

A/C Code	Date Processed	Initials
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# EMPLOYER BOOKING FORM 2019/2020

***N.B. Please scan the signed form and email to: employerbookings@nescol.ac.uk  
or post to: North East Scotland College, Employer Bookings, Aberdeen City Campus, Gallowgate, Aberdeen AB25 1BN.***

## STUDENT DETAILS (PLEASE COMPLETE A NEW FORM FOR EACH STUDENT)

Surname: \_\_\_\_\_ Title: Mr Mrs Miss Other

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

Student Reference Number (if known): \_\_\_\_\_ SQA Number: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

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

Are you a UK National and have lived in Scotland all of your life? NO YES

**PLEASE NOTE: THIS BOOKING CAN NOT BE PROCESSED WITHOUT A VALID COPY OF A PURCHASE ORDER ATTACHED, OR A COURSE REFERENCE.**

COURSE REFERENCE	COURSE TITLE	START DATE	COURSE COST

### HNC/HND COURSES/UNITS

All students registering for SQA Higher National Certificates/Diplomas (HNC/HND), Advanced Diplomas or individual Higher National (HN) units must pay, in addition to the course fees, SQA Administration Fees. Please refer to the Part-time Guide, or contact the Employer Bookings Administrator for details, including current rates.

### EMPLOYABILITY/MODERN APPRENTICES

Please indicate if you are receiving Skillseekers/Modern Apprentice funding from a training agency





## COMPANY/SPONSOR TO BE INVOICED

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

Company Registration Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Accounts Payable Contact name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your invoice will be emailed. Please provide an email address if different from the one above.

Email Address (if different from above): \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

***PLEASE NOTE: No booking will be processed without a valid copy of a Purchase Order.***

## EMPLOYER DETAILS *(if different from above):*

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

HR/TRAINING Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

## TERMS AND CONDITIONS OF ADMISSION OF STUDENTS TO NORTH EAST SCOTLAND COLLEGE

All part-time courses will be invoiced in full at the time of booking. Course fees are non refundable unless the College cancels the course or in line with the Refund of Fees Policy. Fee rates are published annually in the College's Part-time Guide and on the North East Scotland College website ([www.nescol.ac.uk](http://www.nescol.ac.uk)). 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.

**Payment terms are 30 days nett any additional or different terms proposed by the buyer shall not be binding.**

- Confirmation of places will be issued within 10 days of booking.
- Confirmation that a College place has been allocated constitutes a legally binding contract between your organisation and the College.
- If, for any reason, a student has to withdraw from a course, the College must be notified in writing.

**Our Company/Partnership/Agency/Institution agrees to meet all fees and expenses associated with the attendance of the student(s) listed overleaf. All monies due to the College will be due and paid in full in pounds sterling, no amounts may be deducted or withheld from any monies due to the College to cover any administration or similar charge.**

Name of Authoriser (please print): \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

**(Employer Booking Forms cannot be accepted without a handwritten signature. N.B. A digital signature is not acceptable)**

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

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or post to: North East Scotland College, Employer Bookings, Aberdeen City Campus, Gallowgate, Aberdeen AB25 1BN.**

### Data protection

The personal information you provide about yourself on this form will be used by the College to communicate with you about the booking process and to keep you informed about student progress throughout the course. We will only use it for these purposes, will maintain it securely and will keep it in line with our retention schedule, disposing of it securely when no longer required.

The personal information you provide about the student on this form will be used by the College to progress the application with the student. It is assumed by the College that the student is aware that their information is being passed to us by you.

**Our full privacy notice for student applications and further data protection information is on the College website at: [www.nescol.ac.uk/data-protection](http://www.nescol.ac.uk/data-protection)**

### 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 North East Scotland College Standard Terms and Conditions of Study. Copies of the Terms and Conditions are available for inspection at various locations throughout the College, at the College Reception, on the College website or can be obtained on request from the College's Admissions Manager, North East Scotland College, Gallowgate, Aberdeen, AB25 1BN.

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