

SHORT COURSE APPLICATION FORM



Where did you hear about the college (please tick)?

- College Website Social Media
Search Engine Leaflet Other (please specify):

COURSE DETAILS

Which course(s) are you applying for?

- Course Title: Course Date:/...../.....
Course Title: Course Date:/...../.....
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Course Title: Course Date:/...../.....

PERSONAL DETAILS (please complete all sections that are highlighted **BOLD>**)

- Last Name:** **First Name(s):** **Title:** Mr / Mrs / Miss / Ms / Other
- Date of Birth:**/...../..... (you must be aged 19 or older) **Legal Gender:** Male Female **NI:**
- Home Address:**
- Postcode:** **Email:**
- Home Telephone: **Mobile:**
- Emergency Contact Name:** **Emergency Telephone:**

FUNDING ELIGIBILITY (You **MAY** be eligible for funding towards your course, please complete **ALL** fields below)

Highest Prior Qualification (Please Tick One Only)

- Entry Level (9) Full Level 3 (Ext Diploma, Diploma, 2+ A Lvs, 4+ AS Lvs) (3) Level 7 + (Master's Degree) (13)
 Below Level 1 (7) Level 4 (HNC or Teaching Qualification)(10) No Qualifications (99)
 Level 1 (5 or more GCSE Grades D-G/1-3) (1) Level 5 (HND or Foundation Degree) (11) Other Qualifications (97)
 Full Level 2 (5 or more GCSE Grades A-C/4-9) (2) Level 6 (Bachelor's Degree) (12)

Employment (Please Tick One Only)

- In paid employment (10) (If Yes, please specify hours per week) Number of hours per week :
- Not in paid employment, currently looking for work (11) (If Yes, please specify length of unemployment) Number of months unemployed:
- Not in paid employment, not looking for work and/or not available to start work (12)

Income (Evidence must be provided on enrolment)

- I am unemployed
I am receiving JSA, ESA or Universal Credit because I am unemployed and mandated to undertake skills training.
- I am unemployed
(or earning less than 16 times the minimum wage per week).
I am receiving a state benefit other than JSA, ESA or Universal Credit.
I want to enter or progress to more sustainable employment and I believe the course I plan to study will help me to do so.
- I am employed
I earn less than £16,009.50 per year.
I have evidence of my gross annual salary (before tax), that is dated within the last 3 months.

- Are you a UK / EU / EEA citizen** (including those with bilateral agreements such as Switzerland) Yes
or have you lived in the UK / EU / EEA (including those with bilateral agreements such as Switzerland) **for the past three years** No

If No, are you one of the following (or a family member of)?

- An asylum seeker A refugee Someone who has humanitarian protection
 Someone who has discretionary / exceptional / indefinite leave to remain in the UK

ETHNIC ORIGIN

- English / Welsh / Scottish / Northern Irish / British Irish Gypsy or Irish Traveller
 Any other white background White and Black Caribbean White and Black African
 White and Asian Indian Bangladeshi
 Any other mixed / multiple ethnic background Pakistani Chinese
 Any other Asian background African Caribbean
 Any other Black / African / Caribbean background Any other ethnic group Arab
 Prefer not to say / Not provided

ACCOMMODATION REQUIREMENTS

Are you staying overnight at the college: Yes No

Are you bringing a carer: Yes No Carer name:

Unfortunately ground floor accommodation cannot be guaranteed. If you think you have legitimate reasons for ground floor accommodation then please send a copy of your Disability Living Allowance Certificate, Attendance Allowance Certificate or Medical Note with this application.

Do you have any special dietary needs: Yes No

If Yes, please specify: Vegetarian Vegan Fat Free Gluten Free Halal Other:

CHILDREN

Are you bringing children with you to the college: Yes No If Yes, please give details below.

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

Full Names

Gender

Date of Birth

.....

Male Female

...../...../.....

.....

Male Female

...../...../.....

.....

Male Female

...../...../.....

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:

.....

SUPPORT

For learners with a specific or a combination of disabilities, serious medical conditions, learning difficulties and/or mental health issues we provide additional learning support (ALS), technology and appropriate dedicated accommodation.

Do you consider yourself disabled: Yes / No / Prefer not to say Do you require support from the ALS team: Yes / No / Prefer not to say

If Yes, please tell us of any disabilities, serious medical conditions, learning difficulties and/or mental health issues here:

.....

YOUR LEARNING NEEDS

Can you take notes from a short document or talk: Yes No

Are you confident completing short written answers in a workbook: Yes No

Are you confident about working in small groups: Yes No

Are you confident using a computer to complete simple tasks: Yes No

Briefly 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 your place on the course).

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..... Please continue on a separate named 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.

We will use the information on this form to manage and process your application to the college, manage and administer your education whilst you are studying at the college and ensure your place is appropriately funded.

The college's Data Protection Policy notices and associated procedures regarding how we store and process your data, your rights and how to exercise them can be found on our website at www.northern.ac.uk/dataprotection

If you have previously studied at the college (or have completed an application form 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 / opt out of receiving information about our courses, please tick here:

Signed:

Date:/...../.....

Please return by post or email to:

The Registry, Northern College, Wentworth Castle, Stainborough, BARNSELY, South Yorkshire, S75 3ET

Email: courses@northern.ac.uk Telephone: 01226 776000