

## HEREFORD COLLEGE OF ARTS - SHORT COURSE PROGRAMME ENROLMENT FORM 2017/18

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA.

**Privacy Notice - How We Use Your Personal Information**

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/esfa-privacy-notice>

### Course Details — Please enrol me on the following course(s):

Course Code	Course Title

### Section 1 (Personal Details)

Title (please tick appropriate box)	Mr <input type="checkbox"/> 1	Mrs <input type="checkbox"/> 2	Miss <input type="checkbox"/> 3	Ms <input type="checkbox"/> 4	Dr <input type="checkbox"/> 5	Mx <input type="checkbox"/> 6
Surname						
Forename				Date of Birth		

Home/Permanent Address	Business Address (if for professional development)	Contact Details (for use in emergency)	
		Forename	
		Surname	
Postcode	Postcode	Relationship	
Telephone	Telephone	Tel. (eve)	
Email (home or business)			

Please confirm your email address here: \_\_\_\_\_

In the event of a session being cancelled at short notice, please state your preferred number to be contacted on: \_\_\_\_\_

### Section 2 (Fees) All fees are payable upon enrolment

Please select a method of payment ( <i>please tick</i> )		Who will be paying for the course? ( <i>please tick</i> )	
<input type="checkbox"/> <b>Cheque</b> - made payable to HCA, please print students name on reverse		<input type="checkbox"/> <b>Own Business</b>	
<input type="checkbox"/> <b>Cash</b>		<input type="checkbox"/> <b>Employer</b>	
<input type="checkbox"/> <b>Card</b>		<input type="checkbox"/> <b>Self</b>	

### I'm a HCA Associate Member and entitled to a 5% course fee discount (please note: 1 discount per academic year)

My membership number is.....

If you are paying by card, please complete the following:

Name on the card:		Amount	£	
Card number:				
Security Code (unique 3 or 4 digit code printed on the signature strip of the credit/debit card):				
Issue Date:		Expiry Date:		Issue no.:
Address the card is registered to (including postcode):				
Signature:			Date:	

Please indicate your reasons for enrolling on to the course (please tick the appropriate box):

Professional Development  1      Personal development  2      Other (please state).....

<b>Section 4 (Learning difficulties and/or disabilities and/or health problems - please tick one of the following)</b>	
I consider myself to have a learning difficulty and/or disability and/or health problem (we will provide a special requirements form)	1
I do not consider myself to have a learning difficulty and/or disability and/or health problem	2

<b>Section 5 (criminal convictions)</b>	
Do you have any Criminal convictions?	Yes <input type="checkbox"/> 1      No <input type="checkbox"/> 2      If yes, please give details:.....

<b>Section 6 (Equal Opportunities) Ethnicity - please tick appropriate box</b>	
<b>White</b>	
English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> 31	Irish <input type="checkbox"/> 32      Gypsy or Irish Traveller <input type="checkbox"/> 33      Any other White background <input type="checkbox"/> 34
<b>Mixed/Multiple ethnic group</b>	
White and Black Caribbean <input type="checkbox"/> 35	White and Black African <input type="checkbox"/> 36      White and Asian <input type="checkbox"/> 37      Any other Mixed/multiple ethnic background <input type="checkbox"/> 38
<b>Black/African/Caribbean/Black British</b>	
African <input type="checkbox"/> 44	Caribbean <input type="checkbox"/> 45      Any other Black/African/Caribbean background <input type="checkbox"/> 46
<b>Asian/ Asian British</b>	
Indian <input type="checkbox"/> 39	Pakistani <input type="checkbox"/> 40      Bangladeshi <input type="checkbox"/> 41      Chinese <input type="checkbox"/> 42
Any other Asian background <input type="checkbox"/> 43	
<b>Other Ethnic Group</b>	
Arab <input type="checkbox"/> 47	Any other ethnic group <input type="checkbox"/> 98

<b>Section 6 (Declaration)</b>			
<p>I understand HCA may send me information on courses, events and activities that may be of interest to me. I am aware of where to find the Short Course Terms and Conditions provided by the College. I agree to abide by all relevant College policies and procedures whilst I am a student at the College. I confirm the accuracy of the information provided and undertake to inform the College immediately should my circumstances change. I understand that the College reserves the right to use photographs and video footage of students for publicity purposes. I grant Hereford College of Arts the right to reproduce and share images of the work I generate in the course of my studies and/or images of the creative process by which my work is made, including photographs, digital artwork and film/video footage, in whole or part; and produce, reproduce and share adapted material. This can be used in perpetuity by the College for promotional purposes, for example but not limited to: College prospectus and website, flyers, posters and course literature.</p> <p>All the information required is available via the college website <a href="http://www.hca.ac.uk">www.hca.ac.uk</a> , or can be requested via The Short Course Team on Telephone: 01432 845302 Email: <a href="mailto:shortcourses@hca.ac.uk">shortcourses@hca.ac.uk</a></p>			
Signed (learner):		Date:	
Signed on behalf of the college:		Date:	

**Please return the completed form with full payment to:**

The Short Course Team,  
Hereford College of Arts,  
Folly Lane,  
Hereford,  
HR1 1LT

**Telephone:** 01432 845302

**Email:** [shortcourses@hca.ac.uk](mailto:shortcourses@hca.ac.uk)

**Website:** [www.hca.ac.uk](http://www.hca.ac.uk)