

BSPL - Distance Learning
STUDENT ENROLMENT FORM – Session 2011/2012

PERSONAL DETAILS (Please complete this form clearly and in block capitals)

Surname:	Forename(s):	Title:	Date of Birth:	Gender:
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Permanent Home Location – Enter Code: _____ 100 Aberdeen City 110 Aberdeenshire 120 Angus 180 Dundee 230 Edinburgh 240 Falkirk 250 Fife 260 Glasgow 270 Highlands 300 Moray 340 Perth & Kinross Other _____	Ethnic Group – Enter Code: _____ 10 Scottish 11 English 12 Welsh 13 Irish 14 Other White background 15 Any mixed background 16 Indian 17 Pakistani 18 Bangladeshi 19 Chinese 20 Other Asian background 21 Caribbean 22 African 23 Other Black background 24 Other background 98 Information refused 99 Information not known
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Are you an Asylum Seeker or Refugee? (Tick appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any restrictions on your right to remain in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How long have you been resident in the UK or EEA?		SQA Candidate Number (If known):	

Do you have additional learning requirements because of dyslexia, visual/hearing, mobility difficulties or for other reason? Please tick the appropriate box If yes, please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been assisted with education through the PACE prog:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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ADDRESS DETAILS

Home Address (Certificates gained will be sent to this address)

Postcode
Home Tel
Mobile Number
Email Address

Employer Address

Postcode
Telephone
Email Address

SEND PACK TO: HOME WORK

ENROLMENT DETAILS

Course Title:	Course Period Code:
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Nationality: _____ _____	Source of Finance for Student: <input type="checkbox"/> 10 Employer Paying <input type="checkbox"/> 14 Self Financing <input type="checkbox"/> Fee Waiver Enter code _____ <input type="checkbox"/> Other _____	Student Category: <input type="checkbox"/> 11 Permanent/Temporary Employment <input type="checkbox"/> 12 Registered Unemployed – Receiving Jobseekers Allowance <input type="checkbox"/> 13 Registered Unemployed – not receiving Jobseekers Allowance <input type="checkbox"/> 14 Not Registered Unemployed but not working
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Applicant's Declaration – All students MUST complete this section.

I understand that I will need to meet the costs of any exam registration(s), certification(s) or additional staff support.
 In signing this form, I have read the overleaf and I am entering into a contract with Aberdeen College. I agree to be bound by Aberdeen College Student Terms and Conditions of Study.

Signed: _____ Date: _____

PAYMENT OF FEES

A) STUDENT RESPONSIBLE FOR FEES

I enclose a Cheque/Postal Order No: _____ for £ _____ in full payment.
 Please make ALL cheques/Postal Orders payable to ABERDEEN COLLEGE. Please do not send cash.

Alternatively, are you going to pay by credit card (Access/ Eurocard/ Mastercard/ Visa)* or debit card (Delta/ Switch)*?

Card no.	<input type="text"/>	Issue No	<input type="text"/>	Security Number	<input type="text"/>
Expiry date.	<input type="text"/>	Valid from:	<input type="text"/>		

Signature of card holder: _____ Date: _____

• **B) REMISSION OF FEES**

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

Current evidence of eligibility must be submitted with this form. For state benefits, evidence must be dated within the last 4 weeks.

Declaration

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

Signed: _____ (Student) Date: _____

(FOR COMPLETION BY STAFF ONLY)

Category of Remission _____ Proof of Entitlement _____

Declaration

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

Signed: _____ (member of staff) Date: _____

• **C) Employer Sponsor Details and Financial Approval**

Employer / Sponsor:	
Address:	
Postcode:	
Telephone Number (Including Code)	
Reports to be sent to Employer/Sponsor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The organisation named above hereby agrees to pay all fees incurred by the applicant listed under section "Personal Details". On signing this booking form, the company agrees to be credit checked. If the company fails the credit check, all fees must be paid prior to the booking being processed.

Name: _____ Designation: _____

Signature: _____ Date: _____

• **D) 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 in the course fee and that computer hardware will never be covered by the ILA Scotland Scheme.

I understand that I must return the learning token to the Information and Booking Centre 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 token.

I understand that I will not be sent a reminder from Aberdeen College regarding the learning token.

I further accept that if ILA Scotland 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: _____ Date: _____

Name (In Block Capitals) _____

ILA Account Number _____

**PLEASE RETURN THIS FORM TO THE FOLLOWING ADDRESS:
Admissions, Aberdeen College, FREEPOST AB580, Gallowgate Centre, Aberdeen, AB25 1ZQ**

IMPORTANT – PLEASE READ CAREFULLY

In signing this form and/or taking up a place on this College course, you will enter into a contract with the College and be bound by the Aberdeen College Standard Terms & Conditions of study. Copies of the Terms & Conditions are available for inspection on notice boards and at locations throughout the College, at the College reception, on the College web site.

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.

DATA PROTECTION ACT

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 SFC and SQA); and (ii) accessing your personal data held by relevant third parties (including but not limited to SQA). The College may wish to contact you for marketing purposes. If you do NOT wish to be contacted for marketing purposes please tick this box . (We will be unable to provide you with information about courses that may be of interest if you tick this box).

At no time will your personal information be passed to other organisations for marketing or sales purposes. The Scottish Funding Council (SFC) and the Scottish Government (SG) have responsibility for improving education in Scotland, as well as planning for future provision of further and higher education and the funding of institutions and students. From time to time students may be approached by either SFC or SG, and/or their partners, to take part in research and surveys to help them with this task. Tick this box if you do NOT wish to be contacted in respect of such surveys.

SKILLS DEVELOPMENT SCOTLAND

Aberdeen College would like to share the following information about you with Skills Development Scotland (SDS) should you leave your course at college prior to completion:

- Your name, address (incl. Postcode), date of birth, course code and Scottish Candidate Number

This will allow SDS to contact you to offer advice and support should you wish. It will also enable SDS to conduct research and analysis into student destinations. If you prefer that we did not share this information with SDS please tick this box.