

# Application Form (part-time study)



## APPLICANTS PLEASE NOTE:

Please complete this form in **BLOCK CAPITALS**.

Personal data provided on your application form will be entered onto the University's computerised record system. This data will, at all times, be used strictly in accordance with the principles laid down by the Data Protection Act (1998). Completed application forms should be returned to:

Centre for Lifelong Learning, University of Paisley, Paisley, PA1 2BE

**PLEASE READ THE NOTES PAGE BEFORE COMPLETING THIS APPLICATION FORM**

## 1. PERSONAL DETAILS

Surname/Family name:

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Forename:

---

Title (Mr/Mrs/Ms/Miss/Other):

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Maiden name/previous family name:

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Permanent address:

---

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Town:

---

Country:

Postcode:

---

Home phone:

Day phone:

---

Correspondence address *(if different)*:

---

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Town:

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Country:

Postcode:

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Home phone:

Day phone:

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For office use only

UK

EU

OS

Nationality:

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If you are an overseas national, how long have you been resident in the UK for purposes other than education? *(give number of months/years)*:

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Date of birth: D D / M M / Y Y Y Y

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Email address:

*If you are applying for an on-line or distance learning course it is essential that you include your email address.*

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Gender *(tick appropriate box)*: Male  Female

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Are you currently, or have you ever been, a student at the University of Paisley? Yes  No

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If yes, give your surname/family name at time of your enrolment:

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Last year of attendance:

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Matriculation number *(if known)*:

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What is the name of the last educational institution that you attended as a student?

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Institution:

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Town:

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Type *(tick appropriate box)*: School  College  University



## 4. ADMISSION DETAILS – COMPLETE EITHER SECTION 4A OR SECTION 4B

### 4a Programme choice (if applicable)

If you are applying for a programme that bears an award, please provide details here (see the relevant University publication or refer to the website [www.paisley.ac.uk](http://www.paisley.ac.uk)).

Complete next section (4b) if you are applying for a module/modules only.

#### PROGRAMME TITLE

*eg BSc Business Information Technology*

### 4b Module choice(s) for the session (if applicable)

SEMESTER (1, 2, SUMMER)	MODULE TITLE	MODULE CODE	DAY OF WEEK	CAMPUS: PAISLEY/ AYR/ DUMFRIES	MODE OF STUDY (SEE KEY BELOW)	OFFICE USE

KEY: D – Day, E – Evening, DL – Distance Learning, OL – Open Learning, W – Weekend, ON – On-line

## 5. FEE DETAILS

Who is responsible for payment of your course fees? (circle as appropriate) Self/Parent/Partner      Other Sponsor

If Other then who?

*Please do not enclose payment at this time.*

*Overseas applicants should provide details of financial guarantor*

Name

Address

Telephone

## 6. DISABILITY DISCLOSURE

*(Please circle the appropriate character)*

No specific disability	0
You have a specific learning difficulty (for example, dyslexia)	1
You are blind/partially sighted	2
You are deaf/have hearing impairment	3
You are a wheelchair user/have mobility difficulties	4
You require personal care support (please specify below)	5
You have mental health difficulties	6
You have an unseen disability, eg diabetes, epilepsy, asthma, or a heart condition	7
You have multiple disabilities	8
You have a disability not listed above	9
You have autistic spectrum disorder or asperger syndrome	T

Please provide details of any special or extra facilities or support you may require below:

## 7. CRIMINAL CONVICTIONS

Do you have any criminal convictions? (see notes): No  Yes

## 8. PUBLICITY

Where did you find out about study opportunities at the University of Paisley?

SOURCE	TICK	DETAIL
Newspaper advert (please specify which newspaper)	<input type="checkbox"/>	
Website (please specify the website)	<input type="checkbox"/>	
Information event (please specify the event)	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

## 9. DECLARATION

I certify that to the best of my knowledge, the information given on this form is correct.

Applicant signature:

Date:

### FOR OFFICE USE ONLY

Course code:

BANNER ID NO.	ENTERED ON BANNER	PASSED TO ADVISOR	PASSED TO SCHOOL	PRIOR CREDIT ENTERED	OFFER MADE
Number	Date				
Date/Inits	Initials				

Offer Details – please date and initial as appropriate.

UNCONDITIONAL	CONDITIONAL	DECLINE	WITHDRAW
Date			
Initials			

Conditions

Comments:

# Application Form (notes)



PLEASE COMPLETE THE INFORMATION REQUEST OVERLEAF  
AND RETURN WITH YOUR COMPLETED APPLICATION FORM.

RETURN YOUR COMPLETED APPLICATION FORM TO:  
Centre for Lifelong Learning, University of Paisley  
Paisley PA1 2BE

## NOTES SECTION

Further information is also available in the relevant University prospectus and on the University website [www.paisley.ac.uk](http://www.paisley.ac.uk)

### SECTION 1:

We need details of previous names to make sure we do not create new records for a person whose details are already held in our systems. A copy of documentary evidence will be required.

The information about the last educational institution you attended is required by the Higher Education Statistics Agency (HESA).

If you would like University correspondence to go to an address other than your permanent address please indicate this in the "Correspondence Address" section.

### SECTION 2:

Previous school qualifications need not be completed if you are applying for Continuing Professional Development or non-award bearing courses.

The information about Further/Higher or professional qualifications already held enables the University to consider whether or not you meet any entry criteria that might apply. The information may also help to establish entitlement to credit towards the award for which you wish to study.

Please enclose photocopies of certificates. Originals will be required at a later date. (Please note that these will not be required if applying for CPD or a non-award bearing course).

Professional registration numbers and employment details are required in order to check entitlement to enter relevant courses.

### SECTION 4:

This information helps us to make sure we refer your application to the right person.

In selecting module choices, please use the titles and codes contained in the relevant University prospectus. The prospectus will indicate which modes of study are available for each module (day, evening, open or distance learning).

If you are unsure of which modules to pick please contact an advisor.

### SECTION 5:

Payment will be requested at a later date. We need to know from whom we should ask payment. If you are being sponsored by an employer you will need to provide a letter from your employer to confirm this.

### SECTION 6:

This information is asked for in order that the University can contact you to discuss any support needs, or reasonable adjustments that may be required in relation to your disability, during your period of study. You are advised to contact the Centre for Lifelong Learning or Special Needs as soon as possible if you need support. For study at the campuses in Paisley and Ayr contact [specialneeds@paisley.ac.uk](mailto:specialneeds@paisley.ac.uk), or for study in Dumfries contact [studentservices@crichton.gla.ac.uk](mailto:studentservices@crichton.gla.ac.uk)

This information is also required by the Higher Education Statistics Agency (HESA) and to ensure that the University complies with the Special Educational Needs and Disability Act 2001 (SENDA).

### SECTION 7:

Relevant criminal convictions are those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawful supplying of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. If you tick yes to this box we will ask you for further information.

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults you must tell us about any criminal convictions, including spent convictions and cautions (including verbal cautions) and bindover orders. For these courses you may need an 'enhanced disclosure document' from the Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents to fill in if necessary.

### SECTION 8:

This information is requested so that we can monitor the effectiveness of publicity campaigns.

### SECTION 9:

The declaration is required for a valid application.

### SECTION 10: ETHNICITY

The University of Paisley recognises and values the benefits of a multicultural university, and is committed to ensuring that applicants are treated equally, irrespective of race, colour, nationality, ethnic or national origins. In order for the University to monitor the impact of policies you are invited to assist by providing details of your ethnic origin. This information will not be available to anyone making a decision on your application.

#### IMPORTANT NOTE:

**PLEASE ENSURE YOU COMPLETE AND RETURN THIS SECTION OF THE FORM. IT WILL BE DETACHED FROM YOUR MAIN APPLICATION FORM PRIOR TO REFERRAL TO AN ADMISSIONS OFFICER.**

Surname/Family name: \_\_\_\_\_

Forename: \_\_\_\_\_

#### 10. Ethnicity

Which of the following best describes your ethnic origin?

Please circle the appropriate number in the list below:

White British	11
White - Irish	12
White - Scottish	13
Irish Traveller	14
White Welsh	15
Other White Background	19
Black British Caribbean	21
Black British African	22
Other Black background	29
Asian British - Indian	31
Asian British - Pakistani	32
Asian British - Bangladeshi	33
Chinese	34
Other Asian background	39
Mixed White & Black Caribbean	41
Mixed- White & Black African	42
Mixed - White & Asian	43
Other Mixed background	49
Other Ethnic background	80
Not known	90
Information refused	98

#### FOR OFFICE USE:

Banner ID number: \_\_\_\_\_

Entered (inits and date): \_\_\_\_\_