

Please complete this form in BLOCK CAPITALS in black ballpoint pen and tick boxes where required

# STUDENT APPLICATION FORM

Please send your completed form, with payment (where applicable), to Student Records, Highlands College, Highlands Lane, St Saviour, JE1 1HL or Fax: 608600



## Personal Details

Surname: .....  
 First Name(s): .....  
 Title (Mr/Mrs etc): ..... Date of Birth: .....  
 Address: .....  
 .....  
 .....  
 .....  
 Parish: ..... Post Code: .....  
 Home Tel: ..... Work Tel: .....  
 Mobile: .....  
 Email: .....

## Local Emergency Contact

Name: .....  
 Tel: .....

## Medical Conditions / Disabilities

Do you suffer from any medical conditions or disability which might impact on your studies?  
 Yes  No   
 Please note when "yes" is ticked further information may be requested either prior to or at enrollment.

## Who will be paying the fees?

### Cheques payable to "Treasurer of the States"

Self  Employer  Other

If "Other" please state who will be paying your course fee.  
 .....

All fees must be paid a minimum of 5 working days before the start of the course.

## Current Employer / Other ONLY to be completed if Employer/Other paying fees

Company Name and Address: .....  
 .....

Parish: ..... Post Code: .....

Tel: ..... E-mail: .....

**I am authorised to approve the payment of all fees associated with the course for the student and understand that my company remains liable for payment irrespective of the employee moving to another employer after enrollment.**

Please tick the box below if you are happy for Highlands College to contact you with information regarding college events and courses.

Employer / Sponsor Signature: .....

Please

Print Name: .....

Position Held: .....

Please invoice the company £ ..... or

I enclose payment of £ .....

## Course(s) for enrolment Highlands College reserves the right to cancel or amend any course.

**FEES ARE NON-REFUNDABLE UNLESS THE COURSE IS CANCELLED BY HIGHLANDS COLLEGE. COURSE PLACES ARE NON-TRANSFERABLE TO ANOTHER PERSON.**

	Course Code	Course Title	Start Date	Fee
1st Choice				
2nd Choice				

**On receipt of your application, if your 1st choice course is full, you will automatically be considered for your 2nd choice if one has been indicated and there are places available. Please note your place on a course is not confirmed until payment of the course fees.**

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information, or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are: **If the sponsor is paying, attendance, progression and exam information will be released at the sponsor's request.**

### Data we collect:

We have collected your personal details [name; address, contact details; and DOB] and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

### How we use data:

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please, see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

### Your Rights:

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information. You can complain to us about the way your information is being used by contacting us at [dataprotection2018@gov.je](mailto:dataprotection2018@gov.je) alternatively you can complain to the Information Commissioner by emailing [enquiries@dataci.org](mailto:enquiries@dataci.org).

For further information on why Highlands College collect your data and how we use applicants information please view the College Privacy Policy on our website at [www.highlands.ac.uk](http://www.highlands.ac.uk)

I certify that the details for this application are current and correct to the best of my knowledge

Applicant's Signature: ..... Date: .....

Please tick this box if you are happy for Highlands College to contact you with information regarding college events and courses.

Tutor/Tm Admin's Signature:		Tutor, if you alter the fee in any way please clarify by giving reason below:		FOR OFFICE USE ONLY	
<input type="text"/>		<input type="text"/>			
HOF Sig:	<input type="text"/>	Payment method:	<input type="text"/>	Student ID:	HC
Firm code:	<input type="text"/>	Input by:	<input type="text"/>	Date input:	<input type="text"/>