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|  | | | | *Registration Agreement* | | | | | | | | | | | | | | | | | | | | ***2024J*** | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **SECTION 1: YOUR PERSONAL DETAILS** | | | | | | | | | | | Reservation number: C0038096 | | | | | | | | | | | | | | | | | | | | | |
| Please complete the information below. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname  First Name | |  | | | | | Personal Identifier (if known) | | | | | | | | |  | | | | | | | Sex | |  | | | | | | | |
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|  | |  | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | |
| Permanent Home Address | |  | | | | |  | | | | | Delivery Address (if different | | | | | | | | | |  | | | | | | | | | | |
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|  | | | | |  | | | | | | | | | | |
| Date of birth | | |  | | | Daytime tel. No | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Mobile tel. No | | |  | | | | | | | Evening tel. No | | | | | | |  | | | | | | | | | | | | | | | | |
| E-mail address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HESA number | | | | |  | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | |
| **You must answer the following questions otherwise your documents will be returned to you.**  **\* Codes and information can be found at the end of this document.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | |
| What is your highest level of qualification? \* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| Which of the following best descibes your motivation for studying with the Open University? \* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| Which group best describes your ethnic or cultural background? \* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| What is your Nationality? \* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| Are you a carer? \* Please see attached document for the definition of a carer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| Are you or have you ever been in care? \* Please see attached document for the definition of being in care or a care leaver | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| Do you have any unspent criminal convictions? \* (Yes/No) Please see attached document for  guidance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| **SECTION 2: YOUR OFFER OF REGISTRATION**  **A YOUR OU QUALIFICATIONS (if applicable)**  If you have registered for or declared a qualification, or would like to, please enter it here. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Qualification code | | | | | | | n/a | | | | | |  |  | | | |  | | |  | | | |  | |  | | | |  |
| **B Your Modules** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Module code (1st and/or 2nd choice) | | | | | | |  | | | | | |  |  | | | |  | | |  | | | |  | |  | | | |  |
| **PayING YOUR COURSE FEE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | Total course fee | | | | | | | £ | | | | |  | |  | | | |  | |  | | | | | |  | |  | | |  |
|  | | | | | | | |  | | | | |  | |  | | | |  | |  | | | | | |  | |  | | |  |
| Fee payment is a condition of registration. Please write in the amount to be paid by each method. (Please see www.open.ac.uk/courses/fees-and-funding for payment options) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|  | Part-time tuition fee loan (enter your 11 digit CRN here…………………………) | | | **£** |  | **£** |  | **£** |  | | **£** | | | |  | |
|  | | | |  |  |  |  |  | | | | |  |  |  | | |
|  | OUSBA: (loan application completed and approved) | | | **£** |  | **£** |  | **£** |  | | **£** | | | |  | |
|  | | | |  |  |  |  |  | |  | |  | | |  | | |
|  | Credit or debit card *(authorisation*  *overleaf completed and signed)* | | | **£** |  | **£** |  | **£** |  | | **£** | | | |  | |
|  | | | |  |  |  |  |  | | | | |  |  |  | | |
|  | Invoice to sponsor *(completed Sponsorship agreement enclosed)* | | | **£** |  | **£** |  | **£** |  | | **£** | | | |  |
|  | | | |  |  |  |  |  |  | |  | | | |  |
|  | | Other (please specify type & amount) |  | **£** |  | **£** |  | **£** |  | | **£** | | | |  |
|  | |  |  |  |  |  |  |  |  | |  | | | |  |
|  | | Total |  |  |  |  |  |  |  | |  | | | |  |

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| **SECTION 3: DISABILITY** | | | |
| To make sure you get the support you need please tell us if you have a disability, long term health condition, mental health disability or specific learning difficulty (such as dyslexia), that might affect your studies. These are included in the definition of disability in the Equality Act 2010 (for students in England, Scotland and Wales) and the Disability Discrimination Act 1995 (for students in Northern Ireland). If you do, please tick ‘Yes’ and choose from the attached list. If you have more than one disability choose the one that will most affect your study. You will have an opportunity to tell us about any other disability later. | | YES |  |
|  |  |
| NO |  |
|  |  |
| Please write your disability type here: |  | | |

|  |
| --- |
| Disability information you provide here will be used to inform the provision of reasonable adjustments for your study under the Equality Act 2010 (for students in England, Scotland and Wales) and the Disability Discrimination Act 1995 (for students in Northern Ireland). |

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| **SECTION 4: DATA PROTECTION** |
| The personal information that you provide on this registration agreement will be used in connection with your studies or with your health and safety whilst you are studying with the Open University. It will be shared with a limited number of organisations such as the Higher Education Statistics Agency (HESA) in line with statutory reporting requirements.  The activities we use your disability and ethnicity data for include equal opportunities monitoring, identifying if you need support (in conjunction with other data), informing academic research, providing you with relevant opportunities, and ensuring that views of students with specific protected characteristics\* are represented.  For full details of how The Open University will use your personal information, and your rights, please read the Student Privacy Notice at www.open.ac.uk/privacy. You can update your contact preferences for marketing etc when you sign into the Open University website.  Protected characteristics are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation |
|  |
| **SECTION 5: YOUR SIGNATURE** |  |

I confirm that I wish to register for the module(s) and/or qualification specified in Section 2 of this Registration Agreement and have read the module and/or qualification description in place at the date of this Registration Agreement.

I understand that the Conditions of Registration and all other associated agreements specific to my qualification contain important terms affecting my registration with the Open University and form part of this Registration Agreement. They are set out on the Student Policies and Regulations page which can be found at https://help.open.ac.uk/documents/policies. I confirm that I have read and understood the Conditions of Registration and I agree to and will comply with all conditions.

I understand that the Open University may, from time to time, be required to make changes to the Conditions of Registration, regulations, rules, curriculum or qualifications in the circumstances outlined in the Conditions of Registration. The Open University will make all reasonable efforts to inform me of any such changes as early as possible and to provide reasonable alternative arrangements wherever practicable to do so. I also understand that my failure to abide by the Conditions of Registration (as may be amended from time to time) may lead to the Open University terminating this Registration Agreement.

By signing below, I confirm that the information I have provided is correct and I am eligible to pay the fee specified overleaf. The fee is calculated in accordance with the Fee Rules available at https://help.open.ac.uk/documents/policies, based on the information that I have provided. I understand that the Open University reserves the right to check any information that I have provided and to recover any difference between the fee shown in this Registration Agreement and the correct fee if higher.

I understand that the Open University may take action against me if any information provided has been falsified or is incorrect.

**SIGN HERE TO SHOW THAT YOU AGREE TO THE CONDITIONS OF REGISTRATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  | Date: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Use the codes below to tell us your highest level of qualification** | | | |
| You don’t usually need any formal qualifications to study most of our modules, but if you have studied before, please tell us on your registration agreement what is currently your highest level of qualification, using the codes given below. These codes are based on categories defined by the Higher Education Statistics Agency (HESA). | | | |
|  | | **Other further education/A-Levels/Highers** | |
| 98 | No formal qualifications | 3D | NVQ, SVQ, GNVQ, or GSVQ 3 (SCQF 6) |
| 6G | No formal qualifications (and admitted to course with  entry requirements on basis of previous experience) | 94 | Advanced Apprenticeship at level 3 (SCQF 6) |
| 44 | HE Access course, QAA recognised | 3C | Award at level 3 (SCQF 6) |
| 45 | HE Access course, not QAA recognised | 3B | Ordinary National Certificate (ONC) or Certificate  at level 3 (SCQF 6) |
| 6D | Qualification below level 1 (SCQF 1 – 3),  e.g. Access 1-3, Foundation Standard Grade | 3A | Ordinary National Diploma (OND) or Certificate  at level 3 (SCQF 6) |
| 6B | NVQ or SVQ 1 | 43 | Foundation course at level 3 (SCQF 6) |
| 6C | GCSE D-G, Intermediate 1, General Standard Grade,  O-Grade/O-Level below B, CSE below 1 | 4D | 1 A-Level (or equivalent) |
| 6E | 14-19 Foundation Diploma (level 1) | 4E | 2 or more A-Levels (or equivalent) |
| 6F | Welsh Baccalaureate Foundation Diploma (level 1) | 3P | SQA Scottish Highers |
| 6I | Scottish Nationals Levels 1, 2 or 3 | 4C | SQA Advanced Higher(s), but no Scottish Baccalaureate |
| 6H | Scottish Nationals Level 4 | 3E | 14-19 Advanced Diploma (level 3) |
| 6A | Other qualification at level 1 (SCQF 4) | 3F | AQA Baccalaureate (Bacc) |
| 57 | NVQ or SVQ 2 | 3J | Scottish Baccalaureate |
| 5D | Apprenticeship at level 2 (SCQF 5) | 3K | Welsh Baccalaureate Advanced Diploma (level 3) |
| 5C | GCSE A\*-C, Intermediate 2, Credit Standard Grade,  O-Grade or O-Level A-B, CSE 1 | 3G | International Baccalaureate (IB) Diploma |
| 5A | 14-19 Higher Diploma (level 2) | 3H | International Baccalaureate (IB) Certificate |
| 5B | Welsh Baccalaureate Intermediate Diploma (level 2) | 3N | Cambridge Pre-U Certificate |
| 5E | Other qualification at level 2 (SCQF 5) | 3M | Cambridge Pre-U Diploma |
|  |  | 39 | Other qualification at level 3 (SCQF 6) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Undergraduate and other higher education** | | 2J | Other level 5 qualification (SCQF 8) |
| 2K | Higher Apprenticeship at level 4 (SCQF 7) | 16 | Graduate equivalent qualification not elsewhere specified |
| 23 | Certificate in Education (CertED),  Diploma in Education (DipEd) | **Postgraduate Taught** | |
| 2A | Higher National Certificate (HNC) | 1N | NVQ, SVQ, GNVQ, or GSVQ 5 |
| 2C | Certificate of Higher Education (CertHE) | 1F | Integrated undergraduate/masters degree e.g.MEng |
| 2G | NVQ, SVQ, GNVQ, or GSVQ 4 (SCQF 8) | 1J | PGCE or professional Graduate Diploma in Education |
| 2B | Higher National Diploma (HND) | 1H | Certificate at masters level (SCQF 11) |
| 25 | Diploma of Higher Education (DipHE) | 1G | Diploma at masters level (SCQF 11) |
| 29 | Foundation course at level 5 (SCQF 8) | 1D | UK masters degree |
| 31 | Foundation degree | 1E | Non-UK masters degree |
| 2D | UK first degree with honours | 1P | Taught work at masters level (SCQF 11) for institutional credit only |
| 2E | UK first degree without honours | 05 | Other qualification at masters level (SCQF 11) |
| 1K | UK first degree with honours (leading to QTS) | **Postgraduate Research** | |
| 2F | Non-UK first degree | 1A | UK doctorate degree |
| 1M | Professional Graduate Certificate in Education | 1B | Non-UK doctorate degree |
| 22 | Credits from UK HE institution but no HE qualification | 1C | Other qualification at doctoral level (SCQF 12) |
| 2H | Other level 4 qualification (SCQF 7) | **Other** | |
|  |  | 97 | Other qualification, level not known |

**Use the codes below to tell us which of the following best describes your motivation for studying with The Open University**

A Mainly employment/career

B Mainly personal development

C Employment/career & personal development equally important

D I do not wish to declare

**Use the codes below to tell us which group best describes your ethnic or cultural background**

|  |  |  |  |
| --- | --- | --- | --- |
| 11 | White - British | 31 | Asian or Asian British – Indian |
| 08 | White - English | 32 | Asian or Asian British – Pakistani |
| 12 | White - Irish | 33 | Asian or Asian British – Bangladeshi |
| 13 | White - Scottish | 34 | Chinese |
| 09 | White - Welsh | 35 | Asian - Filipino |
| 14 | Irish Traveller | 39 | Other Asian background |
| 17 | White – Showman/Showwoman | 41 | Mixed – White and Black Caribbean |
| 18 | White - Roma | 42 | Mixed – White and Black African |
| 15 | Gypsy or Traveller | 43 | Mixed – White and Asian |
| 19 | Other White background | 49 | Other mixed background |
| 21 | Black or Black British – Caribbean | 50 | Arab |
| 22 | Black or Black British – African | 80 | Other ethnic background |
| 29 | Other Black background | 1A | White - Polish |
| 98 | I prefer not to answer this question | | |

**Care Responsibilities**

We understand how caring responsibilities can impact on a student’s ability to access and succeed in Higher Education.  It will therefore help us to offer you more proactive support if you share this information with us. The Open University defines a carer as anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support

Y – I am a carer  
N – I am not a carer  
X – I do not wish to declare my status at this time

**Care experience**

We understand how care experience can impact on a student’s ability to access and succeed in Higher Education.  It will therefore help us to offer you more proactive support if you share this with us. At The Open University we consider a care experienced person as anyone of any age, who at any stage in their life has been in care  . This can be for any length of time and includes a variety of settings, such as in residential children’s home, kinship care, foster care, or through living at home under a supervision order. It also includes adopted children who were previously looked after.

Please select a response appropriate to the UK-nation in which you were ordinarily resident when you started your current qualification (or module if you are not studying a qualification). NB ‘I have never been in care’ and ‘I do not wish to declare my status’ are valid for all UK andnon-UK nations.  If you were in a non-UK nation and are or were in care then please select the most appropriate response related to England

01 - England - I am or was in care on or after my 16th birthday  
96 - England - I've been in care for 3 months or more  
02 - Scotland - I was in care for a time in Scotland (up to age 18)  
03 - Scotland - I have been in care in rest of UK  
97 - Scotland - I have been in care 3 months or more outside the UK  
04 -  Wales/Northern Ireland - I've been in care for 3 months or more  
05 - I have never been in care  
98 - I do not wish to declare my status at this time

**Unspent Criminal Convictions**

Students who have an unspent criminal conviction in a relevant area (as listed within the terms and conditions of registration, appendix A1.1, these can be found at https://help.open.ac.uk/documents/policies), are required to disclose this unspent conviction at the point of registering to study at The Open University. Any disclosure is dealt with confidentially, and you will only be asked for the information relevant to your studies or the service you require. A referral will be made to our specialist support team who will contact you to provide further guidance and support.

**If you have answered ‘Yes’ in Section 3 please use the options below to tell us what type of disability you have**

I am blind or partially sighted

I am Deaf or hard of hearing

My mobility is restricted

I need assistance with manual tasks

I have a speech impairment

I have a specific learning difficulty (such as dyslexia)

I need support because of mental health issues

I need support because of fatigue or pain

I have a long term health condition, eg. cancer, diabetes

I have Asperger’s (or other autistic spectrum condition)

I have a condition not specified in the other categories