 DEGREE APPLICATION

FORM 2018 ENTRY

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| Please fill in all sections of the application form in **black** ink or type (please use block capitals) | | | | | |
| **1. PERSONAL DETAILS** | | | | | |
| Title | | | | Date of Birth | |
| Surname | | | | Male (M) or Female (F) | |
| First Name(s) | | | | | |
| Home address | | | | | |
|  | | | | | |
| Postcode Tel No Mobile No | | | | | |
| Email address | | | | | |
| Name of Next of Kin | | | Relationship to Applicant | | |
| Address of next of kin (if different from above) | | | | | |
| Telephone Number(s) Home Mobile  Please indicate, in case of emergency, which number we should contact your next of kin? | | | | | |
| **2. FURTHER DETAILS** | | | | | |
| Place of Birth | | | | | |
| Nationality | | | | | |
| Are you residentially qualified? Yes / No | | | | | |
| Number of consecutive years continuously resident in Jersey immediately prior to 30th June 2018 | | | Previous address if less than 5 years residency | | |
| **3. COURSE CHOICE AT HIGHLANDS COLLEGE** | | | | | |
| Which course(s) do you wish to apply for, in order of preference  1 | | | | | Full Time Part Time |
| 2 | | | | | Full Time Part Time |
| **4. OTHER UNIVERSITY CHOICES** | | | | | |
| Which other universities are you applying to | | | | | |
| 1  2  3 | | 4  5 | | | |
| **5. SPECIAL NEEDS** | | | | | |
| Do you have any physical or other disability or medical condition which might necessitate special arrangements/facilities, or additional support requirements? These may include dyslexia / dyspraxia and or Aspergers Syndrome. | Yes / No (If Yes please specify)  Are you intending to apply for Disabled Student Allowance via the Student Finance office at Social Security? Yes / No | | | | |

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| **6. QUALIFICATIONS COMPLETED** (Examinations or assessments for which results are known) | | | | | | | | | | | | | | | |
| School/College Attended | From | | | To | | | | Subject / Qualification | | | Date Taken | Level | | Grade Achieved | |
| Month | Year | | Month | | Year | |
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| **7. QUALIFICATIONS YET TO BE COMPLETED** (Examinations or assessments for which results are not yet known) | | | | | | | | | | | | | | | |
| School/College Attended | | | From | | | | To | | | Subject / Qualification | | | Date Taken | | Level |
| Month | | Year | | Month | | Year |
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| **8. DETAILS OF ANY EMPLOYMENT OR WORK EXPERIENCE** (CV or further sheet may be attached) | | | | | | | |
| Name and address of employer | Nature of Work | | From | | To | | Part-Time  or  Full-Time |
| Month | Year | Month | Year |
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| **9. CRIMINAL CONVICTIONS** | | | | | | | |
| Do you have any relevant\* or unspent\*\* criminal convictions, any outstanding court proceedings, or are you on any offenders register? | | Yes  No | | | | | |
| Relevant convictions means convictions for offences:   * Against the person, whether of a violent or sexual nature * Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking * Arson   \*\*       If you are applying for a course in health, social work, sport, childcare or involving work with children or vulnerable adults, previous criminal convictions may affect your ability to attend work placements and possibly achieve your course. If you declare that you have a conviction, you will be asked to complete a separate information sheet. This is to help us assess any potential risks to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at College but will depend on the nature of the course and the circumstances and background of the offence. If you do not disclose a relevant conviction then this may result in the withdrawal of a place at College, or you being withdrawn from your course. | | | | | | | |

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| **10. PERSONAL STATEMENT** |
| Please check that you have completed ALL sections of this form. Incomplete forms will result in the application process being delayed. |
| **Data Protection Statement –** The information you provide will be processed for the purpose of administration, careers, guidance and statistical purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirement of the Data Protection (Jersey) Law 2005. Highlands College has data sharing agreements with other States of Jersey departments. If you would like to know more about these please contact Highlands College on Tel: 608506. Should you require us to seek your individual consent to these disclosures please advise us in writing at the following address: College Information Services, Highlands College, Highlands Lane, St Saviour, JE1 1HL.  Acceptable User Policy – Users of ICT facilities have to accept this policy prior to accessing these resources.  If you DO NOT want this information to be used for marketing purposes by Highlands College please tick box. |

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| *I understand that there are costs associated with the course, which I will need to be able to pay when required and I must have all relevant equipment, books, materials etc. before the course starts.*  I confirm that all the information I have provided on this form is correct and I consent to the College seeking to verify any of this information, if necessary.  Applicant’s signature ...............................................................................  Date ..........................................................……………. |

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| **11. REFERENCE**  **Please provide an academic reference and/or work reference.** | | | **Highlands Univeristy In Partnership WPU Logo Lockup_Custom Colour (Latest)** | |
| **Name of referee** | | | **QUALIFICATIONS NOT YET COMPLETED**  **To be completed by academic referee if still in School/College.** | |
| Post/Occupation/Relationship |  | | **Qualification** | **Predicted Grades** |
| Name and address of school/college/organisation | | |  |  |
|  | | |
| Tel: | | Fax: |
| email: | | | | |
| **Name of applicant** (block capitals or type) | | | | |
| **Referee’s signature** ...............................................................................  **Date** ..........................................................……………… | | | | |