

Official College use only	
Student Ref	
Date	
Rec No	
User ID	

Part-time Booking/Payment Form

This form may be used only by individuals who are paying for their own fees, those who are claiming remission of fees or those using SDS Individual Training Account (ITA) funding. For more information on ITAs, please visit: www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita

Employers wishing to book students on courses should tel: (01224) 612330, (option 3) or email: employerbookings@nescol.ac.uk and ask for the Employer Booking Form.

Postal bookings can only be accepted when accompanied by full payment by cheque or credit card or proof of entitlement to remission of fees.

If you are entitled to remission of fees (FEE Waiver) complete this form and the Waiver 1 form and either email both forms with proof of entitlement to **studentadvice@nescol.ac.uk** or return to:

Student Information Officer, North East Scotland College, FREEPOST RTJJ-TXBA-AEZS, Aberdeen City Campus, Gallowgate, Aberdeen, AB25 1BN.

or bring along to your nearest campus.

(PLEASE NOTE: the proof of entitlement must clearly show your name, address and state the benefit you are in receipt of. This proof must show that you have received this benefit within four weeks of booking onto the course.)

her Male Female Other
Nationality
EUSS pre/settled status, Yes No
Email
Mobile —
SDS (ITA) DECLARATION I wish to use SDS (ITA) funding from my SDS (ITA) account as part payment of this course, and will complete and submit a completed SDS (ITA) Declaration Form. Please contact the Student Advice Centre for a Declaration Form.

COURSE DETAILS	EXTRA HELP WITH YOUR STUDIES
Course Reference Code & Title	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 care experienced, etc. Do you require extra help with your studies?
	Please tick the appropriate box No Yes
	If YES, please specify the condition
Fee (£)	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.
The College reserves the right to amend fees/prices chargeable without giving prior notice. Course fees should be confirmed with the College at the time of booking.	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 Advice Centre (01224 612284).
PAYMENT DETAILS	
I enclose a Cheque (£) Please make ALL Cheques payable to	SQA RECORD OF EDUCATION AND TRAINING If you have an SQA Scottish Candidate Number can you please bring this along when you attend the first class.
North East Scotland College.	
Please do not send cash	SQA Higher National Units, Certificates & Diplomas (HNC/HND) Please refer to www.nescol.ac.uk/courses-explained for information on SQA Administration fees.
I wish to pay by MAESTRO/MASTERCARD/VISA*	
(*delete as appropriate)	IMPORTANT - PLEASE READ CAREFULLY
Number	If you do take up a place on a College course, at the start of the course you will be asked to enrol. By completing the enrolment 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 on request from the College Reception or on the College website: www.nescol.ac.uk (within course webpage disclaimers).
Security Number	Alternatively, a copy can be obtained on request from the Student Advice Centre: North East Scotland College, Aberdeen City Campus, Gallowgate, Aberdeen AB25 1BN.
(from the reverse side of your card - the last 3 numbers)	Please note - Courses are offered subject to:
Name on Card	(a) there being sufficient numbers of enrolments and
	(b) the availability of resources.
Issue No	The College reserves its right not to run courses where the number of students is considered insufficient or where resources are unavailable.
Valid from	
Expiry Date	WHY WE COLLECT AND USE DATA ABOUT YOU When you make your application to learn with us we collect personal data about you so that we can identify you and communicate with you. Personal data will sometimes
Signature	include 'special categories of data' (information about any disabilities; or your race or national or ethnic origin, or your gender) so that we can process your application in an accurate, fair and transparent way. If we
Date	able to process your application and potentially offer you a place on a college course.
Upon completion email this form to	You can find out more about how and why we use and share your data in our Part–Time Course Applications Privacy Notice on our website at: www.nescol.ac.uk/data-protection.
	This will also tell you about the rights you have in relation to that data and how to
studentadvice@nescol.ac.uk or return to:	contact our Data Protection Officer.
The Student Information Officer North East Scotland College FREEPOST RTJJ-TXBA-AEZS	The College would also like to send you information about other courses we offer and information about our events and activities. If you agree to being contacted about this, please tick the relevant boxes below:
Aberdeen City Campus	I am happy to be contacted by:
Gallowgate	email text phone post
Aberdeen AB25 1BN	

or bring along to your nearest campus.