

**Business & Community Development - Distance Learning Courses**  
 STUDENT ENROLMENT FORM – Session 2016/2017

**PERSONAL DETAILS** (Please complete this form clearly and in block capitals)

<b>Surname:</b>	<b>Forename(s):</b>	<b>Title:</b>	<b>Date of Birth:</b>	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
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**ENROLMENT DETAILS** – Please note: If course is an SQA Higher National (HN) Unit, you will need to complete the Additional Information form

<b>Course Title:</b>	<b>Course Code:</b>	<b>Course Fee:</b> All students registering for SQA HNC/HND courses must pay SQA Admin fees. These fees are paid once, on entry to each SQA advanced course. Alternatively, students pay a single unit (subject) fee on entry to each unit.
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<b>Permanent Home Location – Enter Code: ___</b> 100 Aberdeen City 110 Aberdeenshire 120 Angus 180 Dundee 230 Edinburgh 235 Western Isles 240 Falkirk 250 Fife 260 Glasgow 270 Highlands 300 Moray 340 Perth & Kinross <b>Other</b> _____	<b>Ethnic Group – Enter Code: _____</b> 10 Scottish 11 English 12 Welsh 13 Irish 14 Other White background 15 Any Mixed background 16 Indian, Indian Scottish, Indian British 17 Pakistani, Pakistani Scottish, Pakistani British 18 Bangladeshi, Bangladeshi Scottish, Bangladeshi British 19 Chinese, Chinese Scottish, Chinese British 20 Other Asian background 21 Caribbean, Caribbean Scottish, Caribbean British 22 African, African Scottish, African British 23 Other Black background 24 Any other background 30 Northern Irish 31 British 32 Gypsy/Traveller 33 Polish 34 Arab 35 Black, Black Scottish or Black British
<b>Nationality:</b> _____	

Are you an Asylum Seeker or Refugee? (Tick appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any restrictions on your right to remain in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How long have you been resident in the UK or EEA?		SQA Candidate Number (If known):	

<b>Gender Identify of Student:</b> Is your gender identity the same as the gender you were originally assigned at birth? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Information refused/Prefer not to say	<b>Sexual Orientation:</b> <input type="checkbox"/> Heterosexual/Straight <input type="checkbox"/> Gay Man/Homosexual <input type="checkbox"/> Gay Woman/Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Other <input type="checkbox"/> Information refused/Prefer not to say	<b>Religion or Belief:</b> <input type="checkbox"/> Buddhist <input type="checkbox"/> Jewish <input type="checkbox"/> Church of Scotland <input type="checkbox"/> Hindu <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Sikh <input type="checkbox"/> Other Christian <input type="checkbox"/> Another religion or body <input type="checkbox"/> Muslim <input type="checkbox"/> Prefer not to say <input type="checkbox"/> No Religion/Belief
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<b>Disability</b> Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have Personal Care Support? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you in receipt of Disability Allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please tick the relevant categories below:	
<input type="checkbox"/> A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	<input type="checkbox"/> A mental health condition, such as depression, schizophrenia or anxiety disorder
<input type="checkbox"/> A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	<input type="checkbox"/> A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
<input type="checkbox"/> A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy	<input type="checkbox"/> Deaf or a serious hearing impairment
<input type="checkbox"/> A disability, impairment or medical condition that is not listed above	<input type="checkbox"/> Blind or a serious visual impairment uncorrected by glasses
	<input type="checkbox"/> A specific learning disability such as Down's Syndrome

<b>Groups of Specific Interest (please tick appropriate box):</b> <input type="checkbox"/> Care Leavers and Looked After Children <input type="checkbox"/> Bereaved Children Scheme <input type="checkbox"/> Iraqi Direct Entry Assistance Scheme <input type="checkbox"/> Profound and Complex Needs	<input type="checkbox"/> Asylum Seekers <input type="checkbox"/> Refugees <input type="checkbox"/> Person Granted Humanitarian Protection <input type="checkbox"/> Person Granted Discretionary Leave to Remain <input type="checkbox"/> Syrian Vulnerable Persons Relocation Scheme (VPRS)
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**ADDRESS DETAILS**

<b>Home Address (Certificates gained will be sent to this address)</b>	<b>Employer Address</b>
_____ _____ _____ Postcode _____ Home Telephone _____ Mobile Number _____ Email Address _____	_____ _____ _____ Postcode _____ Telephone _____ Email Address _____
SEND PACK TO: HOME <input type="checkbox"/> WORK <input type="checkbox"/>	

<b>Source of Finance for Student:</b> <input type="checkbox"/> 10 Employer Paying <input type="checkbox"/> 14 Self Financing <input type="checkbox"/> Fee Waiver Enter code _____ <input type="checkbox"/> Other _____	<b>Student Category:</b> <input type="checkbox"/> 11 Permanent/Temporary Employment <input type="checkbox"/> 12 Registered Unemployed – Receiving Jobseekers Allowance <input type="checkbox"/> 13 Registered Unemployed – not receiving Jobseekers Allowance <input type="checkbox"/> 14 Not Registered Unemployed but not working
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**Applicant's Declaration – All students MUST complete this section.**

I understand that I will need to meet the costs of any exam registration(s), certification(s) or additional staff support.

In signing this form, I have read the overleaf and I am entering into a contract with North East Scotland College. I agree to be bound by North East Scotland College Student Terms and Conditions of Study.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT – PLEASE READ CAREFULLY**

By proceeding to enrol as a student of North East Scotland College, you will enter into a contract with the College and will be bound by the College's Terms & Conditions of Study which are available on notice boards throughout the College, the College website, Blackboard (the College's online student portal), the College's Information & Booking Centre or on request.

Please note - Courses are offered subject to: (a) there being sufficient numbers of enrolments: and, (b) the availability of resources. The College reserves its right not to run courses where the number of students is considered insufficient or where resources are unavailable.

**JOINT LIABILITY FOR ALL FEES**

The Employer and student (as employee) shall be responsible for all fees due to and asked for by the College both jointly and severally. That is to say in the event that said fees are not paid by the employer either in whole or in part, the student shall be fully responsible for payment of said fees.

**DATA PROTECTION ACT**

The College is registered as a Data Controller under the Data Protection Act 1998. By signing this form you consent, for all relevant purposes connected with your application, studies or any other legitimate reason, to the College (i) using the information provided by you and third parties and to its necessary disclosure to relevant third parties (including but not limited to SFC and SQA); and (ii) accessing your personal data held by relevant third parties (including but not limited to SQA). The College may wish to contact you for marketing purposes.

If you do NOT wish to be contacted for marketing purposes please tick this box  (We will be unable to provide you with information about courses that may be of interest if you tick this box).

At no time will your personal information be passed to other organisations for marketing or sales purposes. The Scottish Funding Council (SFC) and the Scottish Government (SG) have responsibility for improving education in Scotland, as well as planning for future provision of further and higher education and the funding of institutions and students. From time to time students may be approached by either SFC or SG, and/or their partners, to take part in research and surveys to help them with this task. Tick this box  if you do NOT wish to be contacted in respect of such surveys.

**SKILLS DEVELOPMENT SCOTLAND**

North East Scotland College would like to share the following information about you with Skills Development Scotland (SDS) should you leave your course at college prior to completion: - Your name, address (incl. Postcode), date of birth, course code and Scottish Candidate Number. This will allow SDS to contact you to offer advice and support should you wish. It will also enable SDS to conduct research and analysis into student destinations.

If you prefer that we did not share this information with SDS please tick this box.

**A) Employer Sponsor Details and Financial Approval**  
(If course fees are being sponsored by a third party e.g. employer)

Employer / Sponsor Name:	
Company Registration Number:	
Customer Account Code (college use)	
A/C Payable Contact Name:	
A/C Payable Email Address:	
Address:	
Postcode:	
Telephone Number (Including Code)	
Reports to be sent to Employer/Sponsor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Purchase Order Number:</b> Please attach Purchase Order to this application form
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**PAYMENT TERMS ARE 30 DAYS NETT. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE BUYER SHALL NOT BE BINDING.**

The organisation named above hereby agrees to pay all fees incurred by the applicant listed under section "Personal Details". On signing this booking form, the company agrees to be credit checked. If the company fails the credit check, all fees must be paid prior to the booking being processed.

Name (PRINT): \_\_\_\_\_

Designation: \_\_\_\_\_

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

Date: \_\_\_\_\_

