

NOAH – NCAH Qualification (A Workforce Development Professional Short Course at Harper Adams University)

STUDENT REGISTRATION FORM



Harper Adams University

This form is for use for new enrolments commencing in 2020 for NOAH Students taking the NCAH Qualification

Please complete all parts of the form and, if you are unsure about any part, a member of Harper Adams University staff will be pleased to help you.

- Please check the information, where provided, and amend or complete where information is incorrect or missing
- Please ensure that the Enrolment Agreement is signed before submission

We are unable to process your registration if all the information is not provided. This may mean we are unable to send confirmation of your examination results to you.

NCAH (NOAH Certificate of Animal Health)

Revision Course Dates: 24th to 26th March 2020 or 13th to 15th July 2020 or 16th to 18th September 2020 (Circle Your Choice of Revision Course Date)

Note that this is a revision course, you will be expected to have read through the NOAH training manual before coming onto the course.

Exam Dates (Wednesdays): on 8th April, 29th July or 7th October 2020

(Circle Your Choice of Exam Date) Your exam date does not have to follow on immediately from the course. All exams are 2 hours in length from 1.00 to 3.00 pm

Personal details

M Number :

As given to you on enrolment with NOAH. If you have not enrolled with NOAH and received the NOAH Training Manual (big green file) you must do so immediately or you will not be accepted onto the course. If the M Number is missing this form will be sent straight back to you and no place will be held for you on the course of your choice.

Surname/Family name:

Forenames:

Preferred forename:

Title: Mr Mrs Miss Ms Other (please state)

Please tick

Gender: Male Female Other (please tick)

Date of birth:
(dd/mm/yyyy)

Home address:

Postcode:

Telephone – either daytime or mobile number:

Email address:

We will send you details of the course/exam to this address – it must be an e-mail that is accessed regularly

Emergency contact (please give the details of someone the University should contact in the event of emergency during the course or exam):

Name (block capitals):

Emergency telephone number 1

Relationship to you:

Emergency telephone number 2 (other than your home number) :

What was your surname at age 16?

Other details

Are you a young care leaver? (ie an adult who spent time in care as a child)

- Care leaver 16+ (01) **Not a care leaver (05)**
 Looked after in Scotland (02) Information refused (98)
 In care in the rest of the UK (03)

Are you a young care giver?

Young adult carers are aged 14 - 25 and provide **unpaid** care for a family member or friend with an illness, disability, mental health condition or addiction.

- Yes No Unsure Information refused

The following question is about your parents' level of education. This includes natural parents, adoptive parents, step-parents or guardians who have brought you up. **Do any of your parents (as defined above) have any higher education qualifications such as a degree, diploma or certificate of higher education?**

- Yes No Don't know Information refused

Please state the occupation of the highest-earning family member of the household in which you live. If he or she is retired or unemployed, give their most recent occupation. If you are over 21 please give this information about yourself:

- Higher managerial & professional occupation (1) Semi-routine occupation (6)
 Lower managerial & professional occupation (2) Routine occupation (7)
 Intermediate occupation (3) Never worked & long-term unemployed (8)
 Small employers & own account worker (4) Not classified (9)
 Lower supervisory & technical occupation (5)

Do you have a disability which could cause you difficulty during your course? (Please tick):

- No disability(A) Mental health condition e.g. depression, anxiety disorder (F)
 Social/communication impairment e.g. Asperger's, autism (B) Specific learning difficulty e.g. dyslexia (G)
 Blind or serious visual impairment uncorrected by glasses (C) Physical impairment / mobility issues (H)
 Deaf / hearing impairment (D) Disability, impairment or medical condition not listed above (I)
 Long standing illness or health condition e.g. diabetes, epilepsy (E) Two or more impairments / disabling medical conditions (J)

Are you in receipt of a Disabled Students Allowance? (Please tick): Yes No

What is your sexual orientation? (please tick): This information is required for HESA (see last pages). You can tick **Prefer not to say**

- Bisexual Heterosexual
 Gay man Other
 Gay woman / lesbian Prefer not to say

Is your gender identity the same as the gender you were originally assigned at birth? (please tick)

- Yes No Prefer not to say

Ethnic origin (Please tick):

- White (11) Pakistani (32) Other Mixed background (49)
 Gypsy or Traveller (16) Bangladeshi (33) Arabic (50)
 Black Caribbean (21) Chinese (34) Other (80)
 Black African (22) Other Asian background (39) Information refused (98)
 Other Black background (29) Mixed - White & Black Caribbean (41)
 Indian (31) Mixed – White & Black African (42)

Religious belief (Please tick):

- No religion (01) Hindu (10) Sikh (13)
 Buddhist (02) Jewish (11) Spiritual (14)
 Christian (03) Muslim (12) Any other religion or belief (80) Prefer not to say (98)

What is your nationality?**What is your first language?****What is your country of domicile?** (the country where your permanent / home address is) (Please tick):

- England Scotland Wales Northern Ireland Isle of Man Jersey **If other please specify:**

Highest qualifications on entry (Please tick):

- UK degree with honours (HUK) 14-19 Advanced Diploma (P51)
 UK ordinary (non-honours) degree (JUK) Foundation degree (J10)
 Non-UK degree (HZZ) Scottish Highers / Advanced Highers (P54)
 Higher National Certificate (HNC) (C30) Other level 2 qualification e.g. GCSE (Q80)
 Diploma at level 3 e.g. BTEC ND (P41) **If other please specify:**
 Higher National Diploma (HND) (J30)

Continued overleaf

Enrolment Agreement

I confirm that the details entered on the enrolment form are true and accurate in all respects and I agree to comply at all times with all the University's rules and regulations as set out in the current University Regulations. (These are detailed in the Key Information Page which is available at <http://www.harper-adams.ac.uk/applicants/key-info/> and are updated each academic year.) I understand that it is my responsibility to ensure that I am aware of the regulations if my enrolment spans multiple academic years.

I note that the surname and forename(s) taken from the enrolment form and agreed by myself as correct, will be those used on my final award certificate and transcript and other University documentation.

I confirm that the information provided by me to the University is complete, accurate and true and that nothing has changed since the date of my application which would require an amendment to that information.

I confirm that I am aware the University is no longer processing information in relation to criminal convictions (unless in exceptional circumstances). I confirm that I have made myself aware of the potential restrictions or effects that any criminal convictions may have on my chosen career or sandwich placement and/or the requirements of any professional or regulatory body for my chosen career.

I confirm that I am personally liable and responsible to pay the annual tuition fees and other charges for my studies in accordance with the University Regulations notwithstanding any arrangement I may have with sponsors and/or Student Finance* and/or Student Loans Company (SLC) to pay the tuition fees and other charges. The University reserves the right to increase fees each year in line with inflation for continuing students. Where any increase is applied, it will be in line with Government guidance and students will be informed when increases are known. I acknowledge that on submitting this form I will have an obligation to pay. In the event that my sponsor, Student Finance* or SLC refuses to pay all or part of my tuition fees and other charges, I agree to pay any shortfall between the amount paid by my sponsor, Student Finance* or SLC and the total amount of fees due to the University. I accept that failure to adhere to the above may result in my exclusion from the University within the meaning of the University Regulations.

I accept that in the event that I choose to voluntarily and permanently withdraw from the University, I remain personally liable and responsible for paying, or arranging payment by my sponsor, SLC or Student Finance*, all outstanding fees and charges. A student's liability is assessed in relation to their date of withdrawal, as determined in accordance with the rules outlined in the University Regulations for the current academic year.

*Student Finance means all Student Finance authorities dependent on domicile.

Processing of Personal Information and Privacy Notice

I understand that the personal information I provide on the enrolment form will be held and processed by the University out of necessity for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University as a data controller and out of necessity for the performance of a contract. My personal information will be held and processed (including profiling) for the purposes of:

- my enrolment;
- for the provision of my chosen course as otherwise necessary for the University to provide targeted academic support, welfare and other educational and related services from time to time;
- for statutory reporting (information the University is legally obliged to provide);
- for supporting Individual Electoral Registration (IER) for voting purposes; and
- for the purposes as set out in the Harper Adams University Data Protection Layered Notice.**
- Your photo, taken or provided by you at enrolment will be used to provide identity and building access documents and by tutors for identification purposes.

**The Layered Notice, available under Section 5 at <http://www.harper-adams.ac.uk/general/governance/publication-scheme.cfm>, should be read in conjunction with and in addition to the data collection notices herein.

I understand that such processing shall be undertaken in accordance with the Data Protection Act 2018 and the General Data Protection Regulation and that my personal information will be shared with external agencies (for a list of agencies we will share your personal information with and the purposes of sharing that information, please see section 4 of the Layered Notice **), including the Higher Education Statistics Agency (HESA) and with the Students' Union at the University where legally required or lawfully permitted (and in accordance with any additional information provided to me from time to time). University staff may also use anonymised student achievement data, as well as other anonymised personal data, with a view to evaluate the effectiveness of academic support arrangements. I have read and understand the way my personal information is used, as set out in the University's Data Protection Policy (available under section 5 at <http://www.harper-adams.ac.uk/general/governance/publication-scheme.cfm>). The complaints procedure for Data Protection and Freedom of Information can also be found here (along with information on how to complain to the Information Commissioner's Office). The Data Protection Officer can be contacted on dpo@harper-adams.ac.uk.

I understand that my personal information will be retained by the University for the periods specified in the Personal Data Retention Schedule. I understand that I also have the right to access my personal information in a format that is usable to me for other purposes, to correct inaccurate or incomplete information, request that processing of my personal information be restricted or to have my personal information deleted in certain circumstances. To find out more about these rights or to exercise your rights, please contact the Data Protection Officer on dpo@harper-adams.ac.uk.

I understand that, whilst the University will not normally discuss my progress or behaviour with third parties, without my written permission, the University reserves the right to disclose limited personal information to my recorded next of kin, emergency or health services if it considers my wellbeing or that of others is at risk.

I also understand that by signing this enrolment form, the University will process my personal and special category information (for example ethnic origin or physical / mental health condition, sexual orientation, etc), in the manner and for the purposes set out above in accordance with the University's legal obligations under the Data Protection Act 2018 and the General Data Protection Regulation.

HESA – Student Collection Notice

It is essential to note that this is an extract from the full document which is available to read at www.hesa.ac.uk/fpn.

Every year your provider will send some of the information it holds about you to HESA ("your HESA information"). HESA is the official source of data about UK universities, higher education colleges, alternative HE providers, and recognised higher education courses taught at further education institutions in Wales. HESA is a registered charity and operates on a not-for-profit basis. All uses of HESA information must comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Data submitted to HESA by your provider includes details about the course you are studying and any qualifications awarded to you during the academic year. It also includes personal details about you such as your name and date of birth, your prior qualifications, and where you lived before starting your course. Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion is classed as 'Special categories of data' under the GDPR. If your Provider provides this information to HESA it will be included in your HESA information. This information is necessary for monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010 and Section 75 of the Northern Ireland Act 1998. This information will also be processed for statistics and statistical research where this is necessary and in the public interest. Your sensitive information will not be used to make decisions about you. Some other information is used to enable research into the provision of fair access to higher education, for example information as to whether you are a care leaver. If your provider is in England your HESA information may include details of any financial support you may receive from your higher education provider. A full list of data items that may be included in your HESA information for the 2018/19 academic year can be found here: www.hesa.ac.uk/collection/c18051/. Please note that not all data items are collected for all students. HESA processes your information for specific purposes listed at www.hesa.ac.uk/fpn.

Continued overleaf

Your contact details may be passed to survey contractors to carry out the National Student Survey (NSS), other surveys of students' views about their study, and surveys of student finances, on behalf of some of the organisations listed under Purpose 1. Your provider will hold your contact details after you graduate in order for you to be contacted to complete the [Graduate Outcomes survey](#). Your contact details will be passed to HESA and the organisation(s) contracted by HESA to assist it to undertake the Graduate Outcomes survey. HESA's contractors will only use your contact details for the survey and will delete them when the survey is closed. HESA may hold your contact details for further graduate outcomes surveys where these are in the public interest. Your responses to the Graduate Outcomes survey will be made available to your provider. You have the right to be informed about how your personal data is used.

This Student Collection Notice is regularly reviewed to ensure that it accurately describes how your HESA information is used. This notice may be updated from time to time, for example when new legislation is enacted, or when new policies are implemented by the public authorities listed under Purpose 1. The most up to date version can always be found at www.hesa.ac.uk/fpn.

For further information about data protection, including contact details for HESA and HESA Services' Data Protection Officer please see www.hesa.ac.uk/dataprot. Under the GDPR you have the right of access to your personal information and rights to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR and the Data Protection Act 2018 where data is only processed for research or statistical purposes. If you think there is a problem with the way HESA is handling your data, you have the right to complain to the Information Commissioner's Office: ico.org.uk/.

Contract and Cancellation of the Contract

I agree and accept that the contract between I, the student named on this enrolment form, and the service provider, Harper Adams University, will be legally binding. If you have not already been notified of your right to cancel, Harper Adams University hereby notifies you that; You have the right to cancel this contract within 14 days without giving any reason. The cancellation period will expire after 14 days from the date you receive this notice. To exercise the right to cancel, you must inform the Head of Registry in writing of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail to Harper Adams University, Edmond, Newport, Shropshire, TF10 8NB or studentrecords@harper-adams.ac.uk). You may use the attached model cancellation form, but it is not obligatory. To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

If you cancel this contract with us, Harper Adams University will reimburse to you all payments received from you in relation to the contract. Reimbursement will be made without undue delay, and not later than 14 days after the day on which Harper Adams University were informed about your decision to cancel. Harper Adams University will make any reimbursement using the same means of payment as you used for the initial payment, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

I accept that I have a right to cancel. Should the commencement of the provision of service be scheduled to begin before the expiry of the 14 day period outlined in this section, I hereby expressly request the early supply of service by Harper Adams University and accept that I will be liable for reasonable costs in the event of cancellation, as detailed in the paragraph above. I accept that in physically presenting myself for registration at Harper Adams University within the 14 day cancellation period, this will be deemed by Harper Adams University as confirmation that I expressly agree for the provision of service to commence immediately. Any exercise of the statutory right of cancellation does not affect a student's right to withdraw at other times, subject to any on-going obligations which may exist as a result of having registered (e.g. payment of fees, accommodation costs etc) in accordance with University Regulations.

Page 5 of 5 – please sign, print and add the date below. Thank you

This Agreement is governed by the law of England and Wales, and is subject to the non-exclusive jurisdiction of the courts of England and Wales.

If you have any questions about this enrolment agreement, please contact studentrecords@harper-adams.ac.uk.

By signing below, I agree to the terms and conditions and I agree to the University's processing of my personal and special category information, as set out above.

I understand that if I do not submit work for assessment within any 15 month period, Harper Adams University retains the right to withdraw my registration.

Student signature:.....Print name:.....Date:...../...../.....

Remainder of form for Harper Adams Staff Only

Checked by:

Date:

Please enter the fee charged for the course covered in this enrolment form for

£

Please enter the exam fee for the course covered in this enrolment form for this candidate:

£

Please note that enrolment forms cannot be accepted without this information due to HEFCE reporting requirements.