

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

APPLICATION FORM

for: **Adult & Community Education (ACE) Courses**

Please send your completed form with full payment to:
Student Records, Highlands College, Highlands Lane, St Saviour, JE1 1HL



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:

Who will be paying the fees?

Self Employer Other
 If "Other" please state below who will be paying your course fee.

Current Employer / Other ONLY to be completed if Employer/Other paying fees

Company Name and Address:

 Parish: Post Code:
 Tel: E-mail:

I am authorised to approve the payment of all fees associated with the course for the student and understand that my company remains liable for payment irrespective of the employee moving to another employer after enrollment.

Please tick the box below if you are happy for Highlands College to contact you with information regarding college events and courses.

Employer / Sponsor Signature:

Please Print Name:

Position Held:

Please invoice the company £

or I enclose payment of £

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

Highlands College reserves the right to cancel or amend any course. **Please note: your place on a course is not confirmed until fees have been paid in full.**
 Methods of Payment are: CASH (in person at Highlands College), DEBIT/CREDIT Card, CHEQUES (made payable to "Treasurer of the States")

FEES ARE NON-REFUNDABLE UNLESS THE COURSE IS CANCELLED BY HIGHLANDS COLLEGE. COURSE PLACES ARE NON-TRANSFERABLE.

| Course Code | Course Title | Start Date | Fee |
|-------------|--------------|------------|-----|
| | | | |
| | | | |

Please see overleaf for our Terms & Conditions and Privacy Statement.

I certify that the details for this application are current and correct to the best of my knowledge

Applicant's Signature: Date:

Please tick this box if you are happy for Highlands College to contact you with information regarding college events and courses.

Please could you tell us how your heard about this course(s)?

Comments

FOR OFFICE USE ONLY

HOD/Tutor Signature: Payment method: Student ID: HC
 Employer code: Input by: Date input:

Terms & Conditions

Adult & Community Education (ACE) Courses

Cancellations:

A minimum enrolment number is required to recover the full costs of providing a course. If numbers of students fail to reach this minimum, we will reluctantly cancel it. Applicants are provided with a full refund or a transfer to another suitable course if one is available.

Refunds:

Unfortunately, we only offer a refund if a course has been cancelled by Highlands College. Circumstances such as illness, work commitments or leaving the Island are not considered for refunds.

Eligibility for ACE Courses:

The Adult & Community Education (ACE) programme is only available to students aged 18 or over. (Unless specified in the course information)

Application Priority:

Applications for Adult & Community Education (ACE) leisure courses are accepted on a first come, first served basis on receipt of the fees. If the wait list is sufficiently large and additional tutors and facilities are available another course may be set up, for which you will be offered a place.

Fee Concessions:

If you are aged 60 or over, an automatic concession is applied to your course fee on application.

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