

# Adult Learning Application Form



Screen Education Edinburgh (SEE) is committed to protecting and safeguarding your **personal data**. As part of this commitment we are making you aware what the purpose of collecting this data is. We handle all data in accordance with new EU General Data Protection Regulation 2018 (GDPR).

By submitting your information, you are permitting Screen Education Edinburgh to retain your data. This will be stored in physical files, on our server and on our secure database for reporting to funders and recording statistics.

**The following data will remain confidential and will be used for monitoring and evaluation purposes only;**

- To allow Screen Education Edinburgh (SEE) to offer appropriate individual support if required, to ensure you get the most out of your learning experience.
- Collecting personal data allows us to monitor those who are accessing our programmes and whether this meets the needs of our communities.

## Third Parties

- We only share your information with the people that fund the particular programme you are attending.
- It is only used to show evidence of who we are supporting, the impact it has and statistics.

## Processing of Data

- All paper data is kept securely on SEE premises and any data that has been uploaded onto our password protected electronic data base.

You are entitled to view, amend, or delete the personal information that we hold. Email your request to [admin@screen-ed.org](mailto:admin@screen-ed.org)

For further information please visit [www.screen-ed.org](http://www.screen-ed.org) or contact [admin@screen-ed.org](mailto:admin@screen-ed.org)

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<b>Participant Details</b>			
<b>Name</b>			
<b>Address</b>			
<b>Postcode</b>			
<b>Age</b>			
<b>Phone No.</b>		<b>Mobile No.</b>	
<b>Email Address</b>			

We would like to be able to contact you upon completion of this course to offer further learning courses within Screen Education Edinburgh. To opt out of this please tick this box

Please write in the course title, course date(s) and fee.

Course Title	Course Date(s)	Concession (Yes/ no)	Please indicate concession you are eligible for.	Fee
1.				£
2.				£
			<b>TOTAL FEES</b>	£
			<b>TOTAL PAYMENT ENCLOSED</b>	£

**How did you find out about the course?**

- Screen Education Edinburgh Website
- Creative Scotland Opportunities
- Facebook
- Twitter
- Instagram
- Personal Recommendation: *please specify who* \_\_\_\_\_
- Other: *please specify* \_\_\_\_\_

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<b>Emergency Contact Details</b>			
<b>Name</b>		<b>Relationship</b>	
<b>Phone No.</b>		<b>Mobile No.</b>	

**Please not that our premises are currently not wheelchair accessible.**

<b>Medical Details</b>				
<b>Doctor's Practice</b>				
<b>Address</b>				
<b>Phone No.</b>				
	<b>If YES please give details</b>			
<b>Do you suffer from any allergies?</b>	<b>Yes</b>		<b>No</b>	
<b>Are taking any medication at present?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you self-administrate any medications? Ex. Asthma Inhalers, Antihistamines, Insulin</b>	<b>Yes</b>		<b>No</b>	
<b>Have you received a tetanus injection in the last five years?</b>	<b>Yes</b>		<b>No</b>	
<b>To the best of your knowledge have you been in contact with any contagious or infectious disease or suffered from anything in the last four weeks that may become contagious or infectious?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you suffer from any conditions requiring medical treatment?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you consider yourself to be disabled? and if so do you have a;</b>	<b>Yes</b>		<b>No</b>	
Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches				
Sensory impairment, such as being blind/ having a serious visual impairment or being deaf / having a serious hearing impairment				

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Mental health condition, such as depression or schizophrenia	
Learning disability/ difficulty, (such as Down’s Syndrome or dyslexia) or cognitive impairment (such as autistic spectrum disorder)	
Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	
Other:	

**Medical Details Cont.**

**Please provide details;  
 (Also provide details of any illness, injury or disability that might affect your participation)**

# Adult Learning Application Form



<b>Equality and Diversity Monitoring</b>									
Please indicate your ethnic origin by ticking or writing in the appropriate box;									
<b>White:</b>									
Scottish		English		Welsh		Northern Irish		British	
Irish		Gypsy/traveller		Polish		Other:			
<b>Mixed or multiple ethnic groups:</b>									
<b>Asian, Asian Scottish or Asian British:</b>									
Pakistani, Pakistani Scottish or Pakistani British						Indian, Indian Scottish or Indian British			
Bangladeshi, Bangladeshi Scottish, Bangladeshi British						Chinese, Chinese Scottish or Chinese British			
Other:									
<b>African, Caribbean or Black:</b>									
African, African Scottish or African British						Caribbean, Caribbean Scottish, Caribbean British			
Black, Black Scottish or Black British						Other:			
<b>Other ethnic group:</b>									
Arab, Arab Scottish or Arab British						Prefer not to say			
Other:									

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Equality and Diversity Monitoring							
Please tick all that apply:							
Young Parent/ expectant		Refugee/Asylum Seeker		Ex-offender		Not in education / employment / training	LGBTI
Involved in antisocial behaviour							
<b>GENDER:</b>							
Male					Female		
Other:							
Prefer not to say:							

## Terms & Conditions

### CONCESSIONS

In order to qualify for the reduced concession fee, you must supply a copy of a document showing you receive one of the following:

- Income based Job Seekers' allowance
- Income Support
- Working Tax Credit
- Pension Credit
- Housing Benefit
- Council Tax Benefit

### CANCELLATION POLICY

A fee of £25 is payable for all course cancellations within 10 working days prior to the start date of a course. **NB: If you cancel a course 3 working days prior to the start date, full course fees will be charged.**

Our cancellation policy reflects the need to confirm course numbers in advance of the course start date in order to assess whether a course can run or not. If you have any questions or wish to discuss extenuating circumstances please contact us at [admin@screen-ed.org](mailto:admin@screen-ed.org) or 0131 343 1151 In the event that Screen Education Edinburgh cancels a course, your fees will be fully refunded. We will endeavour to let you know no less than 5 working days prior to the start of the course if this is going to happen.

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By signing this form you are agreeing to the Terms and Conditions as outlined above.

I have read and understood the conditions of use;			
Print Name		Date	
Signature			