

# PART-TIME BOOKING FORM 2010-11

FOR COMMUNITY AND LIFELONG LEARNING COURSES ONLY. NOT FOR SUPPORTED COURSES.



This form should be returned to the Part-Time Admissions Office, Aberdeen College, FREEPOST AB580, Gallowgate Centre, Aberdeen, AB25 1ZQ. Please note however, places are limited. During peak periods, you may wish to return your booking form by First Class mail. Bookings must be made at least 5 working days before the start of the course.

## COURSE INFORMATION

Course title: .....  
Course code: .....  
Course Fee: .....  
Location: .....  
Start Date of Course: .....

## PERSONAL INFORMATION

Title (Mr/Mrs/Ms/Miss) .....  
Surname: (block caps please) .....  
Forenames: .....  
Date of birth: .....  
Gender: (please tick)      Male       Female   
Home Address: .....  
.....  
.....  
Postcode: .....  
Daytime tel no: .....  
Mobile tel no: .....  
Email address: .....

## IMPORTANT INFORMATION

### Data Protection

Please complete this form in full. The College is registered as a Data Controller under the Data Protection Act 1998. 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.

### Joint Liability for all Fees

The Employer and student (as employee) shall be responsible for all fees due to and asked for by the College both jointly and severally. That is to say in the event that said fees are not paid by the employer either in whole or in part, the student shall be fully responsible for payment of said fees.

If you do take up a place on a College course, at 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 Terms and Conditions are available for inspection on notice boards and at various locations throughout the College, at the College Reception, on the College Web Site or can be obtained on request from the Information & Booking Centre Manager, Aberdeen College, Gallowgate Centre, Aberdeen, AB25 1BN.

## PAYMENT DETAILS

PLEASE REMEMBER to book your place at least 5 working days before the start date of the course.

### IMPORTANT NOTES

Fees and prices are correct at the time of going to press. The College reserves the right to amend the levels of fees chargeable without prior notice.

All students undertaking an SQA Higher National Certificate (HNC) course are required to pay an SQA Administration Fee of £104.00. This fee is paid once only on entry to each SQA advanced course.

ALL STUDENTS MUST ANSWER THE FOLLOWING THREE QUESTIONS:

1. Are you an EU national?  Yes     No
2. What is your nationality? .....
3. How long have you been living in the EU?      Years.....  
   Months.....

### I WISH TO PAY MY COURSE FEE AS FOLLOWS:

- CASH  
Payment by cash can only be made in person at the Booking Centre, Aberdeen College. Please do not send cash by post.
- CHEQUE or POSTAL ORDER  
All cheques/postal orders must be made payable to Aberdeen College and attached to the booking form.
- CREDIT OR DEBIT CARD  
Payment can be made online at [www.abcol.ac.uk](http://www.abcol.ac.uk) or by telephone, please call Aberdeen College Booking Centre on 01224 612330 or in person at the Information & Booking Centre. Please have your card at hand when you book. (Not for ILA Scotland Account bookings)
- INDIVIDUAL LEARNING ACCOUNT  
I wish to use funding from my ILA Scotland Account to pay for my course (Please complete the ILA Scotland Scheme Declaration on the reverse side of this form and submit along with a photocopy of your ILA Account Card). A personal contribution may be required if there is insufficient funds left in the ILA Account.
- EMPLOYER OR SPONSOR  
Employers wishing to book employees as part-time students should telephone 01224 612330 or Fax 01224 612001 and ask for form EBF 2009-10.
- FEE WAIVER  
I am entitled to a fee waiver and attach satisfactory evidence to support my claim (see over for information on eligibility, or contact the College Booking Centre on 01224 612330). Please ensure you complete and sign the Remission of Fees Declaration overleaf to ensure your booking is processed.

All courses are offered subject to sufficient numbers of bookings and the availability of resources. The College reserves the right NOT to run courses where numbers are insufficient.

## EXTRA HELP WITH YOUR STUDIES

The College is committed to promoting equality of opportunity. If you have a learning support need such as dyslexia, visual/hearing impairment, mobility issues etc, you will have the opportunity to meet with our Learning Support Co-ordinator who will assess your support needs and identify any learning support requirements. Please indicate below if you have an additional learning requirement:

YES     NO

## FEE WAIVER INFORMATION

Your course may be free if:

You are:

- A registered asylum seeker

Or in receipt of the following benefits:

- Incapacity Benefit
- Disability Living Allowance
- Severe Disablement Allowance
- Carers Allowance
- Employment & Support Allowance
- Attendance Allowance

You or your family is in receipt of the following benefits:

- Housing Benefit
- Income Based Job Seekers Allowance
- Income Support
- Pension Credit
- Working Tax Credit

The evidence you submit must:

- Be dated within four weeks of the date of booking
- State your name and address
- State the name of the benefit you receive

NB Please note that it is the responsibility of the student to provide satisfactory evidence to support a fee waiver claim.

Additionally, should the taxable income of you/your family in the previous financial tax year (2009-10) be equivalent to or lower than the threshold below;

- Household with only one person £8,282
- Household of couple without children £12,395
- Household with dependent children £18,977

If you think you meet the income criteria above, please contact the Booking Centre on 01224 612330 to request a Fee Waiver 4 Form.

## REMISSION OF FEES DECLARATION

I wish to claim remission of fees and enclose proof of entitlement (tick)

### DECLARATION

I claim for remission of fees for the course identified, in accordance with the College's Fee Remission Policy.

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_

For office use only: (to be completed by College staff member taking booking)

Category of Remission: \_\_\_\_\_

Proof of Entitlement: \_\_\_\_\_

Declaration: The above named student has been accepted for remission of fees for the course detailed on the basis of evidence submitted to prove eligibility. A copy of the evidence submitted is attached.

Signed: \_\_\_\_\_ (member of staff) Date: \_\_\_\_\_

## INDIVIDUAL LEARNING ACCOUNT (ILA) SCOTLAND SCHEME DECLARATION FORM

I, the undersigned acknowledge and accept that my course fee will be £.....

I plan to receive financial support towards the cost of my course through the ILA Scotland scheme. I understand that the ILA Scotland scheme will not cover the cost of books or other materials unless specifically included within the course fee and that computer hardware will never be covered by the ILA Scotland scheme.

I accept that should there be insufficient funds left in my ILA Scotland account to cover the full cost of my course, I must pay any outstanding balance at the time of booking.

I have enclosed my personal contribution of £..... towards payment of the above course fee (if applicable).

I understand that I must sign and date the Learning Token and return it to the Information & Booking Centre at Aberdeen College as soon as I receive it and within 4 weeks of the commencement of the course. If I do not receive the Learning Token within 2 weeks of booking I will contact ILA Scotland on 0808 100 1090 and request a duplicate Learning Token.

I understand that I will not be sent a reminder from Aberdeen College regarding the Learning Token.

I further accept that if ILA does not agree to pay the balance of the outstanding course fee, whether in part or in full, Aberdeen College will invoice me for the balance and I will be required to pay the balance in full to Aberdeen College.

Signed.....

Name (Print).....

ILA Account Number.....

Title of Course & Course Code.....

Date.....

PLEASE REMEMBER TO SEND IN A PHOTOCOPY OF YOUR ILA ACCOUNT CARD ALONG WITH THIS BOOKING FORM AND YOUR PERSONAL CONTRIBUTION (IF APPLICABLE).