

Application Form for Part Time Admission 2009/2010 academic year

THIS IS NOT AN ENROLMENT FORM. ENROLMENT WILL STILL BE REQUIRED FOR SUCCESSFUL

APPLICANTS AND FEES SHOULD NOT BE RETURNED WITH THIS FORM THANK YOU.

PLEASE NOTE THE FOLLOWING:

1. Please complete in BLACK BALLPOINT PEN and CAPITALS. Thank you.
2. Please notify the Central Enquiries of any changes in your personal circumstances, as they occur e.g. change of address.
3. Applicants for higher education courses should not use this form, but apply instead via the UCAS system.
Application forms are available from the relevant department or from UCAS.
4. Please refer to current academic year brochures/literature regarding fees.
5. You could be asked about unspent convictions at enrolment.

College use only	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date received:	Date acknowledged:	Home/Overseas:	H O
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Surname/Family Name:	Forenames:
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Title: (e.g. Mr. Mrs etc)	Date of Birth: (e.g. 01-10-79)	Age at 31 August 2009:	Gender: <div style="text-align: center;">MALE/FEMALE</div>
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Permanent Address:	Tel. No. Day: Eve:
	Mobile No:
County: Postcode:	E-mail:

Have you lived in the UK over the last 3 years? If no, where?	Yes/No	<p>(Please attach photocopy of passport details plus entry/visa stamp.)</p> <p>If you are unsure of your status please contact Central Enquiries 01462 424242</p>
Please state date of entry to UK:		

Country of Normal Residence: <i>(if not UK)</i>	Country of Birth: <i>(if not the UK please attach a photocopy of passport details)</i>
	Have you applied to NHC before? Yes/No
Secondary School(s)/College(s) attended (with dates):	Are you an existing learner at NHC? Yes/No
	If yes, please state name of course
	Are you still at school? Yes/No
	If yes, please state name of school

COURSE

Please enter the Title and Code of the course for which you are applying

e.g. Full Time A-Levels FGCE3AL/FS002. **Interviews are required for all full time courses and may be required for some part time courses.**

Course Title:	Course Code

Briefly outline your reasons for choosing this course/long term career plans:

If you are uncertain about your choice of course, please phone Central Enquiries on 01462 424242. They can arrange an appointment with our College Guidance Officer to discuss your options and provide advice on the most suitable course at any point during the application process.

Dates not available for interview:

Please advise of any employment or work placement during the last three years

Employer (name, address & telephone number)	Job Description	From	To

QUALIFICATIONS

Please provide details of any examinations already taken, or to be taken before September 2009.

i) Exams already taken:	Level e.g. GCSE, A Level	Date	Grade
ii) Exams to be taken (or results awaited):		Mocks/ Predicted Grade	Achieved/ Actual Grade

Information on a previously diagnosed disability or learning difficulty would assist us in supporting your needs at college.

Do you have a learning difficulty, physical disability or sensory impairment? Yes/No

Have you had any access arrangements for exams e.g. extra time. Yes/No If yes, please provide details.

The College operates an Equal Opportunities policy for all applicants and will try to provide adequate facilities for all disabilities:

Have you ever received any special help with your learning? Yes/No

Disability

- Visual Impairment (01)
- Hearing Impairment (02)
- Disability Affecting Mobility (03)
- Other Physical Disability (04)
- Other Medical Condition (for example epilepsy, asthma diabetes) (05)
- Emotional/Behavioural Difficulties (06)
- Mental Health Difficulty (07)
- Temporary Disability After Illness(for example post-viral) or accident (08)
- Profound Complex Disability (09)
- Aspergers Syndrome (10)
- Multiple Disabilities (90)
- Other (97)
- No Disability (98)
- Not Known/Information Not Provided (99)

Learning Difficulty

- Moderate Learning Difficulty (01)
- Severe Learning Difficulty (02)
- Dyslexia (10)
- Dyscalculia (11)
- Other Specific Learning Difficulty (19)
- Autism Spectrum Disorder (20)
- Multiple Learning Difficulties (90)
- Other (97)
- No Learning Difficulty (98)
- Not Known/Information Not Provided (99)

If you have ticked one or more of the above please provide further details here (continue on a separate sheet if necessary)

Ethnic Origin

This section is intended to help us to monitor equal opportunities. **N.B.** This does not refer to nationality.

I would describe my ethnic/cultural background as:

Asian or Asian British:	Mixed:	Black or Black British:	White:
Bangladeshi <input type="radio"/> 11	White and Asian <input type="radio"/> 19	African <input type="radio"/> 15	British <input type="radio"/> 23
Indian <input type="radio"/> 12	White and Black African <input type="radio"/> 20	Caribbean <input type="radio"/> 16	Irish <input type="radio"/> 24
Pakistani <input type="radio"/> 13	White and Black Caribbean <input type="radio"/> 21	Any other Black background <input type="radio"/> 17	Any other White background <input type="radio"/> 25
Any other Asian background <input type="radio"/> 14	Any other Mixed background <input type="radio"/> 22		
Chinese <input type="radio"/> 18		Any other <input type="radio"/> 98	Not known/not provided <input type="radio"/> 99

DATA PROTECTION ACT 1998 - CONSENT TO PROCESS

North Hertfordshire College collects information about all our staff and students for various administrative, academic and health and safety reasons.

Because of 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 following consent to process clause.

If you do not do so, we will be unable to offer you a course place, and may withdraw any offer already made.

If you require any further information about this, please contact the Learner Records and Exams Office.

The information will be used for the following purposes:

- Managing and maintaining a safe environment.
- Monitoring and improving the quality of provision.
- Monitoring for equal opportunities purposes.

I understand that this information will be used only for the purposes set out in the statement above, and my consent is conditional upon North Hertfordshire College complying with their obligations and duties under the Data Protection Act 1998.

I agree to North Hertfordshire College processing personal data contained in this form, or other data or images which the North Hertfordshire College may obtain from me or other people, whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason. The particular information to be recorded and processed has been completed by me and I confirm that it is correct.

The college may contact you to provide details and advice on further study and career opportunities. If you do not wish to receive such information please tick this box.

Signature of Applicant:

Signature of Parent or Guardian (for applicants under 18):

Name of Parent or Guardian (for applicants under 18). Please Print:

Date:

THIS IS NOT AN ENROLMENT FORM.

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