

9. DISABILITIES / SPECIAL NEEDS Please tick the appropriate boxes if you have a physical or sensory disability which might in some way affect your studies at the institution or may require special facilities or treatment.

- 00 No known disability 01 Dyslexia 02 Blind/partially sighted 03 Deaf/have a hearing impairment
 04 Wheelchair user/mobility difficulties 05 Personal care support 06 Mental health difficulties
 07 Unseen disability eg diabetes, epilepsy, asthma 08 2 or more of the above disabilities/special needs
 09 A disability not listed above.

I am in receipt of a students disabilities allowance Yes No I have special needs I would like to discuss

10. FURTHER INFORMATION

(Please provide any information you feel would support your application)

11. NAMES AND ADDRESSES OF REFEREES

1.	2.
_____	_____
_____	_____
_____	_____
_____	_____
Tel No. Fax No.	Tel No. Fax No.
_____	_____

12. DECLARATION

I have read the University's terms and conditions and confirm that to the best of my knowledge the information given in the form is full correct and complete.

Applicant's signature _____ Date _____

GENERAL - Before completing the form, PLEASE READ THESE NOTES CAREFULLY. You should also read the current University prospectus and course booklet(s) relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Your application form may be photocopied, therefore it is important that you write neatly using black ink or typescript. Many courses have a deadline by which applications should be received. Please consult course literature or the department concerned.

MATURE APPLICANTS - The University of Hertfordshire (UH) welcomes mature students, including those who do not have conventional qualifications, for admission to higher education. Full account is taken of relevant experience and other educational achievements.

THE DATA PROTECTION ACT 1998 – UH maintains records relating to its students in both manual and computerised forms. These include correspondence with and relating to students, both current and potential; computerised records for applicants created from information supplied by applicants and/or UCAS and other agencies; and information on current students collected at initial registration or added as a result of subsequent processing. The information collected and held is necessary for the administration of UH's courses and examinations and the quality assurance processes that support them, and permits the University to make statistical returns required by the Government, the Higher Education Funding Council for England, and other statutory agencies. In completing the declaration on the Registration Form students are deemed to consent to the collection, recording and use of this information in the ways described above, and set out in more detail within the University's Data Protection Act registration.

REFEREES: Send part B, "The Reference", to your referee(s), having completed the personal details on the first side and on both sides of the envelope(s). Please enclose the envelope(s) provided as your referee(s) will be advised to return the reference to you. In this way, you will know that the reference has been written and will be able to forward the complete application form to UH. It is your responsibility to ensure that UH receives your reference.

SECTION 2 FINANCE AND FEE STATUS - If you live in the UK state your area of permanent residence, this might be district (Sefton), borough, (Enfield), metropolitan area (Gt Manchester), or county (Hertfordshire). If you live outside the UK state the country (Italy, France etc) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this.

SECTION 6 EXAMINATIONS - Applicants with overseas qualifications should give details of the examinations taken as preparation for entry to higher education. Examples are: Higher School Certificates, Apolytirion, Baccalaureate, Diploma di Maturita, Examen Artium and Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding a BTEC (SCOTVEC) award, such as an ND or GNVQ (GSVQ) or NVQ (SVQ), should attach a certificate of achievement / unit credit giving details of the award title, level if applicable, and all units, modules and components.

If you are working towards an award, NVQ (SVQ) or GNVQ (GSVQ) please give full details of course title, level, units, modules and components on a separate sheet.

SECTION 9. DISABILITIES/SPECIAL NEEDS (Physical or other disability or medical condition including any which might necessitate special arrangements or facilities) Information on disability will be shared with the disabled student co-ordinator. Unless special needs are made known, the University will be unable to make appropriate provision for you.

SECTION 10 FURTHER INFORMATION - Enter any information to support your application. Admissions Tutors will be interested in your reasons for choosing the course(s), your career aspirations, relevant experience and information concerning your intellectual, social, sporting or other interests. You should give details of any non-examined subjects you are studying. If you have been out of education, please outline any relevant experience that may be considered in lieu of formal qualifications, either at home or in voluntary or paid work. You should explain any gaps or breaks in your career. If you are applying for deferred entry (a year beyond the next academic year) please explain your reasons.

SECTION 11 NAME AND ADDRESS OF REFEREE(S) - Please consult course literature to see if any particular type or number of referees is required. (You should send Part B to your first named referee.) Some departments may contact referees directly after receipt of your form. Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor of your present or last course of studies. If you have been out of education for some time, you may wish to consider one of the following: your current or last employer, or training officer, or careers advisor; if you belong to a relevant organisation, voluntary or not an officer of that organisation, Access Course Tutor. If you have any difficulty in identifying a suitable referee you should seek the advice of the University Admissions Office.

SECTION 12 DECLARATION - Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University of Hertfordshire, and by signing this form you are confirming your agreement to this.

IMPORTANT NOTE - The University of Hertfordshire (UH) undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of UH interfere with its ability to provide such services, UH undertakes to use all reasonable steps to minimise the resultant disruption to educational services. UH does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein. Should you become a student of UH, this notice shall be a term of any contract between you and UH. Any offer of a place made to you by UH is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

Completed applications must be returned to:

The University Admissions Office, University of Hertfordshire, College Lane, Hatfield, Hertfordshire AL10 9AB

University of Hertfordshire: Equal Opportunities Monitoring

In completing this form you are helping the University to monitor the fairness of its admissions processes and to ensure equal treatment for all applicants. This form will be separated from your application and will not be available to the Admissions Tutor. The information supplied on this form will be recorded on our computer system during the application process and the form will be destroyed as confidential waste. Please tick the box/boxes that best describe you.

1. **I am** female male
2. **My age today is** under 18 18 – 21 22 – 24
 25 – 29 30 – 39 40 or over
3. **Indicate your ethnicity by choosing one of (a) to (f) below and ticking the appropriate box. (The classification is based on the Census 2001.)**
- (a) White British 11
 Irish 12
 Any other white background 19
- please write in _____
- (b) Mixed White and Black Caribbean 41
 White and Black African 42
 White and Asian 43
 Any other shared background 49
- please write in _____
- (c) Asian or Asian British Indian 31
 Pakistani 32
 Bangladeshi 33
 Any other Asian background 39
- please write in _____
- (d) Black or Black British Caribbean 21
 African 22
 Any other Black background 29
- please write in _____
- (e) Chinese or Other ethnic group Chinese 34
 Any other 80
- please write in _____
- (f) Information refused 98
4. **I indicated on my application that I have a disability.** Yes No

Please complete this form and return with your completed application form. Thank you.