

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

CITIZENSHIP TEST

ENTRY FORM



Please send your completed form with payment to:
Student Records, Highlands College, Highlands Lane, St Saviour, JE1 1H

PLEASE COMPLETE AND SUBMIT THIS FORM WITH PAYMENT AT LEAST ONE WEEK BEFORE THE DATE YOU HAVE CHOSEN FOR THE TEST.

ALL THE TESTS WILL START AT 6.00 PM AND WILL LAST FOR 45 MINUTES. WHEN WE HAVE RECEIVED YOUR COMPLETED ENTRY FORM, WE WILL SEND YOU DETAILS OF THE ROOM ALLOCATED.

CERTIFICATES MAY TAKE UP TO 7 DAYS TO BE ISSUED SO PLEASE TAKE THIS INTO CONSIDERATION WHEN MAKING ARRANGEMENTS WITH IMMIGRATION.

Surname (this must be the name on your passport)

Male/Female

Forenames

Date of Birth

Home Address

Home telephone number:

Mobile telephone number:

CITIZENSHIP EXAM FEE £55.00

CHEQUES SHOULD BE MADE PAYABLE TO 'TREASURER OF THE STATES'

THERE WILL BE A £10 ADMINISTRATIVE CHARGE EACH TIME YOU NEED TO CHANGE THE DATE OF YOUR EXAM.

EXAM DATES – PLEASE INDICATE YOUR CHOICE

WEDNESDAY 16TH DECEMBER 2020
WEDNESDAY 27TH JANUARY 2021
WEDNESDAY 10TH MARCH 2021
WEDNESDAY 21ST APRIL 2021

WEDNESDAY 2ND JUNE 2021
WEDNESDAY 14TH JULY 2021
WEDNESDAY 25TH AUGUST 2021
WEDNESDAY 6TH OCTOBER 2021

Completed application forms to be returned to: Student Records, Highlands College, Highlands Lane, St Saviour JE1 1HL.

Privacy Notice: Please see over leaf.

I confirm that I have read and agree to all conditions and completed all sections of this document and wish Highlands College Examination centre to process my exam entry.

Signature:

Date:

Privacy Statement

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:

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 registry@highlands.ac.uk alternatively you can complain to the Information Commissioner by emailing enquiries@oicjersey.org.

For further information on why Highlands College collect your data and how we use applicant's information and the Terms and Conditions of enrolment please view the College Privacy Policy and other information on our website at www.highlands.ac.uk