

# APPLICATION FOR A FULL-TIME COURSE COMMENCING 2018-2019



PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM. INCOMPLETE FORMS WILL BE RETURNED

Ref:

## COURSE APPLIED FOR

Course title in full \_\_\_\_\_ Course code as listed  
in Course Description \_\_\_\_\_

Location \_\_\_\_\_

## PERSONAL DETAILS

Mr  Mrs  Miss  Ms  Other

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Date of Birth

Nationality \_\_\_\_\_

Are you a UK National **and** have lived in Scotland all of your life? Yes  No

**This question is asked in relation to eligibility for course fees and funding. For further information please go to [www.nescol.ac.uk/getting-started](http://www.nescol.ac.uk/getting-started)**

Your Current Address (this is the address we will use to correspond with you during the application process)

\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Email (please check your Spam or Junk folder to ensure the message was not filtered) \_\_\_\_\_

Telephone Number (including code) \_\_\_\_\_

Mobile \_\_\_\_\_

Secondary School Attended \_\_\_\_\_

Year of Leaving School (e.g. 2015) \_\_\_\_\_

PLEASE WRITE YOUR QUALIFICATIONS AND ANY OTHER RELEVANT INFORMATION BELOW.

THE FOLLOWING THREE SECTIONS MUST BE COMPLETED IN FULL. INCOMPLETE FORMS WILL BE RETURNED AND WILL HOLD UP YOUR APPLICATION.

QUALIFICATIONS & LEVELS GAINED E.G. MATHS NATIONAL 5 (if you have no qualifications please state N/A)

YEAR  
GAINED

QUALIFICATIONS BEING TAKEN INC. LEVEL e.g. NATIONAL 5, HIGHER etc (if you have no qualifications please state N/A)

DATE TO  
BE COMPLETED

**PERSONAL STATEMENT** (Please detail any work experience or any other supporting information which may be relevant to your application. For tips on what information you should include, please go to [www.nescol.ac.uk/getting-started](http://www.nescol.ac.uk/getting-started). Please continue on a blank sheet of paper if necessary.)

**Please note this is a mandatory requirement.**

Applicants should note that where the number of applications for a course exceeds the number of places available, the College may suggest an alternative.

### Extra help with your studies

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: Aberdeen City Campus, Tel 01224 612284 · Fraserburgh Campus, Tel 01346 586129 · Email [studentservices@nescol.ac.uk](mailto:studentservices@nescol.ac.uk)

### Care Experienced (Looked After Young People)

(This information will not affect or hold up your application or an offer of a course place)

Care Experienced young people are those who are, or have been, in care e.g. residential care, foster care, family/kinship care, supported by a Through Care After Care Team etc.

Please tick this box if this applies to you

### Young Carers

Young Carers provide significant unpaid support to family or friends who could not manage without their help e.g. someone who is experiencing illness, disability, drug/alcohol addiction etc. Please note that this refers to caring duties beyond normal parenting duties.

Please tick this box if this applies to you

# Equal Opportunities Monitoring

North East Scotland College is committed to a policy of equal opportunities and seeks to ensure that no individual is discriminated against on the grounds of the protected characteristics of age, gender, ethnic origin, disability, relationship status and religion or belief. To assist in monitoring the policy, and for the purpose of complying with the specific duties of The Equality Act 2010, it would be helpful if you could answer the questions below. In addition to this we will also use the information you provide on age elsewhere on this form. The information provided will be kept secure and used only for monitoring purposes.

**Gender:** (please tick the relevant box)

- Female  Male  Other  Information refused/Prefer not to say

**Ethnic Origin:** (please tick relevant box)

- |   |   |
|---|---|
| <input type="checkbox"/> Scottish   | <input type="checkbox"/> Chinese, Chinese Scottish, Chinese British |
| <input type="checkbox"/> English  | <input type="checkbox"/> Other Asian background                     |
| <input type="checkbox"/> Welsh  | <input type="checkbox"/> Black, Black Scottish, Black British       |
| <input type="checkbox"/> Northern Irish   | <input type="checkbox"/> African, African Scottish, African British |
| <input type="checkbox"/> British  | <input type="checkbox"/> Other Black background                     |
| <input type="checkbox"/> Irish  | <input type="checkbox"/> Any other background                       |
| <input type="checkbox"/> Other White background                                 | <input type="checkbox"/> Gypsy/Traveller                            |
| <input type="checkbox"/> Any Mixed background                                   | <input type="checkbox"/> Polish                                     |
| <input type="checkbox"/> Indian, Indian Scottish, Indian British                | <input type="checkbox"/> Arab                                       |
| <input type="checkbox"/> Pakistani, Pakistani Scottish, Pakistani British       | <input type="checkbox"/> Information refused                        |
| <input type="checkbox"/> Bangladeshi, Bangladeshi Scottish, Bangladeshi British |   |

**Religion or Belief:**

(please detail religious or philosophical belief)

- Buddhist  
 Church of Scotland  
 Hindu  
 Jewish  
 Muslim  
 Roman Catholic  
 Sikh  
 Other Christian  
 No Religion/Belief  
 Prefer not to say  
 Other religion or body

**Sexual Orientation**

- Heterosexual  
 Gay man  
 Gay woman/lesbian  
 Bisexual  
 Other  
 Information refused/Prefer not to say

Is your gender identity the same as the gender you were originally assigned at birth?

- Yes  
 No  
 Information refused/Prefer not to say

**If you have a disability, please tick the relevant categories below:**

- A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.  
 A social/communication impairment such as Asperger's Syndrome/other autistic spectrum disorder.  
 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy.  
 A mental health condition, such as depression, schizophrenia or anxiety disorder.  
 A physical impairment or mobility issues, such as difficulty using arms, using a wheelchair or crutches.  
 Deaf, or a serious hearing impairment.  
 Blind, or a serious visual impairment uncorrected by glasses.  
 A disability, impairment or medical condition that is not listed above.  
 A specific learning disability such as Down's Syndrome.

**This information will allow staff dealing with your application to be aware of your circumstances.**

## Assisted Childcare

If you require information on financial assistance with childcare, please tick box.

## Fraserburgh courses only

Will you require a seat on the College transport to travel to College? please tick box   
Would you like an application form for a Nursery place/places? please tick box

## Marketing Information

Please tell us how you first found out about the course for which you are applying? (please select one choice only)

College prospectus  College website  College Open Day  School guidance  Career event  Careers staff  Current student   
Press advert  Social media  Employer  Friend/relative  Skills Development Scotland (SDS)  Leaflet/poster   
Other (please/state)

Please tell us where you have seen/heard about North East Scotland College generally? (please tick as many as apply)

Newspaper  Magazine  Internet  Radio  School  Career fair  Facebook  Twitter  Search engine   
Billboards  TV  Friend/Family  Event/conference  Leaflet/poster  Employer   
Skills Development Scotland (SDS)  Career event  Outdoor advertising (billboards/buses)  Aspire North  Training scheme provider   
Other (please state)

## IMPORTANT: Please read carefully

By providing this information and signing the application form you consent to the College holding and processing the information in connection with its obligation to provide statistical data to the Scottish Funding Council (SFC). The College will use the information for internal purposes and may also supply to external bodies e.g. SQA, SDS, for education, training, employment and well-being related purposes, including research. The College will pass your personal details to a local authority or a card bureau to physically produce your Student National Entitlement Card. Personal details will be passed between the College and a local authority for purposes of card production, management and administration. It may also share your details with other government bodies. The College and third parties will comply with their obligations under the Data Protection Act. You may also apply for a copy of your information (you may be charged a small fee), or to have corrections or amendments made at any time. The College or select third parties may wish to contact you for marketing purposes. If you do not wish to be contacted for marketing purposes, please tick this box . If you tick this box we will be unable to provide you with information about special offers or courses that may be of interest to you.

**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. The College also reserves its right in certain circumstances to refuse admission to an individual applicant.** If you do take up a place on a College course, before the start of the course you will be asked to enrol. In enrolling 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 on notice boards and at various locations throughout the College, at the College Reception, on the College website: [www.nescol.ac.uk](http://www.nescol.ac.uk) – or can be obtained on request from the College's Student Admissions & Funding Manager, North East Scotland College, Aberdeen City Campus, Gallowgate, Aberdeen, Scotland, UK AB25 1BN.

Please return this form complete with the qualifications page to the following freepost address:

**The Student Admissions & Funding Manager, North East Scotland College, FREEPOST RTJJ-TXBA-AE2S, Aberdeen City Campus, Gallowgate, Aberdeen, Scotland, UK AB25 1BN.**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

Thank you for your application, it will be acknowledged within 10 working days. If you have not heard from us by that time, please contact us:  
Tel 01224 612330, email: [admissions@nescol.ac.uk](mailto:admissions@nescol.ac.uk)