

# APPLICATION FORM 2020/21

Office Use Only  
Person Code:



Alternatively, apply online at [www.hrc.ac.uk](http://www.hrc.ac.uk)

|  |                              |                              |                               |                             |  |                             |
|--|------------------------------|------------------------------|-------------------------------|-----------------------------|--|-----------------------------|
| <b>Personal Details</b>  |                              | Mr <input type="checkbox"/>  | Mrs <input type="checkbox"/>  | Ms <input type="checkbox"/> | Miss <input type="checkbox"/>  | Mx <input type="checkbox"/> |
| Surname:   |                              |                              | Male <input type="checkbox"/> |                             | Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> |                             |
| First Name:  |                              |                              |                               |                             |  |                             |
| Address:   |                              |                              |                               |                             |  |                             |
|  |                              |                              |                               |                             |  | Postcode:                   |
| Home Tel No:   |                              |                              | Mobile No:                    |                             |  |                             |
| Email Address:   |                              |                              |                               |                             |  |                             |
| Date of birth:   |                              |                              | Age on August 31st 2020:      |                             |  |                             |
| Are you currently a UK resident?   |                              | Yes <input type="checkbox"/> | No <input type="checkbox"/>   |                             |  |                             |
| If no, please state date of entry to UK:   |                              |                              |                               |                             |  |                             |
| <i>Name and address of parent/carer (if applicant is under 18 years or if parent's/carer's address is different from above)...</i> |                              |                              |                               |                             |  |                             |
| Mr <input type="checkbox"/>  | Mrs <input type="checkbox"/> | Ms <input type="checkbox"/>  | Miss <input type="checkbox"/> | Mx <input type="checkbox"/> | Name:  |                             |
| Tel No:  |                              | Mobile No:                   |                               | Email:                      |  |                             |
| Address:   |                              |                              |                               |                             |  | Postcode:                   |

| Course applied for: | Course Title | Level |
|---------------------|--------------|-------|
| 1st Choice          |              |       |
| 2nd Choice          |              |       |

| Qualifications (please list your most relevant qualifications) |                        |               |                                  |                            |                          |
|--|------------------------|---------------|----------------------------------|----------------------------|--------------------------|
| Exam Subjects  | Name of School/College | Date Achieved | GCSE, A/AS Level, NVQ, GNVQ etc. | Expected result (if known) | Actual result (if known) |
| Maths  |                        |               |                                  |                            |                          |
| English  |                        |               |                                  |                            |                          |
| Science  |                        |               |                                  |                            |                          |
| Other (please specify)   |                        |               |                                  |                            |                          |
| Other (please specify)   |                        |               |                                  |                            |                          |

| Learning Support  |  |
|---|--|
| Do you need any additional learning support?                            | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, The Learning Support Department will contact you in due course. |  |
| Do you have an EHCP?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you under the care of a local authority?                            | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you a care leaver?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |



**HERTFORD  
REGIONAL  
COLLEGE**

## How did you find out about Hertford Regional College?

|                  |                          |                      |                          |                          |                          |
|------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|
| Prospectus       | <input type="checkbox"/> | School Talk from HRC | <input type="checkbox"/> | Employer                 | <input type="checkbox"/> |
| HRC Website      | <input type="checkbox"/> | Community Partner    | <input type="checkbox"/> | Radio advert             | <input type="checkbox"/> |
| Social Media     | <input type="checkbox"/> | Community Event      | <input type="checkbox"/> | Bus advert               | <input type="checkbox"/> |
| College Open Day | <input type="checkbox"/> | Word of mouth        | <input type="checkbox"/> | I am an existing student | <input type="checkbox"/> |
| School           | <input type="checkbox"/> | Careers Service      | <input type="checkbox"/> | Other (please specify)   |                          |

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## How we use your personal information

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 relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

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 will be securely destroyed after it is no longer required for these purposes.

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 data protection legislation.

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, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to be contacted, please visit [www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)

Please tick if you do not wish to be contacted for other purposes in any of the following boxes:

|  |                          |
|--|--------------------------|
| <b>About courses or learning opportunities</b> | <input type="checkbox"/> |
| <b>For surveys and research</b>                | <input type="checkbox"/> |
| <b>By post</b>                                 | <input type="checkbox"/> |
| <b>By phone</b>                                | <input type="checkbox"/> |
| <b>By email</b>                                | <input type="checkbox"/> |
| <b>By text</b>                                 | <input type="checkbox"/> |

## Statement by the Student

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>➤ I declare that the information given is correct and understand that it will be used only for the purpose set out in the consent to process, and my consent is conditional upon Hertford Regional College complying with their obligations and duties under the Data Protection Legislation.</li> <li>➤ I have received sufficient information and advice to make an informed decision about my choice of course.</li> </ul> | <ul style="list-style-type: none"> <li>➤ I agree to notify the College of any change in my personal circumstances which may affect any concessions given at the time of enrolment.</li> <li>➤ I understand that all course fees/instalments remain fully payable even if I do not complete the course.</li> <li>➤ I confirm that I have read the Data Protection Statement contained in the guidance notes (see above).</li> </ul> | <ul style="list-style-type: none"> <li>➤ I agree to Hertford Regional College processing personal data contained within this form, or other data or images, which Hertford Regional College may obtain from me or other people, whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.</li> </ul> |
|--|--|--|

Signed by Student/Parent/Guardian (delete as appropriate)

Date: .....

Please return this form to the campus you wish to study at:

Hertford Regional College  
 Freepost NW4954  
**Broxbourne Campus**  
 High Road, Turnford  
 Broxbourne, EN10 6BR

Hertford Regional College  
 Freepost NW4954  
**Ware Campus**  
 London Road  
 Ware, SG12 6BR

*Copy in an alternative format is available.  
 Please call 01992 411411.*

SUPPORTED BY  
**MAYOR OF LONDON**

