



# APPLICATION PACKET

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**William Carey University**  
**English Language Center**

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## **WILLIAM CAREY UNIVERSITY - CONSENT FORM**

Pursuant to the terms and conditions of the European Union General Data Protection Regulation 2016/679 (hereinafter "GDPR"), your signature provides consent to William Carey University ("WCU"), in its capacity as Data Controller, to the processing of Personal and/or Sensitive Data, and acknowledgement of the following:

1. The personal data concerning you will be provided to WCU and will be processed for the following purposes (check all that apply): \_\_\_\_\_ marketing;  communicating University information; \_\_\_\_\_ soliciting donations; \_\_\_\_\_ research;  admissions; \_\_\_\_\_ employment;  student support;  educational purposes;  student account/financial aid; \_\_\_\_\_ missions/study abroad; \_\_\_\_\_ athletics; \_\_\_\_\_ recruiting; and/or \_\_\_\_\_ other (include detailed description of the use of personal data): \_\_\_\_\_

2. Data refers to any information concerning a natural person that is created by or provided to WCU from or concerning students, applicants, employees, alumni, donors, and/or research subjects. Sensitive data is defined as race, ethnic origin, religious or philosophical beliefs, health data, sexual orientation, and criminal convictions.

3. Data processing will take place either within the offices of WCU or within a third party provider under contract with WCU. The third party provider is contractually obligated to keep your personal data confidential subject to appropriate safeguards to prevent unauthorized disclosure.

4. Your personal data will be transferred out of the European Union to William Carey University located in the United States.

5. Your personal data will be stored in accordance with the record retention requirements applicable to William Carey University, and any other applicable U.S. laws. Under the EUGDPR, you have the right to request access to, rectify, erase and/or restrict the processing of your personal data. You also have the right to revoke this consent to use your personal data. If you feel the University has violated the EUGDPR, you have the right to file a complaint with the appropriate EU supervisory authority. These rights are more specifically described in the Privacy Notices posted on the University website at [www.wmcarey.edu](http://www.wmcarey.edu).

Having read this notice provided by WCU, the undersigned, hereby consents to William Carey University, or any third party provider under contract with WCU, using my personal data for the purposes described in this consent and understand that I can withdraw my consent at any time.

gives consent

does not give consent

Name of Individual: \_\_\_\_\_

Signature: \_\_\_\_\_

Address of Individual: \_\_\_\_\_

Date of  
Signature: \_\_\_\_\_

# William Carey University Application for English Language Center (ELC)

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Social Security Number, if applicable \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Date of Birth \_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Last Name First Name Middle Name Preferred Name

\_\_\_\_\_  
Permanent Mailing Address

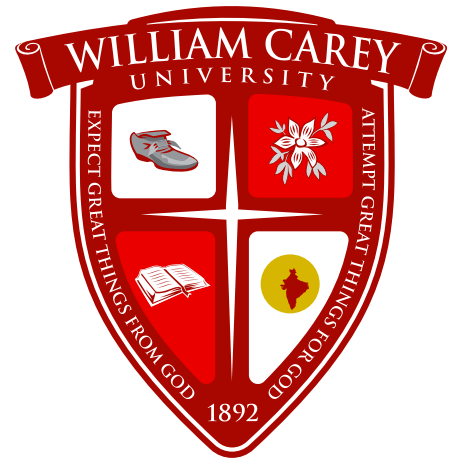
\_\_\_\_\_  
City State/Province Zip/Postal Code

\_\_\_\_\_  
County or Parish, if applicable Country

\_\_\_\_\_  
Home Telephone Cellular Telephone

\_\_\_\_\_  
E-Mail Address

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## ENROLLMENT INFORMATION

Entrance Term  Fall  Winter  Spring  Summer Academic Year 20\_\_\_\_

Have you attended William Carey in the past?  Yes  No What term(s)? \_\_\_\_\_

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## INTERNATIONAL INFORMATION

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Native Language \_\_\_\_\_ Languages Spoken \_\_\_\_\_

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## HIGH SCHOOL INFORMATION

Last High School Attended \_\_\_\_\_

Date of High School Graduation (Month/Day/Year) \_\_\_\_\_

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## TOEFL/IELTS INFORMATION

Have you taken the TOEFL?  Yes  No

Which version of this test did you take?

Paper-based test

Computer-based test

Internet-based test

TOEFL Scores \_\_\_\_\_ Date taken (month/year) \_\_\_\_\_

Have you taken the IELTS?  Yes  No

IELTS Scores \_\_\_\_\_ Date taken (month/year) \_\_\_\_\_

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## STATISTICAL INFORMATION (Used only for statistical reporting)

Gender:  Male  Female

Special Needs:  No  Yes Please describe \_\_\_\_\_

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## MISCELLANEOUS

Have you ever been convicted or pled guilty to a crime (other than minor traffic violations)?

No  Yes If yes, explain (attach additional sheet if necessary) \_\_\_\_\_

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Have you ever been suspended or expelled from another institution?

No  Yes If yes, explain (attach additional sheet if necessary) \_\_\_\_\_

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## FAMILY INFORMATION

**Guardian\***    Father    Mother    Other \_\_\_\_\_

\_\_\_\_\_  
Last Name                                  First Name                                  Middle Name                                  Preferred Name

\_\_\_\_\_  
Permanent Mailing Address

\_\_\_\_\_  
City    State/Province    Zip/Postal Code

\_\_\_\_\_  
County or Parish, if applicable                                  Country

\_\_\_\_\_  
Home Telephone                                  Cellular Telephone                                  Work Telephone

\_\_\_\_\_  
E-Mail Address

Please list the names of any family members who attended William Carey.

\_\_\_\_\_  
Name while at Carey                                  Relationship to You                                  Approximate Dates Attended

\_\_\_\_\_  
Name while at Carey                                  Relationship to You                                  Approximate Dates Attended

\_\_\_\_\_  
Name while at Carey                                  Relationship to You                                  Approximate Dates Attended

*\*Optional for those 25 years of age or older*

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## EMERGENCY CONTACT (other than parent or spouse)

\_\_\_\_\_  
Last Name    First Name    Middle Initial

Relationship to you \_\_\_\_\_                                  Home Telephone                                  Cellular Telephone

E-mail Address \_\_\_\_\_

By supplying this information, I confirm that this person has provided consent for me to share their personal data with William Carey University. \_\_\_\_\_

Student Signature

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## ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY AND INTEGRITY:

For value received during the length of my study at William Carey University, I, the undersigned, agree to accept responsibility for any indebtedness incurred to William Carey University. I understand that this instrument shall remain in effect throughout the course of my academic study at William Carey University. Demand, presentment, protest, notice of protest, and notice of disclosure are hereby waived. In the event of default in the payment of any indebtedness, time being of the essence of this instrument, the holder of this agreement, without notice or demand, may declare the entire principal sum, then unpaid, immediately due and payable. In addition, upon default, the holder may terminate the maker's enrollment at William Carey University. The failure of the holder to declare the entire principal sum due and payable on default or terminate the maker's enrollment shall not be deemed a waiver of its right to do so.

In the event that a collection agency must be contracted to assist with the collection of any outstanding balance, or in the event that any suit is commenced to enforce payment of the agreement, the undersigned agrees to pay all costs of collection including agency costs, court costs, and such additional sums of attorney fees as the court in such action may adjudge reasonable. This note shall be governed by and construed in accordance with the laws of the State of Mississippi.

I understand that William Carey University prohibits its students from using, possessing, and distributing or causing the use, possession, or distribution of alcohol and illegal drugs on campus, at any university-related, sponsored, or recognized activity, whether on or off campus, and off campus in a student's university residence.

I consider this application my agreement to cooperate with the university and to conduct myself in accordance with established rules of the university as found in the official publications of the institution. I certify that all information provided in this application is true, complete, and correct.

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Student's Signature

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Date (Month/Day/Year)

**Equal Educational Opportunities Statement:** *In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, William Carey University does not illegally discriminate on the basis of race, color, national origin, sex, age, or disability in admissions or in the administration of its education policies, programs, and activities.*

**William Carey University**  
**710 William Carey Parkway**  
**Hattiesburg, MS 39401**  
**Ph: 1-800-962-5991**

## GDPR Privacy Notice

William Carey University ("WCU") is committed to safeguarding the privacy of personal data. This Privacy Notice outlines the collection, use, and disclosure of personal data provided to the University by students, faculty, applicants, alumni, donors, research subjects and any and all other individuals disclosing personal data. When data is submitted to WCU, or you use the University's websites and other services, you consent to the collection, use, and disclosure of that data as described in this Privacy Notice.

## University Use of Data

WCU collects and processes data and sensitive data from individuals who are students or applicants only as necessary in the exercise of the University's legitimate interests, functions and responsibilities as a higher education institution. WCU also collects and processes data and sensitive data from individuals who are research subjects in the exercise of scientific, historical research, or statistical purposes. WCU also collects and processes data from individuals who are faculty, staff or applicants for employment positions in order to enter into or administer a contract for employment with the University. WCU also collects and processes data from individuals who are alumni or donors in order to maintain an engaged alumni community, provide notification of services, donations, fundraising, and other University processes and functions. Data is collected and may be shared with internal and external parties to register or enroll persons in the University, provide and administer housing to students, manage a student account, financial aid, provide academic advising, develop and deliver education programs, athletics, support student missions and study abroad programs, track academic progress, analyze and improve education programs, recruitment, athletics, regulatory reporting, auditing, maintenance of accreditation, and other related University processes and functions. WCU also uses data and sensitive data to conduct general demographic and statistical research to improve University programs. Sensitive data is collected, processed and may be shared internally and externally, as necessary, applicable and appropriate, to identify appropriate support services or activities, provide reasonable accommodations, enforce University policies or comply with applicable laws. Finally, data and sensitive data may be shared by WCU with third parties who have entered into contracts with the University to perform functions on behalf of the University, subject to the obligation of confidentiality and safeguarding from unauthorized disclosure.

For purposes of this Privacy Notice, sensitive data is defined as race, ethnic origin, religious or philosophical beliefs, health data, sexual orientation, and criminal convictions.

For purposes of this Privacy Notice, data refers to any other information concerning a natural person that is created by or provided to WCU from or concerning students, applicants, faculty, staff, alumni, donors and research subjects.

## Third Party Use of Sensitive Data

We may disclose your sensitive data and other data as follows:

- **Consent:** We may disclose sensitive data and other data if we have your consent to do so.
- **Emergency Circumstances:** We may share your data, and sensitive data when necessary to protect your interests and you are physically or legally incapable of providing consent.
- **Employment Necessity:** We may share your sensitive data when necessary for administering employment or social security benefits in accordance with applicable law or any applicable collective bargaining agreement, subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **Legitimate Interest:** We may hold and process data if there is legitimate interest in doing so, provided this interest is balanced against an individual's.
- **Charitable Organizations:** We may share your data with other not-for-profit organizations in connection with charitable giving subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **Public Information:** We may share your data and sensitive data if you have manifestly made it public.

- **Archiving:** We may share your data and sensitive data for archiving purposes in the public interest, and for historical research, and statistical purposes.
- **Performance of a Contract:** We may share your data when necessary to administer a contract you have with the University.
- **Legal Obligation:** We may share your data when the disclosure is required or permitted by international, federal, and state laws and regulations.
- **Service Providers:** We use third parties who have entered into a contract with the University to support the administration of University operations and policies. In such cases, we share your data with such third parties subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **University Affiliated Programs:** We may share your data with parties that are affiliated with the University for the purpose of contacting you about goods, services, charitable giving or experiences that may be of interest to you.
- **De-Identified and Aggregate Information:** We may use and disclose data in de-identified or aggregate form without limitation.

## Security

We implement appropriate technical and organizational security measures to protect your data when you transmit it to us and when we store it on our information technology systems.

## Cookies and Other Technology

The University's use of cookies and other data from information technology can be found in the Online Privacy Notice on the University website.

## Retention and Destruction of Your Data

Your data will be retained by the University in accordance with applicable state and federal laws, and the applicable retention periods in accordance with the Record Retention Policy adopted by the Board of Trustees of William Carey University. Your data will be destroyed upon your request unless applicable law requires destruction after the expiration of an applicable retention period. The manner of destruction shall be appropriate to preserve and ensure the confidentiality of your information given the level of sensitivity, value and criticality to the University.

## Your Rights

You have the right to request access to, a copy of, rectification of, restriction in the use of, or erasure of your data in accordance with all applicable laws. The erasure of your data shall be subject to the retention periods of applicable state and federal law. If you have provided consent to the use of your data, you have the right to withdraw consent without affecting the lawfulness of the University's use of the data prior to receipt of your request.

Students may exercise these rights by accessing your student account by contacting the University's Registrar, at [registrar@wmcarey.edu](mailto:registrar@wmcarey.edu). Employees may exercise these rights by contacting the Office of Human Resources.

Data created in the European Union will be transferred out of the European Union to the University. If you feel the University has not complied with applicable foreign laws regulating such data, you have the right to file a complaint with the appropriate supervisory authority in the European Union.

## Updates to This Policy

We may update or change this policy at any time. Your continued use of the University's website after any such change indicates your acceptance of these changes.