

Equality Focus Ltd

**Registration Form for Tutor/Mentor 21/22**

**1. Personal Information**

|  |  |
| --- | --- |
| **Title: Mr / Mrs / Miss / Ms / Dr****Name:**  | **Date of Birth:**   |

**2. Contact Information:**

|  |
| --- |
| **Term time address:**  |
| **University Email:**  **Personal Email:**   | **Phone / Mobile:**  |

**3. University and Course Details**

|  |
| --- |
| **University/College:**  |
| **University/College Campus attend:**  |
| **Course Title:**   |

|  |  |
| --- | --- |
| **Current year of course:**  | **Total number of years of course:**  |
| **Full time / Part time**  (delete as appropriate) | **Course Type:** (delete as appropriate) Further Education / Undergraduate / Masters / PhD / Other please state:  |
| **Course Start Date (year 1):** Day/Month/Year format  | **Course End Date (final year):** Day/Month/Year format |

**4. Disability –** Please state your disability below:

|  |
| --- |
|  |

*Please note the above is optional, leave blank if you prefer not to say.*

**5. Availability –** Please indicate below all times you are available for your support:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sat\*  | Sun\* |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening\* |  |  |  |  |  |  |  |

*Please select as many available time periods as possible, to enable us to best match you with a tutor/mentor that matches your availability.*

*\* Please note that there is limited availability to tutors/mentors in the evening and weekends.*

**6. Locations –** Please tick or state where you would like the support to take place.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your university campus:** |  | **Remote** (video calls)**:** |  | **Bloomsbury** (Near Russell Square) |  |
| **Canterbury** |  | **Eltham/Sidcup** |  | **Greenwich** |  |
| **Hatfield, Hertfordshire** |  | **Southwark** |  | **Stratford** |  |
| **Other Location:** (please state and we will try to accommodate) |  |
| **Postcode:** |  |

*Please note support workers are not able to meet students at their home, but they can provide support in a local public place if necessary (i.e. a local library).*

**7. Funding –** Please include your funding details below and confirmation of your funding from your funding body:

|  |  |
| --- | --- |
| **Funding Body (i.e. SFE, NHS, ESRC):**   | **Hours allocated:** Per Year / Per Course(delete as appropriate) |
| **Customer Reference Number:**  |  |
| **Needs Assessment Centre** (e.g. A2B, Access 1st, CLASS, Kent Assessors, Access2Learn, WLAC) |  |

*If funded by your university for your support, we do not require this information.*

**9. Consent to Share –** Please mark the boxes below to give consent to Equality Focus. This will allow us to make sure you get the help you need by exchanging information with the necessary organisations.

I agree consent for Equality Focus Ltd to liaise where necessary with the following organisations:

|  |  |
| --- | --- |
|  | I agree that Equality Focus and my University/College may exchange information about my support and DSA where this is necessary to make sure I get the help I need |
|  | I agree that Equality Focus and my Needs Assessor may exchange information about my support and DSA where this is necessary to make sure I get the help I need |
|  | I agree that Equality Focus and my Funding Body may exchange information about my support and DSA where this is necessary to make sure I get the help I need |

If you would prefer us to not contact any of these organisations, please advise below:

|  |  |
| --- | --- |
|  | I DO NOT agree that Equality Focus can exchange information about my support with any organisations listed above |

*You have the right to withdraw your consent to us processing your personal information. To withdraw your consent, please contact us. Equality Focus will only ever share your details with organisations that are associated with your studies and support, no other external organisations will be given your details.*

**Information on this registration form will be used to match you with a tutor/mentor. Data will be stored on our student database and the form will also be passed to your tutor/mentor. Following the matching process you will be emailed a link to our** [**Client**](http://www.clear-links.co.uk/client_terms_of_business.aspx) **Terms of Agreement and the** [**Failure to Cancel Policy**](http://www.clear-links.co.uk/fail_to_cancel_policy.aspx) **which will be deemed to have been accepted by you unless otherwise stated.**