





## DATA PROTECTION ACT 1998 - CONSENT TO PROCESS

Please tick the box at the end of this paragraph if you do not wish to be contacted by NHC, the LSC or its partners in respect of surveys and research. The college and LSC value your views on the education or training which you receive, and will use these to help bring about improvements for students in England (4).

The college, LSC or its partners may wish to contact you from time to time about courses or learning opportunities relevant to you for other reasons not directly related to your course. Please tick the box at the end of this paragraph if you do not wish to be contacted about courses or learning opportunities for other reasons not directly related to your course  (3).

North Hertfordshire College collects information about all our staff and learners for various administrative, academic and health and safety reasons. Due to the Data Protection Act 1998, we need your consent before we can do this. Since we cannot operate the College effectively without processing information about you, we need you to sign the consent to process clause. If you do not do so, we will be unable to offer you a place, and may withdraw any offer already made. If you require any further information about this, please contact the Student Information Team.

- Transmission of appropriate student records information for external bodies such as The Skills Funding Agency (SFA), the Young People's Learning Agency (YPLA), The Higher Education Funding Council for England (HEFCE), The Department for Education and Skills (DfES), awarding bodies and Connexions for funding, statutory and administrative purposes.
- Managing and maintaining a safe environment
- Monitoring and improving the quality of provision
- Monitoring for equal opportunities purposes

### Where did you obtain a copy of the full-time prospectus?

- NHC Stevenage reception
- NHC Centre for the Arts reception
- NHC Hitchin reception
- Please state which town \_\_\_\_\_
- I was sent a prospectus via the post

### How did you hear about NHC?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Do you have any further comments about the content or design of the prospectus?

\_\_\_\_\_

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\_\_\_\_\_

## SAFEGUARDING

North Hertfordshire College is committed to establishing and maintaining an environment where all of our students feel secure and safe, are encouraged to talk, and are listened to when they have a worry or concern.

## EQUAL OPPORTUNITIES

The college reflects the community it serves. We are committed to providing equal opportunities for all our students, to ensure that no-one is discriminated against on the basis of race, gender, religion, sexual orientation or disability.

## CONSENT AGREEMENT

I agree to North Hertfordshire College collecting, recording and processing my personal data as contained in this form, or other data or images which North Hertfordshire College may obtain from me or other relevant agencies, whilst I am a learner. I agree that the College will process such data only for purposes connected to my studies or my health and safety whilst on the premises or for other statutory purposes. The information to be recorded and processed (at the date of this agreement) has been completed by me and I confirm that it is correct. I also note that you may need to process sensitive personal data on me in respect of any special needs I may have, to enable you to deliver the agreed course properly and to have proper regard for my health, safety and well being whilst I am a learner with you. This will enable you to fulfil your obligations to me under this Learner Agreement and as required by law, and I consent to such use.

### Signature of Applicant:

\_\_\_\_\_

Date: \_\_\_\_\_

**Please tick the box at the end of this paragraph if** you do not wish to be contacted by NHC, its funding agencies or its partners in respect of surveys and research. The college and its funding agencies value your views on the education or training which you receive, and will use these to help bring about improvements for students in England  (4).

The college, its funding agencies or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you or other reasons not directly related to your course. **Please tick the box at the end of this paragraph if** you do not wish to be contacted about the courses, learning opportunities or for other reasons not directly related to your course  (3).

Please return this application form in an envelope to:

**Central Enquiries,  
North Hertfordshire College,  
FREEPOST (SG145),  
HITCHIN SG4 0YJ**

(No postage stamp is required).

Alternatively applications can be made online at [www.nhc.ac.uk](http://www.nhc.ac.uk)

## FAQs

**Q: Is there a cut off date for applications?**

A: You can apply now or leading up to the start of the course. The sooner you apply the sooner we can arrange your interview. If applying during our enrolment process, e.g. around August, please contact our central enquiries team for information on how to apply at this time.

**Q: If I attend an open evening, do I still need to apply?**

A: Yes as all our full-time courses require an interview with our specialist tutors.

**Q: Are there other ways I can make an application?**

A: Yes on line, by telephone, or in person at any of our centre's via our customer services representative at our receptions.

**Q: What happens after I submit my application?**

A: Your application will be acknowledged and in due course, via post we will invite you in for an interview which may be in groups or individually. Full details will be given in your interview pack.

**Q: What about support?**

A: Our Student Services team can help with many practical issues, help getting to and from the college, if you need someone to simply talk to or are in financial difficulty. Our Assessment Support Centre offers a confidential interview to assess your needs for support and can be contacted directly on 01462 424343 or email als@nhc.ac.uk. For anything else just ask us.

**Q: What if I withdraw then wish to reapply? And what about amendments to my application?**

A: Please contact our central enquiries team on 01462 424242 to discuss the re-instatement of your application or to make amendments/for advice.

**Q: What if I apply, or I am offered a course, and I do not have, or achieve the required grades?**

A: Please contact us as we are committed in providing advice to assist you with course choices.

**Q: What happens if I apply for more than one course?**

A: If you apply for two similar courses e.g. two business courses or two courses in different areas e.g. business and Sport, both interviews will be arranged but not necessarily in the order you have applied. With your best interests in mind, we may feel it is appropriate for you to attend an appointment or be referred to our careers and guidance department to discuss your options and provide advice on the most suitable course at any point during the application process.

**Q: Can I ask you a question by email?**

A: Yes you can. Contact our central enquiries team via enquiries@nhc.ac.uk.

**Q: I'm not sure but think I may be an overseas applicant. Can I still apply if I am?**

A: We are a sponsor licence holder of the UK Border Agency. With your application you will need to provide a copy of your relevant passport, ID card, or visa documentation. Other proof may be requested by our central enquiries team at any time. We will also advise if overseas fees are applicable. If you would like to discuss details or are unsure of your status please contact Customer Services on 01462 424242.

## Myapplication

Myapplication is our dedicated web page for our future full time students. This site gives you information regarding your application, events and enables us to keep in touch with you throughout your application process and you with us. Future students are informed of their login details at either the acknowledgement or interview stage.

## Interviews

You will be sent an interview letter and pack approximately two weeks from receipt of your application. Please note at certain times of the year and also due to the nature of some courses, this process can sometimes take longer to arrange e.g. busy application periods and those requiring an audition.

It is important that you try and attend the interview date you are given. Schools will allow you time off to attend college interviews. If, however, you are unable to attend the date given, on receipt of your letter please contact central enquires to rearrange your appointment.