

**ENROLMENT FORM**

OFFICE USE ONLY							
Date Received: _____							
<input type="checkbox"/> Copy sent to Disability Officer							

Please complete this form in **BLOCK CAPITALS** and return, with the appropriate fee, to the above address. Cheques should be made payable to "Aberystwyth University". The concession fee is only available to full-time students and those in receipt of state benefits. If you require a receipt please enclose a SAE. In order to ensure continued funding of courses, the University is required to gather the information marked by an \* and return it to the Higher Education Statistical Agency (HESA) for use in statistical analysis. HESA is registered under the Data Protection Act (number N0291011).

**A: TO BE COMPLETED BY ALL STUDENTS**

<b>Title :</b>	<b>*Surname:</b>	<b>*Full Forename(s):</b>
<b>Permanent Home Address:</b>		<b>Daytime Tel No:</b>
.....		<b>Evening Tel No:</b>
.....		<b>*Date of Birth</b> (dd   mm   yyyy): _____   _____   _____
.....		<b>*Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary
<b>*Postcode:</b> .....	<b>Occupation</b> (please state if retired or unemployed):	
<b>Email:</b> .....	<b>*Nationality:</b>	
<b>*Highest Previous Qualification:</b> <input type="checkbox"/> None <input type="checkbox"/> GCSE / O Levels <input type="checkbox"/> A / AS Levels <input type="checkbox"/> Welsh Baccalaureate, please state level: <input type="checkbox"/> HNC <input type="checkbox"/> HND <input type="checkbox"/> NVQ, please state level: <input type="checkbox"/> Vocational Qualification, please state level: <input type="checkbox"/> First Degree* <input type="checkbox"/> Higher Degree* <input type="checkbox"/> Doctorate* <input type="checkbox"/> PGCE <input type="checkbox"/> First Degree with Honours <input type="checkbox"/> Masters * Please state whether from UK or non-UK institution: <input type="checkbox"/> Other (details): _____		
Have you ever studied a higher education course lasting 6 months or more (above A level or equivalent) in the UK before? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>*Tick one of the boxes below to indicate a more specific national identity:</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Unknown <input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say		
<b>*Tick one of the boxes below to indicate your ethnic origin.</b> <input type="checkbox"/> White <input type="checkbox"/> Black or Black British - Caribbean <input type="checkbox"/> Black or Black British - African <input type="checkbox"/> Other Black Background <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Chinese <input type="checkbox"/> Asian or Asian British - Indian <input type="checkbox"/> Asian or Asian British - Pakistani <input type="checkbox"/> Asian or Asian British - Bangladeshi <input type="checkbox"/> Other Asian background <input type="checkbox"/> Mixed - White & Black Caribbean <input type="checkbox"/> Mixed - White & Black African <input type="checkbox"/> Mixed - White & Asian <input type="checkbox"/> Other Mixed background <input type="checkbox"/> Other Ethnic background		
<b>*Are you a Welsh speaker? Please tick the appropriate box:</b> <input type="checkbox"/> Fluent <input type="checkbox"/> Not fluent <input type="checkbox"/> Not a Welsh speaker <input type="checkbox"/> Prefer not to say		
<b>*What is your religion?</b> <input type="checkbox"/> No religion <input type="checkbox"/> Christian <input type="checkbox"/> Jewish <input type="checkbox"/> Sikh <input type="checkbox"/> Any other religion or belief <input type="checkbox"/> Not known <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Spiritual <input type="checkbox"/> Prefer not to say/Information refused		

**B: COURSES**

COURSE CODE	COURSE TITLE	START DATE	FEE PAID

I am paying the following fee rate (please delete as appropriate): FULL / CONCESSION / EARLY BIRD

Cash  Cheque  Card **TOTAL FEE ENCLOSED:**

Is your employer paying your fees?  YES  NO Is your employer releasing you for the course?  YES  NO

**C: TO BE COMPLETED IF RELEVANT TO YOU**

If you wish to disclose a disability, please indicate below:

Dyslexic  Impaired hearing / Deaf  Personal care needs  Unseen disability (e.g. diabetes)  Other disability  
 Impaired vision / Blind  Mobility problems  Mental health difficulties  Multiple disabilities  Autistic spectrum disorder

If you require any adjustments to access your course as a consequence of a disability, contact 01970 621580 or [learning@aber.ac.uk](mailto:learning@aber.ac.uk) to discuss your provision.

**D: DECLARATION – TO BE COMPLETED BY ALL STUDENTS**

The information you provide in this form will be processed in accordance with the General Data Protection Regulation and with any other current Data Protection legislation and will be used in relation to your registration as a student with Lifelong Learning and will also be retained in the University's student database. The general privacy notice which relates to all Aberystwyth University students (including Lifelong Learning students) can be found here: <https://www.aber.ac.uk/en/infocompliance/dp/declaration/>

I agree to abide by the regulations (<https://www.aber.ac.uk/en/infocompliance/dp/declaration/>) of the University and to accept the jurisdiction of the University's Senate. I confirm that the information on this form is correct to the best of my knowledge and that I have read and understood the Privacy Notice above, and also consent to the processing of the sensitive information which I have provided.

Signature ..... Date.....

**Email submissions:**  Please place an 'X' in the box to confirm this agreement.

**How did you hear about the course?**  Learn for Life Brochure  Newspaper Advert  Word of Mouth  Website  Course Leaflet  Tutor  Radio  Facebook  
 Course Venue  Email  Poster  Letter  Other, please specify: \_\_\_\_\_

OFFICE USE ONLY:	Paid:	Processed:
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## Privacy Notice

Aberystwyth University is the registered Data Controller and its Data Protection Officer can be contacted at [infocompliance@aber.ac.uk](mailto:infocompliance@aber.ac.uk).

The information you provide in the enrolment form will be processed in accordance with the General Data Protection Regulation and with any other current Data Protection legislation and will be used in relation to your registration as a student with Lifelong Learning and will also be retained in the University's student database. The general privacy notice which relates to all Aberystwyth University students (including Lifelong Learning students) can be found here:  
<https://www.aber.ac.uk/en/infocompliance/dp/declaration/>

The University will hold and process your information on the basis of the consent you provide (in relation to sensitive data) and also on the basis of its contractual obligation to provide services, and also its legitimate interests in processing this information.

Your information, including sensitive or special categories of data (such as information relating to disabilities) will be accessible to administrative staff of the University and your tutors on a need to know basis. If you declare a disability, you may be contacted by staff so that the University can make appropriate adjustments.

Your information will not be transferred outside the EU without your consent. It will only be shared with third parties in a manner compatible with that described in the student declaration linked to above. As a data subject, you have rights such as the right to withdraw consent to processing, or to object to processing in certain situations. These are detailed here:

<https://www.aber.ac.uk/en/infocompliance/policies/dp/data-subject-rights/>