

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

APPLICATION FORM

University College Jersey (UCJ)

Please send your completed form & supporting documents to:
Admissions Coordinator, Highlands Lane, St Saviour, JE1 1HL
Or admissions@highlands.ac.uk



Personal Details

Surname:
First Name(s):
Title (Mr/Mrs/Mx etc): Gender: Date of Birth:
Address:
.....
Parish: Post Code:
Home Tel: Work Tel:
Mobile:
Email:

Local Emergency Contact

Name:
Tel:

Medical Conditions / Disabilities

Please note when "yes" is ticked further information may be requested either prior to, or at enrolment

Do you suffer from any medical conditions or disability which might impact on your studies? Yes ☐ No ☐

Residential Status

Entitled ☐ Licensed ☐ Entitled to Work ☐ Registered ☐

Number of consecutive years continuously resident in Jersey immediately prior to 30th June 2020

School and Further Education

Name of Secondary school:
From To
Name of Further Education establishment
From To
Name of Higher Education establishment
From To

Qualifications achieved/pending

Subject	Year	GCSE A level A BTEC	Grade
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.....
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Choice of Course

Title of first choice
Title of second choice

Please include, **attached to this application form** a personal statement telling us your reasons for applying for these courses and how you think they will help you with your plans for the future. Tell us what you have done previously that shows you are a suitable candidate for these courses.

Employment (paid work)

Employer	Job Title	From	To	Full or Part Time
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.....
.....
.....
.....

Work Experience

Employer	Job Title	From	To	Full or Part Time
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.....

References

Please include with this application form **TWO** references, one personal reference and another linked to employment or education. These cannot be provided by a family member or partner.

Criminal conviction disclosure Yes ☐ No ☐

This part of the form MUST be completed

Please turn over for more information.

Please use the following checklist to ensure you have completed all sections and required attachments. Incomplete applications will be returned and will result in your application being delayed.

Personal details	<input type="checkbox"/>	Course choices	<input type="checkbox"/>
Emergency contact	<input type="checkbox"/>	Employment (if applicable)	<input type="checkbox"/>
Medical conditions	<input type="checkbox"/>	Work Experience	<input type="checkbox"/>
Residential status	<input type="checkbox"/>	TWO references attached	<input type="checkbox"/>
Education attended	<input type="checkbox"/>	Criminal Conviction declaration	<input type="checkbox"/>

I certify that the information provided on this application is current and correct to the best of my knowledge.

Applicants signature: Date:

Criminal Convictions

If you do not tick either the 'Yes' or 'No' in the box provided, we will contact you to get this information and this will delay your enrolment. You must tick 'Yes' if you have a conviction unless it is a minor civil offence OR a spent sentence (as defined by the REHABILITATION OF OFFENDERS (JERSEY) LAW 2001). Please be aware that dependent on the nature of any conviction it may affect your application for certain courses, particularly in teaching, health, and social care, where you must tell us about ANY criminal conviction(s), including spent sentences and cautions. If you are convicted of a criminal offence after you have enrolled or have a court case pending, you MUST let us know immediately. If you are not sure whether to tell us about a previous conviction you should get more advice from Citizens Advice Bureau or Student Life.

Careers Advice and Guidance

Independent advice regarding career routes can be obtained from the College 608752 and/or Skills Jersey at Bermuda House, Green Street, St Helier, JW2 4UH 449440. There are entry requirements for most programmes of study that you may need to discuss – some of which may be minimum requirements. Possession of these grades does not automatically provide course access.

Financial Implications of full-time study

It is vitally important that you are fully aware of all the financial implications involved before committing yourself to full-time study. Please discuss course costs at interview. Under certain circumstances, you may be required to pay full tuition fees

Terms & Conditions

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