

## APPLICATION FORM

Full Name:

Course Date:

Course Name:

Centre Name: UK Graduate

Run Number: Enrolment number

Trainer: Teacher | Assessor Name

## OFFICE USE ONLY



## APPLICATION FORM | LEARNING AGREEMENT

Please make sure that you complete all sections of this application form clearly in **black or blue ink and block capitals** and return to:  
**73 Greenfield Road, First Floor, London E1 1EJ,**  
Tel: +44 (0) 20 3609 0260

If you need help completing this form, please contact **020 3609 0260** (large print available). We welcome students from all sections of our community and encourage diversity because we are all different.

### SECTION 1: STUDENT DETAILS

*All fields marked with \* are mandatory*

\*Title: Mr. ☐ MS ☐ Mrs. ☐ Miss ☐ other ☐ (please specify)

\*Family Name:

\*First Name:

\*Middle Name:

\*Home address:

\*City:

\*Country:

\*Postcode:

\*National Insurance number:

\*Date of Birth: (dd/mm/year)

\*Place / Country of Birth:

\*Nationality:

\*Passport number:

\*Passport Issue Date:

\*Passport Expiry Date:

\*Telephone: Home Number

Mobile: Number

\*Email address: (Please complete in block capitals)

Do you have or current unspent convictions? Yes ☐ No ☐ (if answered YES it will be followed up by Curriculum prior to enrolment)

If YES, please state why:

### SECTION 2: NEXT OF KIN

\*Title: Mr. ☐ MS ☐ Mrs. ☐ Miss ☐ other ☐ (please specify)

\*Full Name:

\* What is your relationship to your next of kin?

\* Email address:

\* Telephone number:



### SECTION 3: ETHNICITY

White	Mixed / Multiple Ethnic Group	Asian / Asian British
<input type="checkbox"/> English/Welsh / Scottish / Northern Irish / British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Gypsy or Irish Traveler	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Any other mixed / multiple ethnic background	<input type="checkbox"/> Chinese

  

Black/ African /Caribbean / Black British	Other	
<input type="checkbox"/> African	<input type="checkbox"/> Arab	<input type="checkbox"/> Any other Asian background
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any other ethnic group	
<input type="checkbox"/> Any other Black / African / Caribbean Background		

Is English your first language? ☐ Yes ☐ No If no, please state\_\_\_\_\_

### SECTION 4: DISABILITY/LEARNING DIFFICULTIES

Please tick the describes your Disability/Learning Difficulties and where more than one put a second tick next the primary

☐ No disability ☐ No learning difficulty

**If YES, Please state:**

### SECTION 5: COURSE DETAILS Please complete the details for the course you wish to enroll on:

**Course Title**

### SECTION 6: TUITION FEES, Fees are due at the time of enrolment and registration

Installment's payments are available where course fee is over £100, You will be charged £20 administration fee for installment payments.

## SECTION 7: STUDENT AGREEMENT DECLARATION

UK Graduate is committed to data security and to the fair and transparent processing of personal data. This Privacy Statement sets out how we deal with the personal data which you provide to us, in compliance with the *General Data Protection Regulation* (GDPR).

Please read this Statement carefully, as it contains important information on how and why we collect, store, use and share personal data, and your rights in relation to your personal data. It also states how to contact us and the supervisory authorities in the event of any concern about the way in which we process your data.

### MEDIA CONSENT

You may be photographed or filmed whilst in the classroom or in communal areas of the UK Graduate for promotional purposes only and your image may appear in the UK Graduate's printed publications, website, podcasts, social media or local media. By signing the declaration, you have agreed to your images to be used for promotional purposes.

### PRIVACY STATEMENT 2022/2023

For information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.ukgraduate.org.uk/privacy-policy-2/>

### I AM SATISFIED THAT:

- I have received an outline of the learning programme (full-time students - initial guidance interview, part-time students - course information)
- I have clearly read and understood the health and safety procedures provided to me
- I have been given a completed tour of the premises and I am aware of all the emergency protocols.
- The implications and the suitability of the programme have been indicated to me
- The entry requirements for the programme have been explained to me
- Progression routes have been explained to me and appropriate credits or exemptions considered
- The costs associated with the programme have been explained to me and I have received advice on the financial support available

### DECLARATION

- I formally accept the learning programme specified on this agreement
- I certify that the information I have provided is correct and I have listed all the relevant qualifications I have obtained
- I agree to conform to the College Regulations, a copy of which is available on request
- I undertake to notify the College accordingly if my benefit situation changes at any time before the start of my learning programme
- The UK Graduate commits staffing and resources to courses on the basis of student enrolments, and will only refund fee payments when a course is cancelled
- I am responsible for all costs associated with this course
- I consent to UK Graduate process personal data contained on this form and any other College form for any purposes connected with my studies or for any other legitimate purpose. Information will be shared with parents of students aged 18 and under at the start of their course, unless students have reasonable grounds for requesting otherwise
- I consent to my personal data being shared with examination boards if access arrangements are being applied for on my behalf.
- I understand that I will not be registered with the awarding body or be able to take an exam until ALL my fees are paid

### WHERE DID YOU HEAR ABOUT US?

- ☐ Website ☐ Facebook ☐ Twitter ☐ Friends/Family ☐ Leafleting ☐ other

You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

- ☐ About courses or learning opportunities ☐ For surveys and research
- ☐ By post ☐ By phone ☐ By email

## SECTION 8: WHAT YOU NEED TO PROVIDE

- ☐ ONE PASSPORT OR ID COPY ☐ ONE PROOF OF ADDRESS ☐ TWO PASSPORT SIZE PHOTOS.

## SECTION 9: STUDENT SIGNATURE

I have read and understood the course information sheet for my chosen courses, and I confirm that it meets my needs and I have received free impartial information, advice and guidance from the UK Graduate.

I understand that if I have declared false information, the UK Graduate may take actions against me to reclaim the fees and support costs provided.

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_