

# North West Regional College PART-TIME ENROLMENT FORM

PLEASE COMPLETE AND RETURN ALL 5 PAGES OF THIS FORM

## Course Title:

Course Ref:

Location:

Start Date:

Day:

Time:

Day Release:

PT Day:

PT Evening:

Full Fee Payable:

Conc Fee Payable:

Office Use Only: AOS Pathway / Session:

Student ID:

## Personal Details (Please complete ALL details clearly)

Title: Mr Mrs Miss Ms Dr

Surname:

Forename:

Permanent Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code:

Nationality:

What is your country of birth?

*Please write the present name of the country*

## Unique Learner Number (ULN):

Sex: Male Female Other

Date of Birth: D / M / Y Y Y Y

Home Phone:

Mobile Phone:

Work Phone:

Email:

Residency: EU Non-EU

What is your main language OR what is your first language?

English Other

## Learning Support

Office Use Only:  
Support letter issued

Please indicate if you have any learning difficulties/disabilities: Yes No

Do you require additional help from us? Yes No

*If you have indicated any disability or medical condition which may affect your studies, your details will be passed to the College Learning Support Co-ordinator who will contact you to discuss your learning needs in confidence.*

Please state nature of disability & support required:

## Safeguarding

Have you ever been convicted of / received a caution for:

• a criminal offence of a violent or sexual nature? Yes No

• an offence relating to the distribution and/or sale of illegal drugs? Yes No

**Failing to complete this section or providing misleading or false information may lead to your application/enrolment being withdrawn.**  
*Ticking 'Yes' to any of the questions above will result in a follow up meeting in order to obtain further details.*

## Where did you hear about the Course? (Please tick where appropriate)

### Career Guidance:

School / Careers Teacher  
DfE Careers Service Adviser  
College Careers Service / Tutor

### Advertising:

Newspaper Advertisement  
TV Advertisement  
Radio Advertisement  
Billboard / Bus / Bus Shelter Advertisement  
TV / Radio Interview or Newspaper Article

### Other:

Word of Mouth (friend, parent etc)  
Employer  
Jobs and Benefits Office  
Other

### Web / Digital:

NIDirect  
College Website  
Social Media (Facebook, Twitter)

### College

College Information Day  
College Literature / Prospectus

**Education Details** Qualifications already held or pending - please attach evidence of your results

Subject	Date	Exam Body	Type	Level	Grade

**Reduced Fees (Concessionary)**

These apply to the following groups only.

**OFFICE USE ONLY:** Verified & Evidence Attached

IF YOU QUALIFY FOR REDUCED FEES YOU MUST PROVIDE THE NECESSARY EVIDENCE. FAILURE TO DO SO WILL RESULT IN YOUR ENROLMENT NOT BEING PROCESSED. HOWEVER, IF YOU PAY THE FULL FEE YOUR ENROLMENT WILL BE PROCESSED AND YOU WILL BE PROVIDED WITH A REFUND IF YOU SUBSEQUENTLY PROVIDE THE NECESSARY EVIDENCE.

Applicants eligible for reduced fees, please tick which applies:

- |                                                              |                                                      |
|--------------------------------------------------------------|------------------------------------------------------|
| Full time Further / Higher Education Students                | ROI State Pension (Non-Contributory);                |
| Income Based Jobseekers Allowance (or dependent spouse)      | ROI Carer's Allowance;                               |
| Working Tax Credit / TC602 (within the qualifying threshold) | ROI One Parent Family Payment;                       |
| Income Support (or dependent spouse)                         | ROI Widow's or Widower's (Non-Contributory) Pension; |
| Long-term Incapacity Benefit                                 | ROI Unemployment Assistance;                         |
| Under Under 19 on 1st July on Year of Entry                  | ROI Pre-Retirement Allowance (PRETA);                |
| Income Based Employment Support Allowance                    | ROI Disability Allowance;                            |
| Over 60 in receipt of Pension Credit/Rates Relief Scheme     | ROI Supplementary Welfare Allowance                  |
| Universal Credit (within the qualifying threshold)           |                                                      |

**Fee Category\***

Are you paying:                      Full Fee                      Reduced Fee (please attach evidence)

\*Financial assistance may be available to students aged 19 or over enrolled on a vocational course. For more information visit: [www.nwrc.ac.uk/faq](http://www.nwrc.ac.uk/faq)

Please state who will be paying your fees:      Self                      Employer                      Other

Employer / Agency Address: \_\_\_\_\_

**Company Stamp and Authorised Signature:**

\_\_\_\_\_  
\_\_\_\_\_

Post Code:

Tel No:

**INVOICE DETAILS**

Please have the Company Details and Stamp or Authorised Signature above completed or attach a letter from the organisation stating that they will pay your fees. Your fees are not deemed paid until a responsible organisation provides payment.

**Finance Section (OFFICE USE ONLY)**

Payment Method:      Cash                      Cheque                      Switch                      Credit Card                      Invoiced

**Cash Transactions:**

Amount Paid:	Receipt No.:	Date:	Received By:
Amount Invoiced:	Invoiced to:	Date:	Processed By:

## Student Declaration

I certify that the details on this form are correct and that if accepted I wish to be enrolled for the above course and accept that payment of any fees incurred is my responsibility. I understand that I will cease to be a student of the College if I have an absence without explanation for more than four consecutive weeks or if it becomes clear I have provided false statements or have withheld relevant information. In such circumstances, I also understand I will have to apply to be re-admitted as a student. By signing this form I agree to comply with all College regulations, policies and guidelines. Copies of these can be obtained from College Libraries.

**Enrolment on a course at this College WILL NOT be processed if the form is not signed by the student.**

**Signed**

**Print Name**

**Date**

### Enrolment Form Privacy Notice

North West Regional College (Data Controller) is permitted to process personal data where there is a lawful basis to do so. NWRC recognises and respects the importance of your privacy and is committed to treating your information responsibly and in compliance with the data protection legislation. The lawful basis for the processing of personal data included and associated with this Enrolment Form (including your results and benefit evidence) is; 'that processing is necessary for the compliance with a legal obligation' and/or 'processing is necessary for the performance of a task carried out in the public interest'.

The information that you provide on this form will be processed to administer your studies, to deliver your programme and to monitor your performance and attendance. We also use your information to manage recruitment, admission, registration, enrolment, study, examination and graduation. Your information will be used to provide you with College facilities and services, to provide you with support and to process any payments to be made to you. We may also use your information to conduct research and surveys to identify ways to enhance learning, teaching, assessment and the whole student experience. Information will be passed between relevant Curriculum Schools and support Departments within the College for operational purposes and will be disclosed to external agencies where we have an obligation to do so and where a lawful basis exists, such as; Government Departments and their Nominees, Statutory Bodies, Higher Education Statistics Agency, Student Loans Company, Funders, Learning Records Service for allocation of your Unique Learning Number, Placement Providers, UCAS, Universities, Credit Reference Agencies, Crime Prevention Organisations. Employers (who pay your fees and allow you time off work to attend courses) may request information regarding your attendance, progress and results. All personal data will be held in line with the Sector Retention & Disposal Schedule. For further information on your individual rights and to access our Data Protection Policy, please visit [www.nwrc.ac.uk/policies](http://www.nwrc.ac.uk/policies).

NWRC Terms & Conditions are available online at [www.nwrc.ac.uk/policies](http://www.nwrc.ac.uk/policies). Please read through the Terms & Conditions online or request a copy from the College.

### OFFICE USE ONLY:

**College Signature:**

**Print Name:**

**Date:**

**Enrolment/FESR Processed by:**

**Print Name:**

**Date:**

### Marketing

The College would like to stay in touch with you if there are new courses, events/initiatives or materials we think you may be interested in. You will be given the opportunity to unsubscribe with each email communication which will remove you from future mailings. You can also withdraw your consent to this at any time by logging back on to the Application Portal and updating your preferences or by contacting our Data Protection Officer at [dpo@nwrc.ac.uk](mailto:dpo@nwrc.ac.uk)

Yes

No

### Contact

Your success at the North West Regional College is best achieved through support from staff, College Support Services and family/friends. In order to provide you the best student support our College has to offer we may wish to contact your emergency contact to keep them updated on your progress. Please select 'Yes I agree' to the options if you consent to us contacting your emergency contact about your progress. You have the right to withdraw your consent to this at any time by logging back on to the Application Portal and updating your preferences or by contacting our Data Protection Officer at [dpo@nwrc.ac.uk](mailto:dpo@nwrc.ac.uk)

Yes

No

**Please return completed Enrolment Form AND Monitoring Form  
to the admissions office suitable for the location of your chosen course:**

**Derry-Londonderry**  
Administration Office  
North West Regional College  
Strand Road, Londonderry  
BT48 7AL

**Limavady**  
Administration Office  
North West Regional College  
Main Street, Limavady  
BT49 0EX

**Strabane**  
Administration Office  
North West Regional College  
Derry Road, Strabane  
BT82 8DX

[www.nwrc.ac.uk/parttime](http://www.nwrc.ac.uk/parttime)

Please attach any additional information you feel will support your application when returning your form.

**NOTE: You are not enrolled on a course until you have paid the relevant tuition fees. Fees are non-refundable except where a class is cancelled. If the College cancels your chosen course, you will automatically receive a refund. Refunds will be issued in the form of a cheque to the student named on this enrolment form.**

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**Please continue to Equality  
Monitoring Form on next page**

# North West Regional College

## EQUALITY MONITORING FORM

### Explanatory Note:

The North West Regional College wishes to ensure that its services are accessible to everyone regardless of their gender, age, nationality, race, marital status, religious belief, sexual orientation, political opinion, and whether or not they have a disability or dependents. Whilst the completion of this monitoring form is optional, there is a requirement for data to be collected from students in line with equality legislation in Northern Ireland. The College would appreciate your co-operation in order that it may monitor and evaluate IT services for students.

**Please note: This page is strictly private and confidential and will be separated from your form by our Administration Staff**

### Marital Status *(please tick one box)*

#### Are you...?

Single	Divorced / Dissolved
Married / Civil Partner	Widowed / Surviving Civil Partner
Separated	

### Employment Status *(please tick one)*

#### What is your current main employment status?

Employed Full Time (30 hours out more per week)  
Employed Part-Time (less than 30 hours per week)  
Self Employed

#### Not in work and not looking for work

Retired/looking after family OR home/long-term sick  
Student/Waiting to start a course  
College or University  
Other (e.g. voluntary unpaid work)

#### Unemployed (out of work and looking for work) for

less than 6 months  
6 - 11 months  
12 or more months

### Disability

#### Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last at least 12 months?

Yes No

#### If YES to the above, please state the type(s) of impairment that apply to you *(please tick all that apply)*

A specific learning disability such as dyslexia / dyspraxia / AD(H)D  
Blind or serious visual impairment uncorrected by glasses  
Deaf or serious hearing impairment  
A Physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches  
A social/communication impairment such as asperger's syndrome/ other autistic spectrum disorder  
A mental health condition, such as depression, schizophrenia or anxiety disorder  
Longstanding illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy  
A disability, impairment or medical condition not listed above

### Ethnic Group

#### To which of these ethnic groups do you consider you belong to? *(please select the option that is most appropriate for you)*

White	Bangladeshi
Black Caribbean	Chinese
Black African	Asian Other
Black Other	Irish Traveller
Indian	Mixed Ethnic Group
Pakistani	Any Other Ethnic Group

### Religious Belief

#### What religion, religious denomination or body do you belong to?

Roman Catholic	Hindu
Presbyterian Church in Ireland	Jewish
Church of Ireland	Muslim
Methodist	Sikh
Other Christian	Other Religion
Buddhist	None

### Dependants

#### Do you have a personal responsibility for the care of? *(tick each box that applies to your circumstances)*

A Child (or Children)	A Person(s) with disability
A Dependant Adult(s)	No I do not have any dependents

### Care Background

#### Are you in care or have been in care?

*In care is to mean either fostering, adopted, care home or other supported residential care.*

Yes No

### Community Background

#### What religion, religious denomination or body were you brought up in?

Roman Catholic	Other Religion
Protestant	None
Other Christian	

### Sexual Orientation

#### Which of the following options best describes how you think of yourself?

Heterosexual / Straight	Lesbian
Bisexual	Other
Gay	Prefer not to say

### Political Opinion

#### What is your current political opinion?

Nationalist	Prefer not to say
Unionist	None
Other	