**CONFIDENTIAL**

**FORM A: Initial Disclosure Form**

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| --- | --- |
| **Name:** |  |
| **Provisional Student Number:** |  |
| **Date of Birth:** |  |
| **Course applied for:** |  |

**PLEASE ANSWER ONE OF THE QUESTIONS ONLY BY PLACING AN ‘X’ IN THE BOX**

**For assistance is answering this question please see** [**www.bolton.ac.uk/admissions/disclosure**](http://www.bolton.ac.uk/admissions/disclosure)

1. I am applying for a course which is exempt from the Rehabilitation of Offenders Act 1974 (exceptions Order 1975 (as amended 2013) and have a **conviction, caution, reprimand and/or final warnings that are not ‘protected’ (i.e. eligible for filtering) under the Act.**
2. I am applying for a course which is not exempt from the Rehabilitation of Offenders Act 1974 (exceptions Order 1975 (as amended 2013) and have a **relevant unspent conviction(s).**

**PLEASE PROVIDE RELEVANT DETAILS BELOW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Offence** | **Which Court?** | **Sentence** | **Date when conviction was/will be spent** |
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**DECLARATION**

1. I have read and understood the information available at [www.bolton.ac.uk/admissions/disclosure](http://www.bolton.ac.uk/admissions/disclosure)
2. I confirm that the information I have given is true and accurate to the best of my knowledge
3. I understand that if I deliberately give any untrue information I can be refused enrolment or have my enrolment at the University cancelled in accordance with the University’s Student Admissions Policy available at <https://www.bolton.ac.uk/about/governance/policies/student-policies/>

**Data Protection and Disclosure of Personal Information**

I understand and acknowledge that the University of Bolton will process the personal data contained in this form, or other data which the University may obtain from me or other people. I acknowledge the processing of such data for any purpose connected with my enrolment, my health and safety or for any other legitimate and lawful reason.

The University will hold and process your personal data in compliance with our obligations under the General Data Protection Regulation and Data Protection Act 2018 and in accordance with our Data Protection Policy and Privacy Notices available at: <https://www.bolton.ac.uk/about/governance/documents/#dataprotection>

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print Name:** |  |
| **Date:** |  |

This form will be considered in accordance with the University’s Student Admissions Policy available at <https://www.bolton.ac.uk/about/governance/policies/student-policies/>

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**For Office Use:**

Clearance Approved:

Risk Assessment Required:

Signed …………………………………………………………………………………  
Print name …………………………………………………………………………

Date ……………………………………………………………………………………