



Preferred Start Date:					
Personal Details					
Title (please tick):					
Mr Mrs Miss Ms Other					
Full name (as displayed on official ID e.g. passport):					
First name(s) Family name					
Date of Birth (Day/Month/Year)/					
Passport/I.D. Number					
Mobile Number Email Address					
Permanent home address:					
Line 1					
Line 2					
Postcode Country					
Next of Kin/Emergency Contact					
Name Telephone Number					



Please choose your course and timetable if you are applying for April 2021 Intake:

	BSc Business Management with Foundation Year (Level 3)
	Mon and Tues Day ☐ Wed and Thurs Day ☐ Fri and Sat Day ☐ Mon-Thurs Evening
	BSc Health and Social Care with Foundation Year (Level 3) Mon and Tues Day
	BEng Software Engineering with Foundation Year (Level 3) Mon and Tues Day
	BSc Business Management (Level 4) Tues and Wed Day
	BSc Health and Social Care (Level 4) Fri and Sat Day
	HND Business (Level 4) Mon and Tues Day □ Wed and Thurs Day □ Mon-Thurs Evening
	BSc Business Management Top Up (Level 6) Thurs and Fri Day
	BSc (Hons) Business Management (People Management) Top-Up (Level 6) Thurs and Fri Day
	BSc (Hons) Business Management (Finance) Top-Up (Level 6) Thurs and Fri Day
	ase note that expressing a preference for any of the sessions does not guarantee a place, places will be allocated on the is of conditional offer requirements being met. You may not be offered your preferred session if the class is already full
	r Timetables will be running from 10am-5pm ening Timetables will be running from 6pm-9pm
Po.	rent College Landon Pegent House 167 Imperial Drive Harrow HA2 7HD Telephone: 020 2970 6666 F. mail: info@rclas.uk





Please choose your course and timetable if you are applying for June 2021 Intake:

	BSc Business Manage Mon and Tues Day	ment with Foundation Yea ☐ Wed and Thurs Day	r (Level 3) ☐ Fri and Sat Day	☐ Mon-Thurs Evening				
	BSc Health and Social Care with Foundation Year (Level 3) Mon and Tues Day							
	☐ BEng Software Engineering with Foundation Year (Level 3)☐ Mon-Thurs Evening							
	BSc Business Manage Mon and Tues Day	ement (Level 4)						
	☐ BSc Health and Social Care (Level 4) ☐ Wed and Thurs Day							
	HND Business (Level 4 Mon and Tues Day	_	☐ Mon-Thurs Evening					
	□ BSc Business Management Top Up (Level 6) □ Thurs and Fri Day □ Mon-Thurs Evening							
	 □ BSc (Hons) Business Management (People Management) Top-Up (Level 6) □ Thurs and Fri Day □ Mon-Thurs Evening 							
		Management (Finance) Top Mon-Thurs Evening	o-Up (Level 6)					
		preference for any of the session rements being met. You may not						
•	Timetables will be running ning Timetables will be run	•						

Regent College London | Regent House, 167 Imperial Drive, Harrow, HA2 7HD | Telephone: 020 3870 6666 | E-mail: info@rcl.ac.uk



It is important to secure your funding from Student Finance England (via the Student Loans Company) for your course at the beginning of your application journey. Student finance England information:

If you are unsure about any of the questions below or whether you are eligible for funding, please contact Student Finance England on 0300 100 0607.

How do you plan to finance your studies at Regent College?					
☐ Personal/Family resources ☐ Student Loans Company ☐ Other (please specify)					
Customer reference number					
Have you started or completed a course of higher education in any country since leaving school?					
□ No □ Yes (please provide details of the college/institution and the course title below)					
Have you ever previously received a loan from the Student Loans Company (SLC)? ☐ No ☐ Yes If Yes, please state for how many years you have received Student Financeyrs.					
The second state for their many years you have received stadents mande minimum, is					
Which of the following best describes your current status? (Please tick)					
 □ I am a UK national or have settled status □ I am from another EU country or a country within the European Economic Area/single market □ I am a refugee or have been granted humanitarian protection status □ I am an asylum seeker □ I am from a country outside the UK/EU/EEA/single market and do not have settled status 					
English Language Requirement					
If English is not your first language or you have studied in a non-majority English speaking country and do not hold a formal qualification (level 3 or above) in English, you will typically be asked to complete an English language test (speaking, listening, reading and writing).					
Country of Birth What is your first language					
☐ Require English Test ☐ Existing Qualification (please specify):					
Education Details					
Which type of education provider did you most recently attend? (Please tick)					
\square UK state school \square UK independent school \square UK FE college \square Other UK provider \square Non-UK provider					



lease give details of any relevant qualifications received to date starting with the most recent qualification					
Name of provider	Date of Study		Ovalification	Codeinat	Desult/Grade
Name of provider	From	То	Qualification	Subject	Result/Grade
		'			
Employment Details					
Please give details of any relevant employment to date starting with your most recent employment					
	Date of				

Name and address of	Date of Employment		Position	Main Duties
employer	From	То		

Equality and Dive	ersity Monit	oring				
Sex (please tick):	Female \square	Male \square	Other \square			
Nationality						
Do you have an im your ability to carr	•		_	difference that has a t apply)	a substantial or long	; term impact on
☐ A long standing☐ A mental health	npairments and ing difficulty some sunication important illness or head condition, suriment or mous hearing imports visual impa	such as dyslexi airment such alth condition uch as depress bility issues, s pairment iirment uncor	a, dyspraxia as Asperger' such as cand sion, schizop uch as diffic	or AD(H)D s syndrome/other a er, HIV, diabetes, cl hrenia or anxiety di ulty using arms or u	hronic heart disease sorder	e, or epilepsy



nee exa	help us ensure appropriate support ed any facilities or support relating to make include particular adjustment	o yo s su	our impairment, health condition o ch as materials in accessible forma	r lea ts, o	rning difference. This might for r extra equipment:
Stu	dent Finance England offer Disabled an impairment, health condition or i	d Stu	ıdents' Allowances to cover some o		
То	the best of your knowledge, will yo	u be	in receipt of Disabled Students' Al	lowa	nces? No 🗆 Yes 🗆
Wh	nat is your ethnic group? (Please tick	cone	2)		
	White		Asian or Asian British – Pakistani		Mixed – White and Asian
	White - Scottish		Asian or Asian British –		Other mixed background
	Other White background		Bangladeshi		Arab
	Gypsy or Traveller		Chinese		Other ethnic background
	Black or Black British – Caribbean		Other Asian background		Not known
	Black or Black British – African		Mixed – White and Black		Information refused
	Other Black background		Caribbean		
	Asian or Asian British – Indian		Mixed – White and Black African		
Do	es your gender identity match your	sex	as registered at birth? No \Box Yes \Box] Pr	refer not to say \square
Dο	you have a religion or belief? (Pleas	e ti	ck onel		
	No religion		Christian - Other denomination	П	Spiritual
	Buddhist		Hindu		Any other religion or belief
	Christian		Jewish		Information refused
	Christian - Church of Scotland		Muslim		Not known
	Christian - Roman Catholic		Sikh	_	THE KILOWII
_	Constant Norman Catholic	_			
Wh	nat is your sexual orientation? (Pleas	se ti	ck one)		
	Asexual		Gay woman/lesbian		Other
	Bi/bisexual		Heterosexual/straight		
	Gav man		,		,

Criminal Convictions

Regent College London reserves the right to not admit students who may pose an unacceptable risk to students and staff. This is in accordance with processes in other Higher Education institutions and the general undergraduate admissions process administered by the University and Colleges Admissions Service (UCAS).

REGENT COLLEGE

Application Form 2020/21

spent immediately, which means that you do not need to declare them. For the purposes of this question, "relevant" convictions are:

- 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; and
- offences listed in the Terrorism Act 2006.

-3,	
Please indicate below whether you have No \square Yes \square	any relevant unspent criminal convictions or conditional cautions:
Any disclosure you make will not be taken proceed with a risk assessment if necessary	into academic consideration of your application, but will be used to y.
How did you hear about Regent College	9?
☐ Social Media	☐ I am an existing RCL Student
☐ Web Search	☐ Family or Friends
☐ Leaflet/Flyer	☐ Word of mouth
☐ Open Day	☐ Outreach partner
☐ Regent College Website	·



Supporting/ Personal Statements

Your answer should indicate why you wis	h to study your chosen course,	and what it is about this	course that
most appeals to you. (Approx. 500 words			





Terms and Conditions

Please read Regent College Higher Education Terms and Conditions, and Tuition Fee Refund and Compensation Policy. These are available on the website https://www.rcl.ac.uk/terms-and-conditions/

For Students applying for HND Business, please note: If your student finance tuition fee loan is not yet approved by the start date of your course, you are responsible for paying Pearson registration fee of £275 and will not be fully enrolled on the programme until it is paid. Payment must be made by or before the first two weeks of the course. If you are unable to pay the registration fee, you will be asked to defer to the next available intake. Please note, the Pearson registration fee of £275 will be refunded once the first payment of tuition fee loan is paid to the college.

Declaration

To the best of my knowledge, the information on this application is accurate and complete. I confirm that I have read and understood the terms and conditions as published. Please note that Regent College reserves the right to refuse admission or to terminate a student's attendance should it be discovered that they have made a false statement or have omitted significant information.

I confirm that I have read all information about financial support on the Regent College website.

I confirm that I have read the Privacy Notice and give my consent for Regent College to hold, process and, where appropriate, share the data I have supplied.

Student Signature	Date
	
Print Name	

8

REGENT COLLEGE LONDON

Application Form 2020/21

Privacy notice for applicants – use of your personal data

Under Data Protection law, individuals have a right to be informed about how the College uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Regent College London, are the 'data controller' for the purposes of Data Protection law.

Our Group Data Lead can be contacted on Telephone: 020 3870 6666 or Email: datalead@regentgroup.org.uk

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Exclusion information
- Attendance information
- Photographs
- CCTV images captured in school
- "Special category" characteristics, such as sex, gender identity, nationality, ethnic background, information about any impairment, health condition or learning difference and any necessary support needs, religion/belief and sexual orientation

We may also hold data about students that we have received from other organisations such as Pearson (our validation partner), Government Departments such as the Home Office or the Student Loans Company. Where we obtain personal data from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.



Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Fulfil our statutory obligations as a registered provider of Higher Education, for example by submitting data to the Higher Education Statistics Authority (HESA), the designated data body of the Office for Students as required by the Higher Education and Research Act (2017)

Our legal basis for using this data

At Regent College London, we only collect and use student's personal data when the law allows us to. Most commonly, we process it where:

- · We need to comply with a legal obligation
- We need it to perform an official task
- Internal organisation and management of the college
- Collection of the data is necessary for statistical research purposes to help public authority data controllers to meet their public-sector equality duties under the Equality Act 2010 (this applies to special category personal data detailed above)

Less commonly, we may also process student's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds, which justify our use of this data.



Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. Where providing data is optional, you will always be given the option to say that you prefer not to share that data with us.

How we store this data

We keep personal information about students while they are attending the College. We may also keep it beyond their attendance at our College if this is necessary in order to comply with our legal obligations. Our records management policy sets out how long we keep information about students. If you would like a copy of our records management policy please contact the Group Data Lead.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with Data Protection law) we may share personal information about students with:

- The Higher Education Statistics Authority (HESA), the designated data body of higher education in the UK
- The Department for Education
- The students' family and representatives (with the student's consent)
- Educators and examining bodies
- Our regulator the Office for Students
- Central and local government
- Health authorities
- Security organisations such as the Border agencies
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals



Higher Education Statistics Authority (HESA)

Our statutory obligations require that we share certain elements of personal data with Higher Education Statistics Agency (HESA), which is the official agency for the collection, analysis and dissemination of quantitative information about higher education in the United Kingdom.

HESA will retain the full dataset for the uses described in the Student Data Collection Notice by HESA (which can be found here: https://www.hesa.ac.uk/about/regulation/data-protection/notices)

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will only do so with your consent.

Your rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the College holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our Group Data Lead.



Other rights

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection regulations
 To exercise any of these rights, please contact our Group Data Lead.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Group Data Lead

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Group Data Lead.

*We will do our best to locate the teaching at a campus of your choice, however this is subject to availability, viability and to ensure the protection of the student learning experience.