

## APPLICATION FORM 2018/19

### Personal Details

Title (please tick): Mr  Mrs  Miss  Ms  Mx  Other .....

Full name (as displayed on official ID e.g. passport):

First name(s) ..... Family name.....

Date of Birth (Day/Month/Year) ..... /..... /.....

Passport/I.D. Number.....

Mobile Number ..... Email Address .....

#### Permanent home address:

#### Term-time address (if different):

Line 1 .....

Line 1 .....

Line 2 .....

Line 2 .....

Line 3 .....

Line 3 .....

Line 4 .....

Line 4 .....

Postcode .....

Postcode .....

Country .....

Country .....

### Next of Kin/Emergency Contact

Name ..... Relationship ..... Telephone Number .....

### Session and Course Preference

#### Entrepreneurship Top-Up year (1 year)

Tuesday & Wednesday 09:45am-5pm

Monday to Wednesday evenings 5.30pm-9.30pm

Expressing a preference for any of the sessions does not guarantee a place, and places will be allocated on the basis of conditional offer requirements being met. You may not be offered your preferred session if the class is already full.

The following questions relate to your eligibility to receive funding from Student Finance England (via the Student Loans Company) for your course. If you are unsure about any of the questions below or whether you are eligible for funding, please contact Student Finance England on 0300 100 0607.

How do you plan to finance your studies at Regent College?

Personal/Family resources  Student Loans Company  Other (please specify) .....

Have you started or completed a course of higher education in any country since leaving school?

No  Yes (please provide details of the college/institution and the course title below)

.....

Have you ever previously received a loan from the Student Loans Company (SLC)?

No  Yes

Which of the following best describes your current status? (Please tick)

- I am a UK national or have settled status
- I am from another EU country or a country within the European Economic Area/single market
- I am a refugee or have been granted humanitarian protection status
- I am an asylum seeker
- I am from a country outside the UK/EU/European Economic Area/single market and do not have settled status

**Education Details**

Which type of education provider did you most recently attend? (Please tick)

UK state school  UK independent school  UK FE college  Other UK provider  Non-UK provider

Please give details of any relevant qualifications received to date starting with the most recent qualification

Name of provider	Date of Study		Qualification	Subject	Result/Grade
	From	To			

**Employment Details**

Please give details of any relevant employment to date starting with your most recent employment

Name and address of employer	Date of Employment		Position	Main Duties
	From	To		

Regent College Higher Education

Carmine Court, 202 Imperial Dr, Harrow HA2 7HG Telephone: 02036972200 E-mail: info@regentcollegelondon.com

## Equality and Diversity Monitoring

Sex (please tick): Female  Male  Other

Nationality.....

Do you have an impairment, health condition or learning difference that has a substantial or long term impact on your ability to carry out day-to-day activities? (Tick all that apply)

- No known impairment, health condition or learning difference
- A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- A mental health difficulty, such as depression, schizophrenia or anxiety disorder
- A physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- A social/communication impairment such as a speech and language impairment or Asperger's disorder/other autistic spectrum disorder
- A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- Blind or have a visual impairment which is uncorrected by glasses
- Deaf or have a hearing impairment
- An impairment, health condition or learning difference that is not listed above (specify below if you wish)

.....

To help us ensure appropriate support and/or adjustments are in place, please explain in the space below if you will need any facilities or support relating to your impairment, health condition or learning difference. This might for example include particular adjustments such as materials in accessible formats, or extra equipment:

.....

.....

Student Finance England offer Disabled Students' Allowances to cover some of the extra costs you may have because of an impairment, health condition or learning difference.

To the best of your knowledge, will you be in receipt of Disabled Students' Allowances? No  Yes

What is your ethnic group? (Please tick one)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> White                              | <input type="checkbox"/> Asian or Asian British – Pakistani   | <input type="checkbox"/> Mixed – White and Black African |
| <input type="checkbox"/> Gypsy or Traveller                 | <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Mixed – White and Asian         |
| <input type="checkbox"/> Black or Black British – Caribbean | <input type="checkbox"/> Chinese                              | <input type="checkbox"/> Other mixed background          |
| <input type="checkbox"/> Black or Black British – African   | <input type="checkbox"/> Other Asian background               | <input type="checkbox"/> Arab                            |
| <input type="checkbox"/> Other Black background             | <input type="checkbox"/> Mixed – White and Black Caribbean    | <input type="checkbox"/> Other .....                     |
| <input type="checkbox"/> Asian or Asian British – Indian    |   | <input type="checkbox"/> Not known                       |
|   |   | <input type="checkbox"/> Prefer not to say               |

Does your gender identity match your sex as registered at birth? No  Yes

Do you have a religion or belief? (Please tick one)

- |                                      |                                    |  |
|--------------------------------------|------------------------------------|--|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Jewish    | <input type="checkbox"/> Other .....       |
| <input type="checkbox"/> Buddhist    | <input type="checkbox"/> Muslim    | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Christian   | <input type="checkbox"/> Sikh      |  |
| <input type="checkbox"/> Hindu       | <input type="checkbox"/> Spiritual |  |

What is your sexual orientation? (Please tick one)

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Asexual     | <input type="checkbox"/> Gay woman/lesbian     | <input type="checkbox"/> Other .....       |
| <input type="checkbox"/> Bi/bisexual | <input type="checkbox"/> Heterosexual/straight | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Gay man     | <input type="checkbox"/> Queer                 |  |

## Criminal Convictions

Regent College reserves the right to not admit students who may pose an unacceptable risk to students and staff.

This is in accordance with processes in other Higher Education institutions and the general undergraduate admissions process administered by the University and Colleges Admissions Service (UCAS).

We therefore ask you to disclose any relevant unspent criminal convictions so that any risk can be assessed – note that failure to disclose any relevant conviction is a crime in itself. Simple cautions, reprimands and final warnings are spent immediately, which means that you do not need to declare them. For the purposes of this question, “relevant” convictions are:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson; and
- offences listed in the Terrorism Act 2006.

Please indicate below whether you have any relevant unspent criminal convictions or conditional cautions:

No  Yes

**Any disclosure you make will not be taken into academic consideration of your application, but will be used to proceed with a risk assessment if necessary.**

## How did you hear about Regent College?

- |   |  |
|---|--|
| <input type="checkbox"/> Local Office       | <input type="checkbox"/> Visit by Regent College Staff |
| <input type="checkbox"/> Education Fair     | <input type="checkbox"/> Regent College Website        |
| <input type="checkbox"/> Web Search         | <input type="checkbox"/> Family or Friends             |
| <input type="checkbox"/> Magazine/newspaper | <input type="checkbox"/> Other .....                   |
| <input type="checkbox"/> Open Day           |  |



## Terms and Conditions

Please read our partner university, University of Northampton, Terms and Conditions, and Tuition Fee Refund and Compensation Policy. These are available on the website <https://www.northampton.ac.uk/student-life/student-terms-and-conditions/>

## Declaration

To the best of my knowledge, the information on this application is accurate and complete. I confirm that I have read and understood the terms and conditions established. Please note that Regent College reserves the right to refuse admission or to terminate a student's attendance should it be discovered that he/she has made a false statement or has omitted significant information.

I confirm that I have read all information about financial support on the Regent College website.

I confirm that I have read the Privacy Information and give my consent for Regent College to hold, process and, where appropriate, share the data I have supplied.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Privacy notice for applicants – use of your personal data

Under data protection law, individuals have a right to be informed about how the College uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Regent College Higher Education, are the ‘data controller’ for the purposes of data protection law.

Our Group Data Lead is Mrs. Tharshiny Pankaj, who can be contacted on Telephone Number: 0208 966 9900 or Email: [Tharshiny.pankaj@regentgroup.org.com](mailto:Tharshiny.pankaj@regentgroup.org.com)

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Exclusion information
- Attendance information
- Photographs
- CCTV images captured in school
- “Special category” characteristics, such as sex, gender identity, nationality, ethnic background, information about any impairment, health condition or learning difference and any necessary support needs, religion/belief and sexual orientation

We may also hold data about students that we have received from other organisations such as Pearson (our validation partner), Government Departments such as the Home Office or the Student Loans Company. Where we obtain personal data from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.

## Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Fulfil our statutory obligations as a registered provider of Higher Education, for example by submitting data to the Higher Education Statistics Authority (HESA), the designated data body of the Office for Students as required by the Higher Education and Research Act (2017)

## Our legal basis for using this data

At Regent College Higher Education, we only collect and use student's personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task
- Internal organization and management of the college
- Collection of the data is necessary for statistical research purposes to help public authority data controllers to meet their public-sector equality duties under the Equality Act 2010 (this applies to special category personal data detailed above)

Less commonly, we may also process student's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds, which justify our use of this data.

## Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. Where providing data is optional, you will always be given the option to say that you prefer not to share that data with us.

**Regent College Higher Education**

*Carmine Court, 202 Imperial Dr, Harrow HA2 7HG Telephone: 02036972200 E-mail: [info@regentcollegelondon.com](mailto:info@regentcollegelondon.com)*



## How we store this data

We keep personal information about students while they are attending the College. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our records management policy sets out how long we keep information about students. If you would like a copy of our records management policy please contact the Group Data Lead.

## Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- The Higher Education Statistics Authority (HESA), the designated data body of higher education in the UK
- The Department for Education
- The students' family and representatives
- Educators and examining bodies
- Our regulator the Office for Students
- Central and local government
- Health authorities
- Security organisations such as the Border agencies
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

## Higher Education Statistics Authority (HESA)

Our statutory obligations require that we share certain elements of personal data with Higher Education Statistics Agency (HESA), which is the official agency for the collection, analysis and dissemination of quantitative information about higher education in the United Kingdom.

HESA will retain the full dataset for the uses described in the Student Data Collection Notice by HESA (which can be found here: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>)

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so with your consent.

## **Your rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the College holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our Group Data Lead.

## **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Group Data Lead.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Group Data Lead

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Group Data Lead.