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| **(For office use)**  **Student ID number:** |

Failure to complete all sections of this form will

result in your form being returned to you

**Enrolment form**

**Academic year 2023/24**

**Personal details**

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| --- | --- | --- | --- |
| Surname (family name): | | Forenames (give all names): | Title: |
| Permanent home address: | | Term-time address during course (if different): | |
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|  | |  | |
| Full postcode: | | Full postcode: | |
| Tel no: | | Tel no: | |
| Mobile no: | | Mobile no: | |
| Email address: | | | |
| Date of birth (dd/mm/yyyy): | | Gender: | |

**Course details**

|  |  |  |  |
| --- | --- | --- | --- |
| Full title of course: |  | | Full-time/part-time/distance learning: |
| Location of study: |  |  | Start date: |

**Ethnicity**

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| --- | --- | --- | --- | --- | --- |
| London Metropolitan University is committed to providing equal opportunities for all. To assist us with our confidential monitoring, please tick one box which best describes your cultural background. | | | | | |
| White | 10. White ❏13. White-English, Scottish, Welsh, Northern Irish or British ❏ 14. White- Gypsy or Irish Traveller ❏163. White- Irish ❏168. White- Roma ❏ | | | | |
| Black or British Black | 21. Black or Black Caribbean ❏ | | 22. Black or Black British – African ❏ | | 29. Other Black background ❏ |
| Asian or British Asian | 31. Asian or Asian British – Indian   ❏ | | 32. Asian or Asian British – Pakistani ❏ | | 33. Asian or Asian British – Bangladeshi ❏ |
| Mixed | 41. Mixed White and Black Caribbean ❏ | 42. Mixed White and Black African ❏ | | 43. Mixed White & Asian ❏ | 49. Other mixed background ❏ |
| Other | 50. Arab ❏ | 80. Other ethnic background ❏ | | | 98. Information refused ❏ |

**Equality Data - Religious Belief**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No religion  ❏ | Jewish  ❏ | Buddhist  ❏ | Muslim  ❏ | Sikh  ❏ |
| Christian  ❏ | Hindu  ❏ | Not Known  ❏ | Prefer not to say  ❏ | Any other religion or belief  ❏ |

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| **Gender Identity -** Is your gender identity the same as the gender you were originally assigned at birth? | | | | | | |
| Yes ❏ | | | No ❏ | | Prefer not to say ❏ | |
| **Sexual orientation - What is your sexual orientation?** | | | | | | |
| Bisexual  ❏ | Gay or Lesbian  ❏ | Heterosexual or straight  ❏ | | Other sexual orientation  ❏ | | Prefer not to say  ❏ |

**Residency**

|  |  |  |
| --- | --- | --- |
| Country of birth | Country of usual permanent residence | Nationality (as on passport) |

**Disability**

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| --- | --- | --- | --- |
| Please note that you are encouraged to disclose any disability that may affect your studies. The information provided is confidential. | | | |
| I have no disability ❏ | | I have a physical or other disability ❏ | |
| I would describe my disability as: | | | |
| A. No known impairment, health condition or learning difference  ❏ | B. Social/communication conditions such as a speech and language impairment or an autistic spectrum condition  ❏ | C. Blind or have a visual impairment uncorrected by glasses  ❏ | D. Deaf or have a hearing impairment  ❏ |
| E. Long-standing  illness/condition, e.g. HIV, Cancer  ❏ | F. Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety  ❏ | G. Learning difference such as dyslexia, dyspraxia or AD(H)D  ❏ | H. Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying  ❏ |
| K. Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language  ❏ | L. No known impairment, health condition or learning difference  ❏ | M. Prefer not to say  ❏ | **O.** Not available  ❏ |
| **P.** An impairment, health condition or learning difference not listed above  ❏ |  |  |  |

**Details**

|  |  |  |  |
| --- | --- | --- | --- |
| What is your highest qualification? (e.g. degree, A Level, professional qualification): | | | |
| Please enter your academic qualifications below. Please list the highest qualification first and continue on a separate sheet if required. | | | |
| Date awarded | Name of qualification (e.g. degree/ A level) | Subject | Result or grade |
|  |  |  |  |
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**Occupational background**

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| Please give your occupation:  (Students under 21 years should state their parents’ occupation): |

**Previous study**

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| --- | --- |
| Please give the name of the last educational institution attended: |  |
| What date did you leave (the last educational Institution)? |  |
| If you have previously studied at London Metropolitan University, London Guildhall University  or University of North London, please state your student ID number at the time: | |

**Other information**

|  |  |  |  |
| --- | --- | --- | --- |
| Do either of your parents have any higher education qualifications? | | | Yes ❏ No ❏ Not known ❏ |
| Term-time accommodation (please tick the box which best describes your accommodation whilst taking the course) | | | |
| 2. Parental/guardian’s home ❏ | 4. Other ❏ | 5. Not known yet ❏ | |
| 6. Not at institution e.g. industrial placement ❏ | 7. Own home either owned or rented ❏ | 8. Rented accommodations shared with others ❏ | |
| 9. Private hall of residence ❏ | | | |
| Do you have any dependent children? Yes ❏   No ❏ | | Are you living, or have you left, either care or a foyer residence? Yes ❏ No ❏ | |

**Declaration**

1. I declare the information given to be true
2. That I agree to abide by all London Metropolitan University’s regulations (including academic, general and course regulations), terms and conditions and policies (as amended from time to time) for the duration of my programme of study. The regulations and terms and conditions are available at;
   1. [londonmet.ac.uk/termsandconditions](http://www.londonmet.ac.uk/termsandconditions); and
   2. [londonmet.ac.uk/academic-regulations](http://www.londonmet.ac.uk/academic-regulations) and
   3. [student.londonmet.ac.uk/](http://student.londonmet.ac.uk/)
3. I understand that the regulations and policies contain provisions dealing with (amongst other things):
   1. How I will be assessed and the conditions for any award of a qualification
   2. The conditions for progression from year to year
   3. Academic misconduct; and
   4. Limitations of liability;
4. That I will inform the appropriate University office promptly if there are any changes to any details given in my application, and that I will keep my contact details up to date.
5. That I will conduct myself in manner appropriate to a member of the University’s learning community and not to interfere with the functioning or activities of the University, or of those who work or study in the University, or improperly damage the University or its reputation. I agree to abide by the Student Misconduct Regulations, which deal with matters of misconduct (the Student Disciplinary Regulations are available at [Academic Regulations - Student Zone (londonmet.ac.uk)](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/academic-regulations/)
6. That I understand that tuition fees (which may be varied from year to year in accordance with the London Metropolitan University’s Fees Policy and Regulations) at the appropriate rate are payable to the University and that if I fail to pay the tuition fees I may be suspended or my registration as a student terminated (The Fee Policy and Regulations are available at [londonmet.ac.uk/termsandconditions](http://www.londonmet.ac.uk/termsandconditions))
7. That I agree to check my London Metropolitan University email account on a regular basis and I understand that important official communications may only be sent to this account. [londonmet.ac.uk/termsandconditions](http://www.londonmet.ac.uk/termsandconditions)
8. That I agree to inform my Personal Academic Tutor or Head of Department promptly if at any time whilst registered as a student I am charged with, convicted of or receive a caution for any criminal offence.
9. That I accept my responsibilities for health and safety (both my own and of those around me);

**Data Protection Statement**

I understand London Metropolitan University will collect and process my personal data (including sensitive personal data as defined under the Data Protection Act 1998) in accordance with the University’s Data Protection Policy and Student Data Protection Statement. Copies of these can be viewed here: [londonmet.ac.uk/data-protection](http://www.londonmet.ac.uk/data-protection).

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| --- | --- |
| Signed | Dated |

**Checklist for students enrolling off campus (by post/email)**

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| Please attach a copy of the photo page of your passport (EU/UK citizens)  Please attach a copy of your right to remain/VISA documents/front and back of biometric resident permit (non-EU/UK nationals)  If you require a student ID card please attach one passport-sized photograph. |