



# Application form

In partnership with



Thank you for applying to the London College of Contemporary Music (LCCM)  
Please complete this form in black ink using BLOCK CAPITALS. **Please complete all sections.**

**1 PERSONAL DETAILS:**

Title \_\_\_\_\_ Surname \_\_\_\_\_

First name \_\_\_\_\_ Middle name (s) \_\_\_\_\_ Preferred Name \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Date of birth   /   /     Gender \_\_\_\_\_

Country of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Mobile \_\_\_\_\_ Other contact number \_\_\_\_\_

Email \_\_\_\_\_

**2 COURSE YOU ARE APPLYING FOR:**

If you do not know which course to take and want to speak to one of our free, education consultants, write 'Advice' in the box

Point of entry:  
Month:  Year:

**Tuition fee payment:**  Funding agency\*  Self-funded  Sponsored

**Study Mode:**  Full Time  Part Time

\* It should be noted if any funding application is unsuccessful, it is expected that other sources to fund tuition fees will be readily available. LCCM reserves the right to charge the students for full or partial tuition fee if a tuition fee payment remains outstanding.

**3 PLEASE LIST THE QUALIFICATIONS YOU HAVE OR ARE STUDYING FOR:**

Qualification Type (e.g. A levels, GCEs, etc.)	Subject	Name of School/ College	Level of qualification	Date of completion (if not completed, leave blank)	Due date, if not completed	Grade obtained or Expected grade if not completed

Please continue on a separate sheet of paper if necessary

**4 EMPLOYMENT HISTORY :**

Fill this in only if you are applying as a mature applicant (over 21 and no qualifications) or if you are applying for a Master

Employers name and address	From mm/yy	To mm/yy	Position held	Full time or part time	Brief outline of duties
1					
2					
3					
4					

**5 PERSONAL STATEMENT:**

Please tell us about your interest in this course and why you feel you would be suitable to follow this programme of study

**6 SUPPORT FOR YOUR SUCCESS:**

**Do you wish to make us aware of any Learning Disability you might have?**

NO  YES

We are asking this because we want to make sure you have the appropriate support and adjustments in place for your studies. If you ticked yes, please select all that apply, state what the nature of your disability is, and if you would like to request extra support from the college throughout your studies.

Prefer not to say

**Educational** (Learning Difficulties, e.g. Dyslexia) - please specify

**Physical** (e.g. mobility impairment, visual impairment) - please specify

**Medical** (e.g. chronic illness, mental health condition) - please specify

**Other**

Please continue on a separate sheet if necessary

If you are on any form of medication - please let us know so can inform any emergency service you may need.

**7 Audition / Interview requirements**

Do you have any access requirements for interview?  NO  YES

If yes, please specify:

Communicator support for the Deaf  Hearing loop

Advocacy support for mental health issues  Orientation for sight difficulties

**8 FURTHER PERSONAL DETAILS:**

Have you ever been in Care?  NO  YES

Did your parents/carers attend Higher Education?  NO  YES

**9 TELL US WHICH ETHNIC GROUP DO YOU SEE YOURSELF BELONGING TO (this helps us monitor equal opportunities):**

White	Mixed	Asian/Asian British	Black/Black British	Other
<input type="checkbox"/> English/Scottish/Welsh/ Northern Irish /British	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> Arab
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Other ethnic group
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Black/African/ Caribbean group	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other White	<input type="checkbox"/> Other mixed/ multiplegroup	<input type="checkbox"/> Chinese		
		<input type="checkbox"/> Other Asian		

**10 HOW DID YOU FIRST HEAR ABOUT THE COLLEGE?:**

Advert  Brochure through door  Live/work locally  Friend/relative  CAS  Google/Bing

School  Floodlight/Hot Courses  Library  Other — please specify

**11** *I certify that the information given in this form is correct in all respects. I also understand that if I have withheld or provided false information that the College may suspend my application or, if enrolled, may remove me from my course.*

Your signature or typed name

Data    /   /

Please read the information notice below about how we process your data and then be sure to sign again at the end.

**HOW WE USE YOUR PERSONAL INFORMATION:**

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other organisations for education, training and employment-related purposes, including for research. Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

[www.gov.uk/government/publications/sfa-privacy-notice](http://www.gov.uk/government/publications/sfa-privacy-notice)

We may email you information about courses, offers and news. You can unsubscribe at any time.

## Your Information – Our Fair Processing Notice to You

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below. LCCM AU UK Limited ("we" or "us") is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with GUS Group's Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

### Data Controller

For the purposes of your application, we are a data controller. We are a limited company registered in England and Wales with company number 11147959. You can contact us at [contact@lccm.org.uk](mailto:contact@lccm.org.uk) or on +44 (0) 207 378 7458. Our data protection officer can be contacted at [dataprotection@gus.global](mailto:dataprotection@gus.global) or by writing to the Legal Department, 30 Holborn, London, EC1N 2LX. Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them. You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website.

### Purpose of the Processing

#### (i) Processing your application:

We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us. The above processing of your personal data is justified under article 6 (1) (b) - necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

#### (ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:

In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) – consent. (Your consent options are detailed at the end of this form).

### Categories of Personal Data

#### (i) Processing your application:

We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

#### (ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:

For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information. You can do this by emailing us [contact@lccm.org.uk](mailto:contact@lccm.org.uk).

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

### Recipients of your Data

In the case of some applications, we may need to share your application with some or all of the following:

- The regulator of that particular industry, such as the Solicitors Regulatory Authority or Department for Education
- The relevant awarding body, such as the Association of Chartered Certified Accountants (ACCA) or Pearson
- Student funding organisations, such as the Student Loans Company
- The Partner Institution (joint data controller) who we work with to deliver the course
- Your recruitment agent

For more detailed information please read the GUS Privacy Notice on our website. The full list of our group companies can be found at this address: <https://www.globaluniversitysystems.com/our-institutions>

We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

### Transfers to Countries outside EEA

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in our Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

### Retention of your Application

If you are successful, your data will be saved and stored in our database for successful candidates. Our Privacy Notice will then apply to how we use your data in that case and for how long.

If you are unsuccessful, we will retain your application for 6 months and after that it will be destroyed.

### Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact [dataprotection@gus.global](mailto:dataprotection@gus.global) in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.

### Your Opt In Consents

If you don't check the relevant box below, we won't send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by calling us on +44 (0) 207 378 7458 or by using the Unsubscribe link on future emails.

Please now check below as applicable:

I am happy to receive information from LCCM AU UK Limited and other GUS group institutions

I do not want to receive information from LCCM AU UK Limited and other GUS group institutions

### Submitting your Application

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.

I accept the Terms and Conditions as set out in this application.

I accept the terms of this Fair Processing Notice and the GUS Privacy Notice which supplements it.

PRINT NAME

DATE

d	d	/	m	m	/	y	y	y	y
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SIGNATURE

**NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence to sign this form if you are not the signatory to this application and / or have provided false or misleading information.**

**Please check the link below and read through. Then you need to tick the box below.**

<https://uca.assetbank-server.com/assetbank-uca/assetfile/57732.pdf>

I accept the contents of the above information