

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



**Harper Adams
University**

**This form is for use for new enrolments commencing between
1st August 2018 and 31st July 2019 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 Other
(please tick)

Home address:

Term-time address (if different from home address):

County (or country if not UK):

County (or country if not UK):

Postcode:

Postcode:

Telephone:

What type of accommodation is your term-time address?
(please tick)

Mobile Telephone:

- Parent / guardian home (2)
- Rented accommodation (8)
- On placement (6)
- Own residence (7)
- Other (4)

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

Relationship to you:

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

What was your surname at age 16?

Other details**Are you a young care leaver?**

- Care leaver 16+ (01)
 Looked after in Scotland (02)
 In care in the rest of the UK (03)
 Not a care leaver (05)
 Information refused (98)

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

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

Please state the occupation 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:

- | | |
|--|---|
| <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

What is your sexual orientation? (please tick):

- | | |
|--|--|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Heterosexual |
| <input type="checkbox"/> Gay man | <input type="checkbox"/> Other |
| <input type="checkbox"/> Gay woman / lesbian | <input type="checkbox"/> Prefer not to say |

Is your gender identity the same as the gender you were originally assigned at birth? (please tick)

Yes No Prefer not to say

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"/> Information refused (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) | |

Religious belief (Please tick):

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> No religion (01) | <input type="checkbox"/> Hindu (10) | <input type="checkbox"/> Sikh (13) |
| <input type="checkbox"/> Buddhist (02) | <input type="checkbox"/> Jewish (11) | <input type="checkbox"/> Spiritual (14) |
| <input type="checkbox"/> Christian (03) | <input type="checkbox"/> Muslim (12) | <input type="checkbox"/> Any other religion or belief (80) |
| | | <input type="checkbox"/> Prefer not to say (98) |

What is your nationality?

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 **If other please specify:**

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

Highest qualifications on entry (Please tick):

- | | |
|--|--|
| <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"/> Scottish Highers / Advanced Highers (P54) |
| <input type="checkbox"/> Non-UK degree (HZZ) | <input type="checkbox"/> Welsh Baccalaureate Advanced Diploma (P68) |
| <input type="checkbox"/> Higher National Certificate (HNC) (C30) | <input type="checkbox"/> 14-19 Advanced Diploma (P51) |
| <input type="checkbox"/> Diploma at level 3 e.g. BTEC ND (P41) | <input type="checkbox"/> Other level 2 qualification e.g. GCSE (Q80) |
| <input type="checkbox"/> Higher National Diploma (HND) (J30) | |
| <input type="checkbox"/> Foundation degree (J10) | |

If other please specify:**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 aware the University is no longer processing information in relation to criminal convictions (unless in exceptional circumstances). I confirm that I have made myself aware of the potential restrictions or effects that any criminal convictions may have on my chosen career or sandwich placement and/or the requirements of any professional or regulatory body for my chosen career.

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.

Processing of Personal Information and Privacy Notice

I understand that the personal information I provide on the enrolment form will be held and processed by the University out of necessity for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University as a data controller and out of necessity for the performance of a contract. My personal information will be held and processed (including profiling) 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 (information the University is legally obliged to provide);
- 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/general/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 2018 and the General Data Protection Regulation and that my personal information will be shared with external agencies (for a list of agencies we will share your personal information with and the purposes of sharing that information, please see section 4 of the Layered Notice **), including the Higher Education Statistics Agency (HESA) 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 under section 5 at <http://www.harper-adams.ac.uk/general/governance/publication-scheme.cfm>). The complaints procedure for Data Protection and Freedom of Information can also be found here (along with information on how to complain to the Information Commissioner's Office). The Data Protection Officer can be contacted on dpo@harper-adams.ac.uk.

I understand that my personal information will be retained by the University for the periods specified in the Personal Data Retention Schedule. I understand that I also have the right to access my personal information in a format that is usable to me for other purposes, to correct inaccurate or incomplete information, request that processing of my personal information be restricted or to have my personal information deleted in certain circumstances. To find out more about these rights or to exercise your rights, please contact the Data Protection Officer on dpo@harper-adams.ac.uk.

I understand that, whilst the University will not normally discuss my progress or behaviour with third parties, including parents, 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, the University will process my personal and special category information (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 2018 and the General Data Protection Regulation.

HESA – Student Collection Notice

It is essential to note that this is an extract from the full document which is available to read at www.hesa.ac.uk/fpn.

Every year your provider will send some of the information it holds 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. HESA is a registered charity and operates on a not-for-profit basis. All uses of HESA information must comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Data submitted to HESA by your provider includes details about the course you are studying and any qualifications awarded to you during the academic year. It also includes personal details about you such as your name and date of birth, your prior qualifications, and where you lived before starting your course. Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion is classed as 'Special categories of data' under the GDPR. If your Provider provides this information to HESA it will be included in your HESA information. This information is necessary for monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010 and Section 75 of the Northern Ireland Act 1998. This information will also be processed for statistics and statistical research where this is necessary and in the public interest. Your sensitive information will not be used to make decisions about you. Some other information is used to enable research into the provision of fair access to higher education, for example information as to whether you are a care leaver. If your provider is in England your HESA information may include details of any financial support you may receive from your higher education provider. A full list of data items that may be included in your HESA information for the 2018/19 academic year can be found here: www.hesa.ac.uk/collection/c18051/. Please note that not all data items are collected for all students. HESA processes your information for specific purposes listed at www.hesa.ac.uk/fpn.

Your contact details may be passed to survey contractors to carry out the National Student Survey (NSS), other surveys of students' views about their study, and surveys of student finances, on behalf of some of the organisations listed under Purpose 1. Your provider will hold your contact details after you graduate in order for you to be contacted to complete the [Graduate Outcomes survey](#). Your contact details will be passed to HESA and the organisation(s) contracted by HESA to assist it to undertake the Graduate Outcomes survey. HESA's contractors will only use your contact details for the survey and will delete them when the survey is closed. HESA may hold your contact details for further graduate outcomes surveys where these are in the public interest. Your responses to the Graduate Outcomes survey will be made available to your provider. You have the right to be informed about how your personal data is used.

This Student Collection Notice is regularly reviewed to ensure that it accurately describes how your HESA information is used. This notice may be updated from time to time, for example when new legislation is enacted, or when new policies are implemented by the public authorities listed under Purpose 1. The most up to date version can always be found at www.hesa.ac.uk/fpn.

For further information about data protection, including contact details for HESA and HESA Services' Data Protection Officer please see www.hesa.ac.uk/dataprot. Under the GDPR you have the right of access to your personal information and rights to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR and the Data Protection Act 2018 where data is only processed for research or statistical purposes. If you think there is a problem with the way HESA is handling your data, you have the right to complain to the Information Commissioner's Office: ico.org.uk/.

Contract and Cancellation of the Contract

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, Edgmond, 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 to 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 (e.g. 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 I agree to the University's processing of my personal and special category 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:...../...../.....

We would like to send you information about our services and events by email, telephone, text message or post. If you agree to being contacted in this way, please tick the relevant boxes.

Post Email Phone Text message

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 the student named on this enrolment form will check all communications from the University regularly (on a daily basis for full-time students). 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.

For HAU office use only:

Checked by:

Date:

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.

Model cancellation form

To
Head of Registry
Harper Adams University
Edgmond
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 <http://www.legislation.gov.uk/ukxi/2013/3134/schedule/3/made>.