



# APPLICATION FORM

Undergraduate funding

## 1 PERSONAL DETAILS

Surname:	DOB (dd/mm/yyyy):
First name:	Gender (Male/Female):
Preferred name:	Title (Mr/Mrs/Ms/Miss):
Email:	
Permanent address:	Mobile:
	Daytime contact no:
	Evening contact no:
Postcode:	Fax:
Nationality (as in passport):	
Country of birth:	If holder of a UK entry visa, please state type (if applicable):
Country of permanent residence:	
Date of arrival into the UK (if applicable):	



## 2 HIGHER NATIONAL DIPLOMA (HND) PROGRAMME

HND Business Management	<input type="checkbox"/>
HND Information Systems Engineering	<input type="checkbox"/>
HND Network Engineering & Telecommunication Systems (NETS)	<input type="checkbox"/>
HND Hospitality Management	<input type="checkbox"/>
HND Health & Social Care Management	<input type="checkbox"/>

## 3 INTAKE

September 2018	<input type="checkbox"/>
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## 4 FUNDING / SELF-FUNDING / STUDENT LOAN

Have you applied for student finance? (Yes/No)
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If **"yes"**, please provide us with...

Student Support Number (SSN):	Customer Reference Number (CRN):
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## 5 ENGLISH PROFICIENCY

Have you taken any English language examinations or standardised tests (e.g. TOEFL, IELTS, Cambridge, First Certificate, PTE)? (Yes/No)
If <b>"yes"</b> , what score did you receive? (please attach evidence)
Did you study the final 2 years of schooling in English? (Yes/No)

If **"yes"**, please provide the details below...

School name & address:	Country:
	Website/email/phone number:

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Period of study (From – To dates):
Level of study:
Subjects studied:

**6 EDUCATION** (please list the qualifications you have or are studying for)

<b>Subject</b>	<b>Level</b> (e.g. GCSE, NVQ 2)	<b>Date</b> (when taken or to be taken)	<b>Grade</b>	<b>Expected grade (if not taken)</b>

Please continue on a separate sheet, if necessary.

**7 WORK HISTORY** (if enclosing a CV or work experience form, please leave blank)

Company name & address:	Company name & address:
Position:	Position:
Start – End dates:	Start – End dates:

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**8 STATEMENT IN SUPPORT OF APPLICATION**

Please provide a statement below on why you think you deserve a place on the course. You may wish to include the following items as a guide in the statement.

- How is the course related to your previous or current studies, work or life?
- How the course will help you in the future?
- What you think you will learn on the course, including any particular subjects of interest?
- How prepared are you to dedicate time to succeed in the course, including what personal arrangements or sacrifices you might make to ensure you regularly attend and pass the course?
- What motivates you to follow this course?
- What qualities, qualifications and experience do you have to be able to do well in the course?

(You are recommended to write 200 words. You may continue on an extra sheet if necessary)

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Est. 1803

Lined area for writing or notes, consisting of 28 horizontal lines.

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## 9 DECLARATION OF CRIMINAL RECORD

<p><b>Rehabilitation of Offenders Act</b> You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974).</p>
<p>Have you ever had a criminal conviction? (Yes/No)</p>
<p>If <b>"yes"</b>, please specify:</p>

## 10 STUDENTS WITH SPECIAL NEED(S)

<p>The information you provide will be held in confidence, and will not be seen by any third parties. It will be used only to monitor the operation of our Equal Opportunity Policy, and for normal academic and administrative purposes in accordance with the principles set out in the Data Protection Act. St Patrick's is committed to ensuring that every student is as comfortable as possible during their time with us.</p>
<p>Do you have any medical or disability conditions that you wish to declare? (Yes/No)</p>
<p>If <b>"yes"</b>, please describe your conditions:</p>
<p>Taking in account the condition(s) that you described above, do you have any special requirements with regard to the examinations or materials that we will be providing in support of your studies (for example, large print or Braille transcripts)? (Yes/No)</p>
<p>If <b>"yes"</b>, please describe the special requirements that you believe you need:</p>

## 11 TERMS & CONDITIONS

<p><b>1 Student warranties</b></p> <p><b>a)</b> You agree that all documents and information you provide are true and correct.</p> <p><b>b)</b> You agree that if you give us incorrect, untrue or misleading information, you will be withdrawn from the course, and you will not be given a refund of any fees paid (whether those fees were paid directly by you or by someone else on your behalf, including any tuition fee loan from Student Finance England).</p>	<p><b>c)</b> You state that you are a UK/EEA/Swiss national, and you are not subject to immigration control in the UK, and you ordinarily live in England.</p> <p><b>2 Disclosure to Student Finance England</b></p> <p>If you are in receipt of tuition fee loans and/or other funding from Student Finance England (SFE), the college reserves the right to disclose your details, including academic progress and attendance rates, to SFE.</p>
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### 3 Programme fees

a) At the start of the course, you must pay either:

- The full tuition fee (inclusive of the minimum deposit of 25% of the fee and advisory and student services fees);

OR

- A minimum deposit payment of 25% of the total course fees and then two more instalments of 25% and 50% respectively, according to an agreed payment schedule.

**All deposits you give us are NON-REFUNDABLE. This means that if you change your mind after enrolling on a course, the deposit paid (either by you or on your behalf) CANNOT be refunded.**

b) If you do not pay your fees as agreed, the college can:

- Report you to the authorities, including credit reporting agencies and the Student Finance England Fraud Department;
- Stop you from study and remove you from studying at the college.

**If you are expelled from your course of study by us because of non-payment of fees or breaking your student contract, you will not receive any refund of fees paid.**

c) You may ask us to defer your place on a programme by up to one academic year. If you ask us to defer your start date and we agree, you CANNOT then withdraw and receive a refund.

### 4 Refunds policy

a) Once you have been accepted and enrolled on the course you become immediately liable to make payment of the fees and no refunds or course transfers are allowed, other than in exceptional circumstances and at the college's sole and absolute discretion.

b) If you decide to withdraw from your course, you must tell us immediately. If you have already paid us

in full, you will receive a partial refund, this depends on when you tell us you want to withdraw.

If you paid us in full, we will refund:

(When you tell us / Amount which we will refund)

- 30 days before the start date / 100% of the full fees less £150;
- Less than 30 days before the start date, but up to the end of the 2<sup>nd</sup> week of the first term / 75% of the full fees less £150;
- After the end of the 2<sup>nd</sup> week of the first term, but up to the end of the first term / 50% less £150;
- After the end of the first term, but up to the end of the 2<sup>nd</sup> week of the second term / 25% less £150;
- After the beginning of the second week of the second term / 0.

### 5 Published programmes

We reserve the right to alter published programmes, course dates, programme start dates timetables, change tutors, course specifications, the content of lectures and/or study materials and locations. Provided that if we make a significant change to your course, we will give you advance notice and the opportunity to withdraw from the course and receive a refund if you do not agree with the change.

### 6 Access to online resources

We do not guarantee the availability of the online resources and other added-value services due to reasons beyond our control, including technical faults and limitations.

### 7 Student code of conduct

You are expected to conduct yourself, at all times, in a manner which shows respect to the college and its staff, fellow students, members of the public and college property. If you breach the Student Code of Conduct, we may view this as gross misconduct, which may lead to your expulsion from the college without any refund.





### 8 Attendance

a) You must attend 100% of your scheduled classes (as per your personal timetable). You must provide documentary evidence to excuse any absences due to ill health or personal circumstances. Such as a note from your doctor.

b) You may be expelled from the programme and will not be entitled to any refund if you (i) do not follow the attendance requirements (ii) fail to start the course as scheduled without prior notification to the college.

### 9 Withdrawal

You agree that you cannot change, defer or withdraw from the programme without prior consent from the college. If you want to change, defer or withdraw from the course, you must tell us immediately. We will tell you if we agree to your request to change, defer or withdraw. Any failure to start the course as scheduled, without our prior approval, will lead to your expulsion from the course without a refund.

### 10 Exclusion & Limitation of liability

To the extent permitted by law, we, other members of our Group of Companies and associated Parties

exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity. Our maximum liability to you in contract or tort, shall be limited to the amount of fees you paid us (or was paid to us on your behalf).

### 11 Data protection

Your enrolment on a course of study requires sharing of personal information about you (including "Sensitive Personal Information") between us and other members of our group and service providers. You give Your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.

### 12 Regular updates

Please see our website for full Terms and Conditions, the Attendance Policy and the Complaints Procedure. The college Terms and Conditions are subject to change. We communicate changes through updates to our website [www.st-patricks.ac.uk](http://www.st-patricks.ac.uk). You are advised to regularly check for updates. We will always tell you of any significant changes which affect your enrolment.

## 12 FAIR PROCESSING NOTICE

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below.

St Patrick's International College Limited ("we" or "us") is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with GUS Group's Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

### Data Controller

For the purposes of your application, we are a data controller. We are a limited company registered in England and Wales with company number 3698965. You can contact us at [info@st-patricks.ac.uk](mailto:info@st-patricks.ac.uk) or on +44 (0) 207 287 6664. Our data protection officer can be contacted at [legal@gus.global](mailto:legal@gus.global) or by writing to the Legal Department, 30 Holborn, London, EC1N 2LX. Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them.



You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website.

#### **Purpose of the Processing**

##### **(i) Processing your application:**

We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us. The above processing of your personal data is justified under article 6 (1) (b) — necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

##### **(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:**

In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group). The above processing of your personal data is justified under article 6 (1) (a) — consent. (Your consent options are detailed at the end of this form).

#### **Categories of Personal Data**

##### **(i) Processing your application:**

We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

##### **(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:**

For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information. You can do this by emailing us [info@st-patricks.ac.uk](mailto:info@st-patricks.ac.uk). If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

#### **Recipients of your Data**

In the case of some applications, we may need to share your application with some or all of the following:

- The regulator of that particular industry, such as the Solicitors Regulatory Authority or Department for Education
- The relevant awarding body, such as the Association of Chartered Certified Accountants (ACCA) or Pearson
- Student funding organisations, such as the Student Loans Company
- The Partner Institution (joint data controller) who we work with to deliver the course
- Your recruitment agent

For more detailed information please read the GUS Privacy Notice on our website. The full list of our group companies can be found at this address: <https://www.globaluniversitysystems.com/our-institutions>. We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

#### **Transfers to Countries outside EEA**

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA.



However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in our Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

#### **Retention of your Application**

If you are successful, your data will be saved and stored in our database for successful candidates. Our Privacy Notice will then apply to how we use your data in that case and for how long. If you are unsuccessful, we will retain your application for 6 months and after that it will be destroyed.

#### **Your Rights**

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact [legal@gus.global](mailto:legal@gus.global) in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.

#### **Your Opt In Consents**

If you don't check the relevant box below, we won't send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by calling us on +44 (0) 207 287 6664 or by using the Unsubscribe link on future emails.

Please now check below as applicable:

- I am happy to receive information from St Patrick's International College Limited and other GUS group institutions
- I do not want to receive information from St Patrick's International College Limited and other GUS group institutions

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**Submitting your Application**

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

- I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.
- I accept the Terms and Conditions as set out in this application.
- I accept the terms of this Fair Processing Notice and the GUS Privacy Notice which supplements it.

**NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence to sign this form if you are not the signatory to this application and/or have provided false or misleading information.**

Print name:	Date:	Signature:
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