

International Application Form 2021-22



Please complete the below form and return to
admissions@rcl.ac.uk

Preferred Start Date:

☐ September 2021

Please choose your course

- ☐ FndCert International Foundation Programme (Business Management)
- ☐ FndCert International Foundation Programme (Computing and Games)
- ☐ FndCert International Foundation Programme (Health and Human Sciences)
- ☐ BSc (Hons) Business Management
- ☐ BSc (Hons) Business Management (Finance)
- ☐ BSc (Hons) Business Management (Marketing)
- ☐ BSc (Hons) Business Management (People Management)
- ☐ BSc (Hons) Business Management (Retail)
- ☐ BSc (Hons) Business Management (Supply Chain)
- ☐ BSc (Hons) Health and Social Care (UOB)
- ☐ BEng (Hons) Software Engineering
- ☐ MSc International Management
- ☐ Master of Business Administration (MBA)

Personal Details

Title (*please tick*): Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other:

First name(s): Nationality:

Middle name: Country of residence:

Family Name: Passport number:

Previous family name (*if applicable*): Passport expire date:

Date of birth (*day/month/year*): Mobile (*include country code*):

Email address:

International Application Form 2021-22



Please complete the below form and return to
admissions@rcl.ac.uk

Permanent home address (overseas)

Line 1:

Line 2:

Postcode: Country:

Term-time address (UK)

Line 1:

Line 2:

Postcode: Country:

Parent/Guardian or Next of Kin Contact

Full name:

Relationship: Mobile (include country code):

Country: Email address:

Visa and Fee status

The following questions relate to your eligibility to receive a student visa (via the UKVI) for your course. If you are unsure about any of the questions below or whether you are eligible, please check the following link:

<https://www.gov.uk/student-visa>

Are you currently a resident in the UK?

☐ Yes ☐ No

Do you currently have a UK visa?

☐ Yes ☐ No

If Yes, please provide us with a copy of your current visa.

Will you require a visa (Tier4 or student visitor) to study in the UK?

☐ Yes ☐ No

Have you ever been refused a visa for any country, including the UK, in the last 10 years?

☐ Yes ☐ No

If Yes, please ensure you submit a copy of all refusal documentation with this application form

Have you ever overstayed any type of UK visa granted to you?

☐ Yes ☐ No

International Application Form 2021-22



Please complete the below form and return to
admissions@rcl.ac.uk

How do you plan to finance your studies at Regent College London?

☐ Personal ☐ Sponsor ☐ Loan ☐ other (*please specify*)

If your course is funded by a sponsor, please fill the below:

Sponsor's name:

Sponsor's address:

Sponsor's mobile number (*include country code*):

Sponsor's email address:

Relationship to applicant:

English Language Requirements

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 are required to hold an approved English language test to demonstrate English ability to the minimum level required by UKVI.

Name of English test:

Date taken (*month/year*): Overall result:

Please provide your results in each component:

Reading	
Writing	
Speaking	
Listening	

Education details

Please be informed that UKVI has specific requirements about the time that you can spend studying at degree level or above on a Tier4 Student Visa. In most case, the time limit is 5 years but conditions do apply for specific situations. For further information, please check the **Student and Child Student Guidance**.

Considering the above, you must provide an accurate and complete answer to the below question.

Have you previously studied in the UK?

☐ Yes ☐ No

International Application Form 2021-22



Please complete the below form and return to admissions@rcl.ac.uk

If yes, please, please provide full details of study durations including a copy of your previous CAS letter and visa.

Name of Institution	Date of Study		Qualification	Result/Grade
	From (month/year)	To (month/year)		

If you haven't studied in the UK, please give details of any relevant qualification received to date starting with the most recent qualification

Name of Institution	Date of Study		Qualification	Result/Grade
	From (month/year)	To (month/year)		

Employment details

Please give details of any relevant employment to date starting with your most recent employment.

Name of organisation, place and country	Date of Employment		Position
	From	To	

International Application Form 2021-22



Please complete the below form and return to
admissions@rcl.ac.uk

Equality and Diversity Monitoring

Sex (please tick):

☐ Female ☐ Male ☐ Other

Do you have an impairment, health condition or learning difference that has a substantial or long term impact on your ability to carry out day-to-day activities? (Tick all that apply)

- ☐ No known disability
- ☐ Two or more impairments and/or disabling medical conditions
- ☐ A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- ☐ A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- ☐ A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- ☐ A mental health condition, such as depression, schizophrenia or anxiety disorder
- ☐ A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- ☐ Deaf or a serious hearing impairment
- ☐ Blind or a serious visual impairment uncorrected by glasses
- ☐ A disability, impairment or medical condition that is not listed above

.....

To help us ensure appropriate support and/or adjustments are in place, please explain in the space below if you will need any facilities or support relating to your impairment, health condition or learning difference. This might for example include particular adjustments such as materials in accessible formats, or extra equipment:

.....

.....

.....

What is your ethnic group? (Please tick one)

- | | | |
|---|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian or Asian British – Pakistani | <input type="checkbox"/> Mixed – White and Asian |
| <input type="checkbox"/> White – Scottish | <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Other mixed background |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Chinese | <input type="checkbox"/> Arab |
| <input type="checkbox"/> Gypsy or Traveller | <input type="checkbox"/> Other Asian background | <input type="checkbox"/> Other |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Mixed – White and Black Caribbean | <input type="checkbox"/> Not known |
| <input type="checkbox"/> Black or Black British – African | <input type="checkbox"/> Mixed – White and Black African | <input type="checkbox"/> Information refused |
| <input type="checkbox"/> Other Black background | | |
| <input type="checkbox"/> Asian or Asian British – Indian | | |

International Application Form 2021-22



Please complete the below form and return to
admissions@rcl.ac.uk

Do you have a religion or belief? *(Please tick one)*

- ☐ No religion
- ☐ Christian
- ☐ Christian – Church of Scotland
- ☐ Christian – Roman Catholic
- ☐ Christian – other denomination
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Spiritual
- ☐ Any other religion or belief
- ☐ Information refused
- ☐ Not known

What is your sexual orientation? *(Please tick one)*

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> Asexual | <input type="checkbox"/> Gay woman/lesbian | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Heterosexual/straight | |
| <input type="checkbox"/> Gay man | <input type="checkbox"/> Other | |

Does your gender identity match your sex as registered at birth?

- ☐ Yes
- ☐ No

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).

We therefore ask you to disclose any relevant unspent criminal convictions so that any risk can be assessed – note that failure to disclose any relevant conviction is a crime in itself. Simple cautions, reprimands and final warnings are 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;*

International Application Form 2021-22



Please complete the below form and return to admissions@rcl.ac.uk

- *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.*

Please indicate below whether you have any relevant unspent criminal convictions, including traffic offences that you have obtained in any country.

☐ Yes ☐ No

Any disclosure you make will not be taken into academic consideration of your application, but will be used to proceed with a risk assessment if necessary.

How did you hear about Regent College?

- | | | |
|---|---|--|
| <input type="checkbox"/> Social Media | <input type="checkbox"/> I am an existing RCL student | <input type="checkbox"/> Family or Friends |
| <input type="checkbox"/> Leaflet/Flyer | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Outreach partner |
| <input type="checkbox"/> Web Search | <input type="checkbox"/> Regent College Website | |
| <input type="checkbox"/> Magazine/newspaper | | |

International Application Form 2021-22



Please complete the below form and return to admissions@rcl.ac.uk

Supporting/ Personal Statements

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

[illegible]

International Application Form 2021-22



Please complete the below form and return to admissions@rcl.ac.uk

Fees

Terms and Conditions

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

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 _____

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 Higher Education, 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

International Application Form 2021-22



Please complete the below form and return to admissions@rcl.ac.uk

- 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 Higher Education, 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

International Application Form 2021-22



Please complete the below form and return to
admissions@rcl.ac.uk

- 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

International Application Form 2021-22



Please complete the below form and return to admissions@rcl.ac.uk

- 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:

International Application Form 2021-22



Please complete the below form and return to
admissions@rcl.ac.uk

- 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.