health Condition e.g. Depression, Schizophrenia or Anxiety Disorder <input type="checkbox"/> | E Long standing illness unseen Disability e.g. Diabetes, Epilepsy, Asthma, Cancer, HIV <input type="checkbox"/> | I Disability Not Listed <input type="checkbox"/> |
| B Social/Communication Impairment e.g. Asperger's Syndrome <input type="checkbox"/> | | |

Please tick box if you would like Student Services to contact you to arrange additional support (including learning support)

Would you need any support in the event that we need to evacuate the buildings? Yes No

Gender

Is your gender identity the same gender originally assigned to you at birth? Yes No Prefer not to Say

Religion or Belief

What religion, religious denomination or body do you belong to, or what philosophical belief do you hold?

| | |
|---|--|
| No Religion <input type="checkbox"/> | Jewish <input type="checkbox"/> |
| Buddhist <input type="checkbox"/> | Muslim <input type="checkbox"/> |
| Christian (Church of Scotland) <input type="checkbox"/> | Sikh <input type="checkbox"/> |
| Christian (Roman Catholic) <input type="checkbox"/> | Any Other <input type="checkbox"/> |
| Christian (Other) <input type="checkbox"/> | Prefer not to Say <input type="checkbox"/> |
| Hindu <input type="checkbox"/> | |

Sexual Orientation

Which of the following options best describe how you think of yourself?

| | | |
|---|---|--|
| Bisexual (you are attracted to both females and males) <input type="checkbox"/> | Heterosexual (you are attracted to the opposite sex) <input type="checkbox"/> | Other <input type="checkbox"/> |
| Gay Man <input type="checkbox"/> | Gay Woman/Lesbian <input type="checkbox"/> | Prefer not to Say <input type="checkbox"/> |

Pregnancy and Maternity

Are you currently pregnant? Yes No
 Have you been pregnant or given birth in the last 26 weeks? Yes No
 Does not apply to me/prefer not to say

Source of Information:

What method of communication do you feel has encouraged you to apply to Inverness College UHI? Please tell us where you heard about Inverness College UHI and the course(s) applied for:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper/Magazine Advert | <input type="checkbox"/> Staff member |
| <input type="checkbox"/> Radio advert | <input type="checkbox"/> Press Stories | |
| <input type="checkbox"/> Open Events | <input type="checkbox"/> Friend/relative | <input type="checkbox"/> Other |
| <input type="checkbox"/> Facebook/Twitter | <input type="checkbox"/> Prospectus | |
| | | |

Category of Student:

- | | |
|--|---|
| <input type="checkbox"/> School based (P1-7, S1-S6) - Year <input type="text"/> | <input type="checkbox"/> 12 Registered Unemployed (receiving JSA) |
| <input type="checkbox"/> 10 Full Time College based | <input type="checkbox"/> 13 Registered Unemployed (not receiving JSA) |
| <input type="checkbox"/> 11 Permanent or Temporary Employment (incl Self Employed) | <input type="checkbox"/> 14 Not Registered Unemployed but not Working |

Source of Finance:

- 10 Employer paying 14 Self-financing Other _____

Course Fee Payment:

To guarantee you a place on your selected course you are required to pay course fees in full 10 days prior to the start date of the course. Please select the appropriate payment option below.

| Method of Payment | (✓) | |
|------------------------|-----|--|
| Payment by cheque | | I enclose a cheque for £ as payment (Cheques should be made payable to Inverness College UHI) |
| Payment by credit card | | If you prefer to pay by credit/debit card, please complete and return the enclosed form or contact the College on 01463 273000 (Amex not accepted) |
| Payment by ILA | | ILA Account No <input type="text"/> If the course costs more than the balance on your ILA account please enclose a cheque for the difference or make payment by credit/debit card. |
| | | Token No <input type="text"/> |

Payment and Cancellation Policy

- All course fees must be paid for in full prior to the start of the course unless agreed in writing in advance with Inverness College UHI, Finance Department or an appropriate Purchase Order or Letter of Intent received.
- I acknowledge that I am personally liable to Inverness College UHI for payment of all course fees. In the event of any fee paying authority, other person or body not making payment on my behalf, I undertake to make payment of the full amount due to Inverness College UHI.
- Cancellations may be given over the phone but must be confirmed in writing.
- For cancellations received less than 10 working days before the start of the course or once the course has started, there is no fee refund. Substitutions can be made at any time before the start of the course.
- Should delegates have to be registered with an awarding body in advance of the course, then in the event of a delegate cancelling, irrespective of the amount of notice given, the registration fees are non-refundable.
- Inverness College UHI reserves the right to cancel any course at any time, in which case alternative dates will be offered or a full refund given

Student Declaration:

Liability for Payment of Fees By signing this enrolment, I acknowledge that I am personally liable to Inverness College UHI for payment of fees. In the event of any fee paying authority or other person or body not making payment on my behalf, I undertake to make payment of the full amount due to Inverness College UHI.

Regulations By signing this declaration you confirm that you have read and agree to abide by the regulations of the College as supplied to you. Failure to comply with the regulations may result in disciplinary action and ultimately possible exclusion from your studies.

Fair Processing Notice

Inverness College UHI is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the College's business. The College collects and uses information (data) about its students and stores it in accordance with the Data Protection Act 1998.

Personal Data and Sensitive Personal Data – The personal data that you supply to us may be processed by Inverness College UHI, the University of the Highlands & Islands or by one of the UHI academic partners. All processing will be undertaken in accordance with the Data Protection Act 1998. By providing us with your personal data and signing below, you provide your explicit consent to us processing the said data for the purposes of administering your educational programme. We will only provide such data to third parties where we are obliged to do so by law; for statistical reporting (e.g. Scottish Funding Council); to awarding agencies for certification purposes; and to employers and sponsoring bodies who pay student fees.

To the best of my knowledge the information I have given on this form is correct. I agree to abide by the Inverness College UHI Academic Regulations and Student Code of Conduct.

Student Signature: _____ Date: _____

College Signature: _____ Date: _____

| | | | |
|--------------------------------|--------------------|------------------|-------------------|
| <i>For Office Use Only</i> | <i>Budget Code</i> | <i>Area Code</i> | <i>Account No</i> |
|--------------------------------|--------------------|------------------|-------------------|