NORTH EAST SCOTLAND COLLEGE

A/C Code	Date Processed	Initials

EMPLOYER BOOKING FORM 2016/2017

N.B. Please scan the signed form and email to: employerbookings@nescol.ac.uk
or post to: North East Scotland College, Employer Bookings, Aberdeen City Campus, Gallowgate, Aberdeen AB25 1BN.

STUDENT DETAILS (PLEASE COMPLETE A NEW FORM FOR EACH STUDENT)

Surname: _____ Title: ◯ Mr ◯ Mrs ◯ Miss ◯ Other

First Name: _____

Student Reference Number (if known): _____ SQA Number: _____

Address: _____

_____ Postcode: _____

Email: _____

Daytime Phone Number: _____ Home Phone Number: _____

Date of Birth: _____ Nationality: _____

Are you a UK National and have lived in Scotland all of your life? ◯ NO ◉ YES

THE COURSE REFERENCE MUST BE QUOTED ON THIS FORM (FAILURE TO DO SO WILL RESULT IN A DELAY IN THE BOOKING)

Please Note: This booking can not be processed without a PO or Reference.

COURSE REFERENCE	COURSE TITLE	START DATE	COURSE COST

HNC/HND COURSES/UNITS

All students registering for SQA Higher National Certificates/Diplomas (HNC/HND), Advanced Diplomas or individual Higher National (HN) units must pay, in addition to the course fees, SQA Administration Fees. Please refer to the Part-time Guide, or contact the Employer Bookings Administrator for details, including current rates.

EMPLOYABILITY/MODERN APPRENTICES

Please indicate if you are receiving Skillseekers/Modern Apprentice funding from a training agency ☐

QUALIFICATIONS

Please list all of your qualifications.

QUALIFICATIONS	YEAR GAINED

QUALIFICATIONS BEING TAKEN	DATE TO BE COMPLETED

ADDITIONAL LEARNING REQUIREMENTS

North East Scotland College offers a wide range of learning support to students who have additional learning or support requirements including: physical or sensory impairments, specific learning difficulties e.g. dyslexia; autistic spectrum disorder; physical/medical/mental health conditions; being a young carer; being looked after or a care leaver etc.

If you think you may require additional support in College, we would encourage you to contact us as soon as possible to allow us to consider how best we can support you, should you be accepted onto a College course. Initial enquiries should be made to Student Services Reception (01224 612284) who will direct you to a member of the Learning Development Centre Team.

This information will allow staff dealing with your application be aware of your circumstances. The information will also help us monitor recruitment from under-represented groups.

COMPANY/SPONSOR TO BE INVOICED

Company Name: _____

Company Registration Number: _____

Address: _____

_____

Postcode: _____ Telephone No: _____

Accounts Payable Contact name: _____

Email Address: _____

Your invoice will be emailed. Please provide an email address if different from the one above.

Email Address (if different from above): _____

Purchase Order No. _____

PLEASE NOTE: No booking will be processed without a valid copy of a Purchase Order.

EMPLOYER DETAILS *(if different from above):*

Company Name: _____

Address: _____

_____

Postcode: _____ Telephone No: _____

HR/TRAINING Contact Name: _____

Email Address: _____

TERMS AND CONDITIONS OF ADMISSION OF STUDENTS TO NORTH EAST SCOTLAND COLLEGE

All part-time courses will be invoiced in full at the time of booking. Course fees are non refundable unless the College cancels the course or in line with the Refund of Fees Policy. Fee rates are published annually in the College's Part-time Guide and on the North East Scotland College website (www.nescol.ac.uk). 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. *Payment terms are 30 days nett any additional or different terms proposed by the buyer shall not be binding.*

- Confirmation of places will be issued within 10 days of booking.
- Confirmation that a College place has been allocated constitutes a legally binding contract between your organisation and the College.
- If, for any reason, a student has to withdraw from a course, the College must be notified in writing.

Our Company/Partnership/Agency/Institution agrees to meet all fees and expenses associated with the attendance of the student(s) listed overleaf. All monies due to the College will be due and paid in full in pounds sterling, no amounts may be deducted or withheld from any monies due to the College to cover any administration or similar charge.

Name of Authoriser (please print):_____

Designation: _____

Signature: _____

(Employer Booking Forms cannot be accepted without a handwritten signature. N.B. A digital signature is not acceptable)

Date: _____

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MARKETING INFORMATION

To assist us with our information services please could you indicate how you found out about the course(s) for which you have applied. Please tick the relevant box(es).

- ☐ College Leaflet/Guide/Prospectus
- ☐ Radio Advert
- ☐ Employer
- ☐ Press Advert
- ☐ Website
- ☐ Other
- ☐ Former College Student
- ☐ Friend/relative

IMPORTANT – PLEASE READ CAREFULLY

If you do take up a place on a College course, before the start of the course you will be asked to sign an enrolment form. In signing the form and/or taking up a place on a College course, you will enter into a contract with the College and be bound by the North East Scotland College Standard Terms and Conditions of Study. Copies of the Terms and Conditions are available for inspection at various locations throughout the College, at the College Reception, on the College website or can be obtained on request from the College's Admissions Manager, North East Scotland College, Gallowgate, Aberdeen, AB25 1BN.

Tel: 0300 300 5550 Fax: 01224 612001 Email: employerbookings@nescol.ac.uk Web: www.nescol.ac.uk