

ENROLMENT FORM CONFUCIUS INSTITUTE FOR SCOTLAND SUMMER LANGUAGE COUSE 2018

Please read the information on this form before completing. Please note particularly the information about how we will use your mobile phone number and email address. *Required information (please note that you must be aged 16 or over at the time of booking) ** Important for us to have this information

Personal Details

Title:	*Full name:	*Date of birth:
*Address:		*Postcode:
*Email address:		
Day/eve phone:	**Mobile:	

Mobile phone number and email address: We ask that you provide a phone number (ideally your mobile) and an email address. We may phone or email to alert you to urgent information before and during your course.

I have attended Confucius Institute for Scotland Language Courses before: Yes No

Do you have specific support needs?

We recognise some students require extra support, whether it's related to a physical or mental condition (e.g. mobility issues; sensory impairments; learning difficulties, etc). It's important to tell us about your support needs before your course starts. Tick the box below and we'll contact you to confidentially discuss your situation.

Yes, I may have specific support needs

Concessions

You must complete the following if you wish to claim a discount or concession **and be willing to provide proof upon request:**

	My/my family's sole income is Department for Work and Pensions benefits
	I am in receipt of Pension Credit
	I am a full time student at the University of Edinburgh or another Edinburgh college or university
	I am a University of Edinburgh member of staff or University of Edinburgh alumni
	Martha Hamilton Trust: You may be eligible for a Martha Hamilton subsidy for one course per term only. I wish to apply for help with fees from the Martha Hamilton Trust
	I am applying for the Student Awards Agency for Scotland Part-time Fee Grant (for Credit for Entry and Certificate of Higher Education students only)

Course choices: Please write the names of the courses you would like to enrol on below.

Course title	Fee (full/conc)
1.	£
2.	£
3.	£
Total fees	£

Please make cheques payable to 'The University of Edinburgh'

Please turn the page to read our rules and regulations before signing this form.

Rules and regulations

You are required to indicate whether you have any relevant criminal convictions

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm
- Offences listed in the Sex Offences Act 2003
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
- Offences involving firearms
- Offences involving arson
- Offences listed in the Terrorism Act 2006

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. Applicants who indicate they have a relevant conviction will not be automatically excluded from enrolling. However, you may be asked to provide additional information relating to your conviction. If you are convicted of a relevant criminal conviction after you have enrolled, you must inform Reception immediately.

Do you have a relevant criminal conviction that is not spent? Yes No

- Please tick here** to confirm you have read and agree to our Terms and Conditions. **Please note our credit terms and conditions if you are enrolling on a credit course**
- Please tick here** to confirm you have read and agree to our Cancellation Policy – copies available at reception and online at www.ed.ac.uk/studying/short-courses/terms
- Please tick here** to confirm you have read the University's Code of Student Conduct and agree to abide by it

Please ask a member of staff if you would like a copy of the Terms and Conditions. The University Code of Student Conduct can be found here – www.ed.ac.uk/academic-services/staff/discipline/code-discipline

Data Protection Act 1998

The University of Edinburgh holds information about everybody who applies to the University and everyone who studies at the University. We disclose information about credit students to your funding body if appropriate, and to government agencies such as the Higher Education Statistics Agency (HESA). If your application is successful, we use the information to administer your studies, maintain our IT systems, monitor your performance and attendance, provide you with support, and for strategic planning.

If you have queries regarding the University's use of your information please contact the University's Data Protection Officer: recordsmanagement@ed.ac.uk

Privacy statement: We will send you information about courses and lectures available from the Centre for Open Learning.

Please tick here if you do not want to receive this information.

Signed..... Dated.....

If you are returning this form by post please send it to:

The Centre for Open Learning, Room G23, Paterson's Land, Holyrood Road, Edinburgh, EH8 8AQ