

APPLICATION FORM 2017 / 2018

The Registration Form will be the basis of your computer record and records held by the University. Please complete it carefully, using **BLOCK CAPITALS** in **BLACK INK or biro**. All items should be completed as fully as possible.

SECTION 1. PERSONAL DETAILS

| | |
|---|--|
| Surname/family name: _____ | Title: Mr / Mrs / Miss / Ms / Dr (please circle) |
| First name(s): _____ | Male / Female (please circle) |
| Former name: _____ (if applicable) | Date of birth: ____ / ____ / ____ DD/MM/YY |
| Unique Learner Number: _____ (see Note 1 – Page 4) | |

| Permanent home address | Term Time Address <small>(if different from Permanent home address)</small> | Employer's name & work address <small>(see Note 2 – Page 4)</small> |
|-------------------------------|---|---|
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| | | |
| | | |
| | | |
| Postcode: | Postcode: | Postcode: |
| Telephone: | Telephone: | Telephone: |
| Mobile: | Mobile: | Mobile: |
| Email: | Email: | Email: |

Please enter the code that best describes your term time accommodation (see Note 3 – Page 4) :

| Domicile <small>(see Note 4 – Page 4)</small> | Nationality | Ethnicity <small>(see Note 5 – Page 4)</small> | Country of Birth | National Insurance Number |
|---|--------------------|--|-------------------------|----------------------------------|
| | | | | |

| Please indicate below your disability status: | | |
|--|--|--|
| Nature of disability <small>(see Note 6 – Page 4 [Enter 00 if no disability])</small> | If you have a disability, are you in receipt of a disability allowance? <small>(please circle)</small> | Are you intending to apply for a disability allowance? <small>(please circle)</small> |
| | Yes / No | Yes / No |

| Contact person in the event of emergency: | | |
|---|------------------------------------|---|
| Name of contact | Contact telephone number(s) | The relationship of the contact to yourself, e.g. Mother |
| | | |

Have you previously studied at a Higher Education Institution for a period of at least six months? **Yes / No** (please circle)

If **YES** can you please enter the month and year you left:

Do any of your parents (natural, adoptive, step or guardians) have any higher education qualifications?

Yes / No / Don't know / I refuse to provide this information (please circle)

SECTION 2. PROGRAMME OF STUDY

Please indicate the programme you are studying:

SECTION 3. SOURCE OF FINANCE

FULL TIME STUDENTS ONLY

Have you applied to an LEA for Fees Assessment? (please circle) **Yes / No** (If **YES** then please enter the name of the LEA below)

Name of LEA:

Have you received notification from the LEA? (please circle)

Yes / No - If **YES** please bring this with you, and enter your Student Support Number below (see Note 7 – Page 4)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

If you have not yet applied to your LEA is it your intention to do so? (please circle)

Yes / No (If **YES** then please enter the name of your LEA)

If you are intending to pay the fees yourself please enter below the name and full address, including postcode, to which the invoice should be sent if different from term time address on Page 1:

PART TIME STUDENTS ONLY

Is your employer funding your programme of study? (please circle)

Yes / No (If **YES** then please enter the name and address of your employer if different from that provided on Page 1)

If you are intending to pay the fees yourself please enter below the name and full address, including postcode, to which the invoice should be sent if different from term time address on Page 1:

SECTION 4. PREVIOUS EDUCATION

Please enter the name and town of the last educational institution you attended and the code that best describes the type :

| |
|--|
| |
|--|

(see Note 8 – Page 4) : _____

Please enter below your previous educational qualifications:

| QUALIFICATION TYPE | GRADE | SUBJECT | YEAR | SITTING |
|---|---|--|---|---|
| FOR EXAMPLE GCSE/GCE ORDINARY/ADVANCED , GNVQ, GSVQ, BTEC, HND/HNC , CERT HE/DIPHE, DEGREE/HIGHER DEGREE | FOR EXAMPLE A, B, C, D, E, U, MERIT, DISTINCTION, PASS, FAIL | FOR EXAMPLE ENGLISH, HISTORY, BUSINESS STUDIES, GEOGRAPHY | THE YEAR THE QUALIFICATION WAS OBTAINED | S,W or 9 S FOR SUMMER W FOR WINTER 9 FOR NOT KNOWN |
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| <u>Please continue on a separate sheet if required</u> | | | | |

Criminal Convictions

If you have a relevant criminal conviction, enter X in the box.

Data Protection Act, 1998: The information that you have supplied will be processed and held on computer. The data may be processed for the purpose of compiling statistics, and passed to the Higher Education Statistical Agency and the Higher Education Funding Council for England. By signing and returning this application form you will be deemed to be giving your consent to the processing of data contained within it and the use of that data for the lawful purposes approved for the institutions to which it is supplied.

DECLARATION

I consent to the processing of the data contained within my computer record. I hereby grant Canterbury Christ Church University the authority to release information relating to my academic status to the Higher Education Statistical Agency and the Higher Education Funding Council for England I also agree to observe the Regulations of the University, a copy of which is available upon request.

SIGNATURE: _____ DATE: ____ / ____ / ____

NOTES ON THE COMPLETION OF THE REGISTRATION FORM

Section 1:

- **NOTE 1 – Unique Learner Number** – please enter if you have been given one
- **NOTE 2 – Employer’s Details** – please only complete if your employer is sponsoring your course of study.
- **NOTE 3 – Term Time Accommodation** – please enter the number that best describes the nature of the accommodation where you will be living during your studies:

| | | | | | | | |
|---|------------------------|---|-------|---|---------------|---|----------------------|
| 2 | Parental/guardian home | 4 | Other | 7 | Own residence | 8 | Rented accommodation |
|---|------------------------|---|-------|---|---------------|---|----------------------|

- **NOTE 4 - Domicile** -this should be your main country of residence.
- **NOTE 5 - Ethnicity** - please enter the two number code that describes what you consider to be your ethnic background:

| | | | | | |
|----|------------------------------------|----|--------------------------------------|----|--------------------------------------|
| 10 | White | 32 | Asian or Asian British - Pakistani | 43 | Mixed – White & Asian |
| 14 | Irish Traveller | 33 | Asian or Asian British - Bangladeshi | 49 | Other mixed background |
| 21 | Black or Black British - Caribbean | 34 | Chinese | 80 | Other ethnic background |
| 22 | Black or Black British - African | 39 | Other Asian background | 98 | I refuse to provide this information |
| 29 | Other Black background | 41 | Mixed – White & Black Caribbean | | |
| 31 | Asian or Asian British - Indian | 42 | Mixed – White & Black African | | |

- **NOTE 6 - Disability** - please enter the appropriate two number code:

| | | | | | |
|----|---------------------------------------|----|--|----|--|
| 00 | No known disability | 05 | Personal Care Support | 10 | Autistic Spectrum Disorder |
| 02 | Blind/partially sighted | 06 | Mental health difficulties | 11 | A specific learning difficulty e.g. dyslexia |
| 03 | Deaf/hearing impediment | 07 | An unseen disability (e.g. diabetes, epilepsy, asthma) | 96 | A disability not listed above |
| 04 | Wheelchair user/mobility difficulties | 08 | Multiple disabilities | 97 | I refuse to provide this information |

Section 3:

- **NOTE 7 - Student Support Number** - this number can be found on your LEA letter and should start with the prefix of your LEA, e.g. KENT followed by 9 digits, Medway - MEDW followed by 9 digits.

Section 4:

- **NOTE 8 - Previous Educational Institution Type:**

| | | | | | |
|------|------------------------|------|---------------------------------|------|------------------------------|
| 4901 | UK state school | 4911 | UK independent School | 4921 | UK Further Education College |
| 4931 | Any non-UK institution | 4941 | UK Higher Education institution | | |

SECTION 5. EQUIVALENT LEVEL QUALIFICATIONS

Please give details of all academic qualifications specified in this section. Attach additional information if there is not enough space. In this section you must enter all your qualifications especially if you have any that are at an equal or higher level to the programme you are applying for.

QUALIFICATIONS

| Name and Address of College, University | Dates Taken | Subject/s Taken | Results |
|--|--------------------|------------------------|----------------|
| A-levels or equivalent qualifications | | | |
| Degree (or equivalent) | | | |
| Any Other Relevant Qualifications | | | |

Equivalent or Higher Level Qualifications

If you have a qualification that is equivalent to, or higher than the one you propose to take this may affect the fee you will be charged. If you leave this category blank the expectation is that you have an equivalent or higher qualification and will be liable for the higher fee. Please indicate whether:

| | |
|---|---------------|
| I have a qualification equivalent to, or higher than the one I wish to study | YES/NO |
| I don't have a qualification equivalent to, or higher than the one I wish to study | YES/NO |
| I do not know if I have a qualification equivalent to, or higher than the one I wish to study: Please insert the name of the highest qualification you have so that we can check to see if it is higher or equivalent to the qualification you are taking: | |

SECTION 6. FEE STATUS QUESTIONS

We need information from you to determine your fee status. If this section of the form is not complete the university will presume that for fee-purposes you are an overseas fee-payer.

| | | | |
|---|--------------------------------|----------------|--------------------------|
| Are you a UK National? | Yes/No | | |
| Are you an: | EEA National | Swiss National | Turkish worker in the UK |
| In which countries have you been resident for the last three years? | | | |
| Country | Main purpose of your residence | | |
| 1 | 1 | | |
| 2 | 2 | | |
| 3 | 3 | | |
| 4 | 4 | | |
| Applicants not born in the European Union, please state: | | | |
| Date of first entry to the EU: | dd/mm/yyyy | | |
| Date of most recent entry to the EU | dd/mm/yyyy | | |
| If you are not a UK National, or EEA/Swiss National please state: | | | |
| Country of birth: | | | |
| Nationality: | | | |
| Country of residence: | | | |
| Address: | | | |

| | | | |
|--|--------------------------|------------------------|--|
| Do you require a student visa? | YES/NO/DON'T KNOW | | |
| Do you require a student visitor visa (for students studying 6 months or less) | YES/NO/ DON'T KNOW | | |
| If you are not a UK/EEA citizen and do not require a student visa, what is your UK immigration status? | | | |
| Indefinite Leave to enter/remain | YES/NO | | |
| Discretionary Leave to remain | YES/NO | | |
| Refugee status granted | YES/NO | | |
| Spouse of student visa holder | YES/NO | | |
| Dependent of student visa holder | YES/NO | | |
| Work Permit | YES/NO | | |
| Other (please state): | | | |
| | | | |
| Start and end dates of current leave (UK Immigration Permission) if applicable | Start Date dd/mm/yyyy | End Date dd/mm/yyyy | |
| | | | |
| If you are not a UK or EU national you must provide evidence of your status in the UK by enclosing a copy of your visa/work permit or Home Office letter with this application form | | | |