

Short Course Programme Enrolment Form 2020/21



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Course Details – Please enrol me on the following course(s):

Course Code	Course Title

Section 1 (Personal Details)

Title (please tick appropriate box)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Mx	<input type="checkbox"/> Other
Surname						
Forename(s)				Date of Birth		
Home/Permanent Address	Business Address (if for professional development)		Contact Details (for use in an emergency)			
			Forename			
			Surname			
Postcode	Postcode	Relationship				
Telephone	Telephone	Mobile				
Email Address						

Please confirm how long you have lived at your home/permanent address _____ Years _____ Months

Have you been resident in the UK/EU for the last three years, prior to the start of your study programme? Yes No

Are you enrolled at any other college? Yes No

Section 2 (Fees) All fees are payable upon enrolment. Please select a method of payment (please tick appropriate box):

Card - To pay by credit/debit card, please do so via our online payment system, **Wisepay**. Please visit individual Short Course pages on our website and follow the **Wisepay** link. www.hca.ac.uk/course-level/short-courses
Card payment can also be taken over the phone – please call **01432 845302**

Other: Please specify

Who will be paying for the course? (please tick appropriate box):

Own Business **Employer** **Self**

I am an Associate Member and entitled to a 5% course fee discount (please note: 1 discount per academic year).

My membership number is:

For Office Use Only

Course Fees (£):		Payment Method (on Wisepay)		Marketing Preferences DB/MC	
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Please continue overleaf

Section 3 (Enrolment Details)

Please indicate your reasons for enrolling on to the course (please tick the appropriate box):

Professional Development Personal Development Other (please state)

How did you hear about this course? (please tick the appropriate box):

HCA Website Hereford Times Online Newsletter Mailing Word of Mouth
 Social Media Other (please state).....

Section 4 (Learning difficulties and/or disabilities and/or health problems) (Please tick the appropriate box):

I consider myself to have a learning difficulty and/or disability and/or health problem (we will provide a special requirements form)	1
I do not consider myself to have a learning difficulty and/or disability and/or health problem	2

Section 5 (Convictions)

Do you have any criminal convictions? Yes No If yes, please give details.....

Section 6 (Equal Opportunities) Ethnicity - (please tick appropriate box)

White English/Welsh/Scottish/ Northern Irish/British <input type="checkbox"/> 31	Irish <input type="checkbox"/> 32	Gypsy or Irish Traveller <input type="checkbox"/> 33	Any other White background <input type="checkbox"/> 34
Mixed/Multiple Ethnic group White and Black Caribbean <input type="checkbox"/> 35	White and Black African <input type="checkbox"/> 36	White and Asian <input type="checkbox"/> 37	Any other Mixed/multiple ethnic background <input type="checkbox"/> 38
Black/African/Caribbean/ Black British African <input type="checkbox"/> 44	Caribbean <input type="checkbox"/> 45	Any other Black/African/Caribbean background <input type="checkbox"/> 46	
Asian/ Asian British Indian <input type="checkbox"/> 39	Pakistani <input type="checkbox"/> 40	Bangladeshi <input type="checkbox"/> 41	Chinese <input type="checkbox"/> 42
Any other Asian background <input type="checkbox"/> 43	Other Ethnic Group Arab <input type="checkbox"/> 47	Any Other Ethnic Group <input type="checkbox"/> 98	

Section 7 (Restrictions on the use of the student records and how students may be contacted in respect of surveys, research and learning opportunities)

Tick this box if you are happy to be contacted about courses or learning opportunities RUI6

Tick this box if you are happy to be contacted in respect of surveys and research RUI7

Tick one or more of the following boxes if you are happy to be contacted by the following methods in respect of learning opportunities, surveys and research

Post
PMC4
 Telephone
PMC5
 E-mail
PMC6

Section 8 (Declaration)

I understand HCA may send me information on courses, events and activities that may be of interest to me. I am aware of where to find the Short Course Terms and Conditions provided by the College. I agree to abide by all relevant College policies and procedures whilst I am a student at the College. I confirm the accuracy of the information provided and undertake to inform the College immediately should my circumstances change. I understand that the College reserves the right to use photographs and video footage of students for publicity purposes. I grant Hereford College of Arts the right to reproduce and share images of the work I generate in the course of my studies and/or images of the creative process by which my work is made, including photographs, digital artwork and film/video footage, in whole or part; and produce, reproduce and share adapted material. This can be used in perpetuity by the College for promotional purposes, for example but not limited to: College prospectus and website, flyers, posters and course literature. All the information required is available via the college website www.hca.ac.uk, or can be requested via The Short Course Team.

I understand that HCA will store and use my contact details to keep me up to date on the course I am enrolled for and other short courses or workshops that might interest me (using all the contact methods supplied as appropriate), and that HCA may also send me news and information on events, activities and other courses that might be of interest (including via email if I opt-in below). All personal information will be treated as private and confidential. HCA will never intentionally sell, rent, trade or giveaway any user's personal information to third party companies. For more information on data protection see www.hca.ac.uk/privacy.

Keep me up to date via email on HCA news, events, activities and courses [NB you can opt out at any time] Yes

Signed (learner):		Date:	
Signed on behalf of the College:		Date:	