

**WORKFORCE DEVELOPMENT
(PROFESSIONAL SHORT COURSES)
STUDENT REGISTRATION FORM**



**This form is for use for new enrolments commencing between
1st August 2016 and 31st July 2017 only.**

Please complete all parts of the form and, if you are unsure about any part, a member of Harper Adams University staff will be pleased to help you.

- Please check the information, where provided, and amend or complete where information is incorrect or missing
- Please ensure that the Enrolment Agreement is signed before submission

We are unable to process your registration if all the information is not provided. This may mean we are unable to send confirmation of your examination results to you.

Which qualification are you studying towards?

Title of course:

Course dates (if applicable):

I wish to sit the assessments for the above qualification but will not be attending a short course

I wish to study this course to obtain credits

I wish to attend the course only

Personal details

Surname/Family name:

Forenames:

Preferred forename:

Title: Mr Mrs Miss Ms Other (please state)
(please tick)

Date of birth: (dd/mm/yyyy)

Gender: Male Female
(please tick)

Home address:

County (or country if not UK):

Postcode:

Telephone:

Mobile Telephone:

Email address:

Emergency contact (please give the details of someone the University should contact in the event of emergency):

Name (block capitals):

Emergency telephone number 1 (other than your home number) :

Relationship to you:

Emergency telephone number 2 (other than your home number) :

Other details

The following question is about your parents' level of education. This includes natural parents, adoptive parents, step-parents or guardians who have brought you up. **Do any of your parents (as defined above) have any higher education qualifications such as a degree, diploma or certificate of higher education?**

Yes No Don't know Information refused

What was your surname at age 16?

Are you a young care giver?

Young adult carers are aged 14 - 25 and provide **unpaid** care for a family member or friend with an illness, disability, mental health condition or addiction.

Yes No Unsure

Do you have any relevant criminal convictions? The University has a duty of care to all learners; therefore all applicants are required to declare criminal convictions. This is treated as sensitive data and will be held under the Data Protection Act and dealt with in accordance with the Admissions Policy. (*Fixed penalty driving offences are excluded*)

Yes No (If yes, details should be given in a sealed envelope addressed to the Head of Registry)

Please tick the occupation group of the highest-earning family member of the household in which you live. If he or she is retired or unemployed, give their most recent occupation. If you are over 21 please give this information about yourself:

** Guidance, with examples, to help answer this question is provided at the end of the form.

- | | |
|--|---|
| <input type="checkbox"/> Higher managerial & professional occupation (1) | <input type="checkbox"/> Lower supervisory & technical occupation (5) |
| <input type="checkbox"/> Lower managerial & professional occupation (2) | <input type="checkbox"/> Semi-routine occupation (6) |
| <input type="checkbox"/> Intermediate occupation (3) | <input type="checkbox"/> Routine occupation (7) |
| <input type="checkbox"/> Small employers & own account worker (4) | <input type="checkbox"/> Never worked & long-term unemployed (8) |
| | <input type="checkbox"/> Not classified (9) |

Do you have a disability which could cause you difficulty during your course? (Please tick):

- | | |
|--|---|
| <input type="checkbox"/> No disability (A) | <input type="checkbox"/> Mental health condition e.g. depression, anxiety disorder (F) |
| <input type="checkbox"/> Social/communication impairment e.g. Asperger's, autism (B) | <input type="checkbox"/> Specific learning difficulty e.g. dyslexia (G) |
| <input type="checkbox"/> Blind or serious visual impairment uncorrected by glasses (C) | <input type="checkbox"/> Physical impairment / mobility issues (H) |
| <input type="checkbox"/> Deaf / hearing impairment (D) | <input type="checkbox"/> Disability, impairment or medical condition not listed above (I) |
| <input type="checkbox"/> Long standing illness or health condition e.g. diabetes, epilepsy (E) | <input type="checkbox"/> Two or more impairments / disabling medical conditions (J) |

Are you in receipt of a Disabled Students Allowance? (Please tick): Yes No

Ethnic origin (Please tick):

- | | | |
|--|---|--|
| <input type="checkbox"/> White (11) | <input type="checkbox"/> Pakistani (32) | <input type="checkbox"/> Other Mixed background (49) |
| <input type="checkbox"/> Gypsy or Traveller (16) | <input type="checkbox"/> Bangladeshi (33) | <input type="checkbox"/> Arab (50) |
| <input type="checkbox"/> Black Caribbean (21) | <input type="checkbox"/> Chinese (34) | <input type="checkbox"/> Other (80) |
| <input type="checkbox"/> Black African (22) | <input type="checkbox"/> Other Asian background (39) | <input type="checkbox"/> I would prefer not to answer (98) |
| <input type="checkbox"/> Other Black background (29) | <input type="checkbox"/> Mixed – White and Black Caribbean (41) | |
| <input type="checkbox"/> Indian (31) | <input type="checkbox"/> Mixed – White and Black African (42) | |

What is your nationality?

What is your country of birth?

What is your first language?

What is your country of domicile? (the country where your permanent / home address is) (Please tick):

England Scotland Wales Northern Ireland
Isle of Man Jersey Guernsey (including Alderney, Sark)

If other please specify:

What is your highest qualification on entry? (Please tick)

- | | |
|--|--|
| <input type="checkbox"/> UK masters degree (MUK) | <input type="checkbox"/> Foundation degree (J10) |
| <input type="checkbox"/> UK degree with honours (HUK) | <input type="checkbox"/> A / AS levels (P50) |
| <input type="checkbox"/> UK ordinary / non-honours degree (JUK) | <input type="checkbox"/> Other qualification at level 3 (P80) |
| <input type="checkbox"/> Non-UK degree (HZZ) | <input type="checkbox"/> Undergraduate credits e.g. completed BASIS course (C90) |
| <input type="checkbox"/> Higher National Certificate (HNC) (C30) | <input type="checkbox"/> Other level 2 qualification e.g. GCSE / O level (Q80) |
| <input type="checkbox"/> Diploma at level 3 e.g. BTEC ND (P41) | If other please specify: |
| <input type="checkbox"/> Higher National Diploma (HND) (J30) | |

Please give the name of the post-16 school, further or higher education institution you most recently attended:

Employer Details and Contribution to Course Costs

My course costs will be paid for by (please tick all that apply):

My employer Other sponsor Through my own business / self-employment

Billing address (to where the invoice should be sent):

County (or country if not UK):

Postcode:

Telephone:

Name of organisation / company:

Enrolment Agreement

I confirm that the details entered on the enrolment form are true and accurate in all respects and I agree to comply at all times with all the University's rules and regulations as set out in the current University Regulations. (These are detailed in the Key Information Page which is available at <http://www.harper-adams.ac.uk/applicants/key-info/> and are updated each academic year.) I understand that it is my responsibility to ensure that I am aware of the regulations if my enrolment spans multiple academic years.

I note that the surname and forename(s) taken from the enrolment form and agreed by myself as correct, will be those used on my final award certificate and transcript and other University documentation.

I confirm that the information provided by me to the University is complete, accurate and true and that nothing has changed since the date of my application which would require an amendment to that information.

I confirm that I am personally liable and responsible to pay the annual tuition fees and other charges for my studies in accordance with the University Regulations notwithstanding any arrangement I may have with sponsors and/or Student Finance* and/or Student Loans Company (SLC) to pay the tuition fees and other charges. The University reserves the right to increase fees each year in line with inflation for continuing students. Where any increase is applied, it will be in line with Government guidance and students will be informed when increases are known. I acknowledge that on submitting this form I will have an obligation to pay. In the event that my sponsor, Student Finance* or SLC refuses to pay all or part of my tuition fees and other charges, I agree to pay any shortfall between the amount paid by my sponsor, Student Finance* or SLC and the total amount of fees due to the University. I accept that failure to adhere to the above may result in my exclusion from the University within the meaning of the University Regulations.

I accept that in the event that I choose to voluntarily and permanently withdraw from the University, I remain personally liable and responsible for paying, or arranging payment by my sponsor, SLC or Student Finance*, all outstanding fees and charges. A student's liability is assessed in relation to their date of withdrawal, as determined in accordance with the rules outlined in the University Regulations for the current academic year.

*Student Finance means all Student Finance authorities dependent on domicile (see <http://www.harper-adams.ac.uk/finance/financial-help.cfm>).

Consent to Processing of Personal Information

I understand that the personal information I provide on the enrolment form will be held and processed for the purposes of:

- my enrolment;
- for the provision of my chosen course as otherwise necessary for the University to provide targeted academic support, welfare and other educational and related services from time to time;
- for statutory reporting;
- for supporting Individual Electoral Registration (IER) for voting purposes; and
- for the purposes as set out in the Harper Adams University Data Protection Layered Notice.**
- Your photo, taken or provided by you at enrolment will be used to provide identity and building access documents and by tutors for identification purposes.

**The Layered Notice, available under Section 5 at <http://www.harper-adams.ac.uk/about/governance/publication-scheme.cfm>, should be read in conjunction with and in addition to the data collection notices herein.

I understand that such processing shall be undertaken in accordance with the Data Protection Act 1998 and that my personal information will be shared with external agencies, including the Higher Education Statistics Agency (HESA) and limited personal details will be shared with staff who support students in their pastoral and academic needs and with the Students' Union at the University where legally required or lawfully permitted (and in accordance with any additional information provided to me from time to time). University staff may also use anonymised student achievement data, as well as other anonymised personal data, with a view to evaluate the effectiveness of academic support arrangements.

I have read and understand the way my personal information is used, as set out in the University's Data Protection Policy (available at www.harper.ac.uk/docs) and the Layered Notice and that by signing this agreement, I have given my written and informed consent. I also understand that I can withdraw consent to certain processing, the details and process for which are outlined in the Layered Notice.

I understand that, whilst the University will not normally discuss my progress or behaviour with third parties, including parents or next of kin, without my written permission, the University reserves the right to disclose limited personal information to my recorded next of kin, emergency or health services if it considers my wellbeing or that of others is at risk.

I also understand that by signing this enrolment form, I consent to the University collecting and using my personal and sensitive personal information

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(for example ethnic origin or physical / mental health condition), in the manner and for the purposes set out above in accordance with the University's legal obligations under the Data Protection Act 1998.

HESA – Student Collection Notice

Your contact details may be passed to survey contractors to carry out the [National Student Survey](#) (NSS) and surveys of student finances, on behalf of some of the organisations listed below under Purpose 1. These organisations and their contractors will use your details only for that purpose, and will then delete them. After you graduate we may contact you to ask you to complete one or more surveys into the outcomes of higher education and your activities after graduation. These surveys may be undertaken by us or by another specialist organisation contracted for that purpose. If a specialist organisation is used that organisation will receive your contact details, but will only use your details for the purpose of asking you to complete the survey, and will then delete them. You may also be contacted as part of an audit to check that we or any contracted organisation have undertaken these surveys properly. If you do not want to take part in any of these surveys, please let us know.

Every year we will send some of the information we hold about you to HESA ("your HESA information"). HESA is the official source of data about UK universities, higher education colleges, alternative HE providers, and recognised higher education courses taught at further education institutions in Wales www.hesa.ac.uk. HESA collects, and is responsible for, the database in which your HESA information is stored. HESA is a registered charity and operates on a not-for-profit basis. HESA uses your HESA information itself for its own purposes. HESA also shares information from your HESA information with third parties. It may charge other organisations to whom it provides services and data. HESA's use of your HESA information may include linking information from it to other information, as described further below. HESA information is retained indefinitely by HESA for statistical research purposes. All uses of HESA information must comply with the Data Protection Act 1998 www.legislation.gov.uk/ukpga/1998/29/contents.

The HESA Student Collection Notice is regularly reviewed. The most up to date version can be found at www.hesa.ac.uk/fpn. Minor updates to the Student Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose or administrative use) will be made no more than once per year. For further information about data protection and your HESA information please see www.hesa.ac.uk/dataprot. If you have questions about how your HESA information is used please contact data.protection@hesa.ac.uk. Under the Data Protection Act 1998 you have rights of access to the information HESA holds about you. You will have to pay a small fee for this. If you think there is a problem with the way HESA are handling your data you have the right to complain to the Information Commissioner's Office: <https://ico.org.uk/>.

I agree and accept that the contract between I, the student named on this enrolment form, and the service provider, Harper Adams University, will be legally binding.

If you have not already been notified of your right to cancel, Harper Adams University hereby notifies you that;

'You have the right to cancel this contract within 14 days without giving any reason. The cancellation period will expire after 14 days from the date you receive this notice.

To exercise the right to cancel, you must inform the Head of Registry in writing of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail to Harper Adams University, Edmond, Newport, Shropshire, TF10 8NB or studentrecords@harper-adams.ac.uk). You may use the attached model cancellation form, but it is not obligatory. To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

If you cancel this contract with us, Harper Adams University will reimburse to you all payments received from you in relation to the contract. Reimbursement will be made without undue delay, and not later than 14 days after the day on which Harper Adams University were informed about your decision to cancel. Harper Adams University will make any reimbursement using the same means of payment as you used for the initial payment, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

If you request to begin the performance of services during the cancellation period, you shall pay to Harper Adams University an amount which is in proportion to what has been performed until you have communicated us your cancellation from this contract in comparison with the full coverage of the contract and in accordance with the rules of the Consumer Contract (Information, Cancellation and Additional Charges) Regulations 2013.

I accept that I have a right to cancel. Should the commencement of the provision of service be scheduled to begin before the expiry of the 14 day period outlined in this section, I hereby expressly request the early supply of service by Harper Adams University and accept that I will be liable for reasonable costs in the event of cancellation, as detailed in the paragraph above. I accept that in physically presenting myself for registration at Harper Adams University within the 14 day cancellation period, this will be deemed by Harper Adams University as confirmation that I expressly agree for the provision of service to commence immediately. Any exercise of the statutory right of cancellation does not affect a student's right to withdraw at other times, subject to any on-going obligations which may exist as a result of having registered (eg payment of fees, accommodation costs etc) in accordance with University Regulations.

This Agreement is governed by the law of England and Wales, and is subject to the non-exclusive jurisdiction of the courts of England and Wales.

If you have any questions about this enrolment agreement, please contact studentrecords@harper-adams.ac.uk.

By signing below, I agree to the terms and conditions and provide my consent to the University's processing of my personal and sensitive personal information, as set out above.

I understand that if I do not submit work for assessment within any 15 month period, Harper Adams University retains the right to withdraw my registration.

Student signature:.....Print name:.....Date:../...../.....

THIS SECTION IS ONLY TO BE COMPLETED IF YOU ARE STUDYING AT HARPER ADAMS CAMPUS IN SHROPSHIRE

I will require accommodation for the duration of the course (*please circle*) Yes / No

I will arrive early and wish to book bed and breakfast accommodation for the evening preceding the start of my course (*please circle*) Yes / No

As set out in the University Community Charter, **there is an expectation that students will check all communications from the University on a daily basis. The main method of communication to students is by e-mail to your Harper Adams University e-mail account.** Should you have any problems accessing your account please contact the Service Desk at ServiceDesk@harper-adams.ac.uk or call 01952 815555.

**

Higher Managerial and Professional Occupations (1)

Employers with enterprises employing 25 people or more and positions which involve general planning and supervision of operations on behalf of the employer. All types of professional employees, regardless of employment status.

Lower Managerial and Professional Occupations (2)

Employers in small organisations who are in associate professional occupations and employees who generally plan and supervise operations on behalf of the employer under the direct supervision of senior managers, including higher supervisory positions typically found in large bureaucratic organisations and employees who supervise the work of others, exerting a degree of supervisory authority over them.

Intermediate Occupations (3)

Positions in clerical, sales, service, and intermediate technical and engineering occupations that do not involve general planning or supervisory powers.

Small Employers and Own Account Workers (4)

Employers who carry out all or most of the entrepreneurial and managerial functions of an enterprise, and have fewer than 25 employees or self-employed positions in which people are engaged in any non-professional trade.

Lower Supervisory and Technical Occupations (5)

Positions with a modified form of labour and which involve formal and immediate supervisor of others engaged in such occupations and those who are engaged in lower technical and related occupations.

Semi Routine Occupations (6)

Positions with a slightly modified labour contract, engaging in semi-routine occupations including, sales, service, technical, operative, agricultural, clerical and childcare roles.

Routine Occupations (7)

Positions with a basic labour contract, engaging in routine occupations including sales, service, production, technical, operative and agricultural work.

For course provider only*:

Please enter the fee charged for the course covered in this enrolment form for this candidate:

£

Please enter the exam fee for the course covered in this enrolment form for this candidate:

£

*Please note that enrolment forms cannot be accepted without this information due to HEFCE reporting requirements.

For HAU office use only:

Checked by:

Date:

Model cancellation form

To
Head of Registry
Harper Adams University
Edmond
Newport
Shropshire TF10 8NB

I (enter student name) give notice that I cancel my contract for the supply of the following service (enter name of course) , received on (enter date) .

Student name:
Student permanent home address:
Student signature:
Date:

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

You may also use the model cancellation form contained within the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 available at <https://www.gov.uk>.

Harper Adams University, Newport, Shropshire, TF10 8NB
T +44 (0) 1952 820280 F +44 (0) 1952 814783 W www.harper-adams.ac.uk

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