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APPLICATION FOR A FULL-TIME COURSE commencing 2010/11

Please complete **all** sections of this application form

COURSE APPLIED FOR

Course title in full _____

For office use only

PERSONAL DETAILS

Surname _____ Male Female Mr Mrs Miss Ms

Forename(s) _____

Date of Birth

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Nationality _____

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

Permanent Home Address _____

Postcode _____

Email _____

Telephone Number (including code) _____ Mobile _____

Secondary School Attended _____

Date of Leaving School _____ SQA/SCOTVEC/SEB Reg No (if you have one) _____

Accommodation If you require assistance in finding accommodation, please tick box. YES

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

FURTHER INFORMATION/QUALIFICATIONS/RELEVANT EXPERIENCE

Please write these and any other relevant information the reverse of this application form. Applicants should note that where the number of applications for a course exceeds the number of places available, the College may operate a selection policy. Applicants are therefore advised to give details of prior qualifications where possible.

Aberdeen College is committed to promoting equality of opportunity. If you have an additional support need or disability (e.g. dyslexia, sensory impairment, mobility difficulties) and would want the College to consider how best it could support you should you be offered a place then please let us know by ticking the box below and providing the details requested.

Please tick the appropriate box YES NO if YES, specify condition and requirements below.

If you are unsure of the most appropriate course, or wish to discuss other implications of attending College, such as financial matters or childcare arrangements, pre-entry guidance appointments can be made with one of our Student Advisers.

Please call **01224 612284**, email **guidance@abcol.ac.uk**

EQUAL OPPORTUNITIES POLICY

Aberdeen College is committed to a policy of equal opportunities and seeks to ensure that no individual is discriminated against on the grounds of sex, race, colour, ethnic origin or disability. To assist in monitoring the policy, and for that purpose only, it would be helpful if you would answer the following questions.

Please tick appropriate box. I am: MALE FEMALE

I am: SCOTTISH ENGLISH WELSH IRISH OTHER WHITE BACKGROUND
 ANY MIXED BACKGROUND INDIAN PAKISTANI BANGLADESHI
 CHINESE OTHER ASIAN BACKGROUND CARIBBEAN AFRICAN
 OTHER BLACK BACKGROUND ANY OTHER BACKGROUND

Thank you for completing this questionnaire. 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@abcol.ac.uk**

MARKETING INFORMATION

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

College Leaflet or Prospectus	Careers Adviser	Former College Student	Press Advert	Radio Advert	Employer	Web	Careers Evening or Convention	School Visit by College Staff	Friend or Relative
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Aberdeen 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.abcol.ac.uk – or can be obtained on request from the College’s Admissions Manager, Aberdeen College, Gallowgate Centre, Gallowgate, Aberdeen, Scotland, UK AB25 1BN. *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.*

Please complete this form in full. 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 SFEFC and SQA) and; (ii) accessing your personal data held by relevant third parties (including but not limited to SQA). You may 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 selected 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.

SIGNATURE OF APPLICANT:

DATE:

Please return this form and the qualifications page (opposite) to the following freepost address:

The Admissions Manager, Aberdeen College, FREEPOST AB580, Gallowgate Centre, Aberdeen AB25 1BN.

Name _____ Date of birth _____

Please write your qualifications and any other relevant information in the table below and enclose with your application.

Qualifications	Year gained
Qualifications being taken	Date to be completed
Related work-experience / further information	