



Official College use only

Student Ref	
Date	
Rec No	
User ID	

## Part-time Booking/Payment Form 2018/2019

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, FAQs and developments, please visit: [www.myworldofwork.co.uk/learn-and-train/sds-individual-learning-accounts-ila](http://www.myworldofwork.co.uk/learn-and-train/sds-individual-learning-accounts-ila)

Employers wishing to book students on courses should tel: **(01224) 612330**, (option 3)  
or email: [employerbookings@nescol.ac.uk](mailto:employerbookings@nescol.ac.uk) and ask for Form **EBF 2018/2019**.

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, please complete this form and the Waiver 1 form and send or bring them along with proof of entitlement to remission to your nearest Campus/Centre:

- Student Advice Centre, Aberdeen City Campus, Gallowgate, Aberdeen AB25 1BN
- Student Advice Centre, Fraserburgh Campus, Henderson Road, Fraserburgh AB43 9GA
- Inverurie Learning Centre, Crichtie Cottage, West Church Lane, Inverurie AB51 3SW

**(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.)**

### PERSONAL DETAILS

Surname \_\_\_\_\_

Mr  Mrs  Miss  Ms  Male  Female  Other

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

Date of Birth

Nationality \_\_\_\_\_

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

Permanent Home Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Tel No (including area code) \_\_\_\_\_

Mobile \_\_\_\_\_

#### REMISSION OF FEES

I wish to claim remission of fees and enclose proof of entitlement and the completed the Waiver 1 Form

Are you a full-time student? YES  NO

#### 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.

