

# SHORT COURSE APPLICATION

(You may use a photocopy of this form)



## Where did you hear about the college?

Community Centre/Word of Mouth/Leaflets and Posters  
Job Centre Advisor/ Other (please specify):

.....  
.....

## COURSE DETAILS

Which course(s) are you applying for?

Course Title: ..... Course Date: .....  
Course Title: ..... Course Date: .....  
Course Title: ..... Course Date: .....  
Course Title: ..... Course Date: .....

## PERSONAL DETAILS

Last Name: ..... First Name(s): .....  
Title: **Mr / Mrs / Miss / Ms** Gender: **Male / Female / Prefer not to say** Date of Birth: ..... (you must be over 19 y/o)  
Home Address: .....  
..... Postcode: ..... Home Tel. No: .....  
Mobile No: ..... Email: .....  
Emergency Contact: ..... Contact Tel No: .....

For those who qualify, we provide additional learning support, technology and appropriate dedicated accommodation for learners with a disability, medical condition, a learning difficulty or mental health issues, who qualify for it.

Do you consider yourself to be disabled? **YES / NO**

Please tell us of any disability, learning difficulty or mental health issue here\*: .....

\* If you need to provide further information about your disability/learning difficulty/mental health please continue on a separate sheet

What is your highest educational qualification (if any)? .....

**N.B. Northern College free courses are primarily for people with few or no qualifications and these applicants will be prioritised.**

Are you unemployed and in receipt of JSA and ESA (WRAG) **YES / NO** If you are employed what is the name of your employer? .....

## ETHNIC ORIGIN

- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Asian or Asian British - Chinese
- Other Asian background
- Black or Black British - African
- Black or Black British - Caribbean
- Other Black background
- Mixed - White & Black Caribbean
- Mixed - White & Black African
- Mixed - White & Asian
- White - British
- White - Irish
- White - Gypsy or Irish Traveller
- Other White Background
- Other Ethnic Group - Arab
- Other Ethnic Group - Any
- Prefer not to say/Not provided

Are there any restrictions on the period of time you can stay in the UK?

If **YES** please give details: **YES / NO**

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.....

## ACCOMMODATION DETAILS

Are you staying overnight at the College? **YES / NO** Are you bringing a carer? **YES / NO**

If **YES**, carer's last name: ..... First name(s): .....

Unfortunately ground floor accommodation cannot be guaranteed. If you think you have a case for ground floor accommodation please send a copy of your Disability Living Allowance Certificate, Attendance Allowance Certificate or a medical note.

Do you have any special dietary needs? **YES / NO**

Vegetarian/Vegan/Fat Free/Gluten Free/Halal/Other (please specify) .....

## CHILDREN

If you are bringing children to the college with you, please give their details here:

**PLEASE NOTE there are no over-5's places available Monday-Friday and no guarantee of a childcare place being offered.**

Full Name(s)	Gender	Date of Birth
.....	.....	.....
.....	.....	.....
.....	.....	.....

Please give details of any disability, registered or unregistered, medical condition or food allergies / intolerances which you think the Children's Centre should be made aware of:

.....

## YOUR LEARNING NEEDS

Can you take notes from a short document or talk? **YES / NO** Are you confident to complete short written answers in a workbook? **YES / NO**  
Are you confident about working in a small group? **YES / NO** Are you confident at using a computer to complete simple tasks? **YES / NO**

**Please tell us why you would like to join the course(s) you have chosen, or what previous knowledge you have of the subject.**

IF YOU LEAVE THIS SECTION BLANK YOU WILL NOT BE PRIORITISED FOR A PLACE ON THE COURSE.

If you wish to provide further information please continue on a separate sheet

## DATA PROTECTION

I understand that the information I have provided will be processed by the college in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018.

The college's data protection policy, privacy notices and associated procedures regarding how we store and process your data and your rights and how to exercise them can be found on our website at [www.northern.ac.uk/dataprotection](http://www.northern.ac.uk/dataprotection)

## DISABILITY & ETHNICITY

In order to ensure equality of opportunity and treatment, the college monitors student recruitment and achievement with regards to ethnic origin and disability. In order to do this we need your consent.

I give my consent for the college to collect and process information regarding my: Disability  Ethnic Origin

## HEALTH

In order to enable us to provide you with appropriate support with regards to any health conditions you have declared, we need your consent to process your data.

I give my consent for the college to collect and process information regarding my declared health conditions:

## MARKETING ABOUT COURSES @ NORTHERN COLLEGE

If you have previously studied at the college (or have completed an application process with us), we will send you information about the courses we provide (in data protection law this is on the basis of our **legitimate business interests**). We will however always give you the option to refuse marketing and you can opt out at any time.

If you wish to **refuse** marketing regarding our courses please tick here:

## CONTACT FROM THE ESFA

The Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE), may want to contact you regarding courses or learning opportunities and surveys and research. They require your consent to do this. Please tick if you wish to receive contact regarding:

<b>Courses or learning opportunities</b>	By Post <input type="checkbox"/>	By Phone <input type="checkbox"/>	By Email <input type="checkbox"/>
<b>Surveys and research</b>	By Post <input type="checkbox"/>	By Phone <input type="checkbox"/>	By Email <input type="checkbox"/>

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

Please return to:

The Registry, Northern College, Wentworth Castle, Stainborough, Barnsley, South Yorkshire, S75 3ET  
Tel: **01226 776000** Fax: **01226 776025** Email: **courses@northern.ac.uk**