**NORTH WEST REGIONAL COLLEGE** **Student Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FULL TIME STUDENTS ENROLLING ON A PART TIME COURSE**

PLEASE ENSURE THAT ALL DETAILS ARE CORRECTLY COMPLETED

Name: ……………………………………………………………………………………………………

Address: ……………………………………………………………………………………………………

 ……………………………………………………………………………………………………

Email: ……………………………………………………………………………………………………

Mobile Tel No: ………………………………………. Home Tel No: ………………………………..

Course Title: ………………………………………………………………………………………………..

Total Tuition Fee: …………………………………. Deposit Paid: …………………………………

**Concessionary rate payable on enrolment however you will be liable for the full fee if you do not take up your place on a full-time course in September 2021.**

I agree to pay the balance of the tuition fee by instalments as follows:

Instalment (1) Date due 5th ………………………………………….

Instalment (2) Date due 5th ………………………………………….

Instalment (3) Date due 5th ………………………………………….

Instalment (4) Date due 5th ………………………………………….

The above payment dates must be strictly adhered to (even if you withdraw from the course) otherwise outstanding debt will be collected through our normal procedures which may involve Small Claims Court.

Signed: …………………………………………………… Date: ………………………………………………………..

Countersigned: …………………………………………….. Date: ………………………………………………………..

**Alternative formats of this form are available on request**

**Privacy Notice**

The information that you provide on this form will be used to process your request to pay your part time tuition fees by instalments. The lawful basis for the processing of personal data included on this Form is that processing is necessary to fulfil our contractual obligations to you and processing is necessary for the performance of a task carried out in the public interest. Information may be disclosed to external agencies where we have an obligation to do so, such as; Government Departments or Internal and External Auditors. 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)