

For office use only

Received:



scottish maritime academy

A centre of excellence of NORTH EAST SCOTLAND COLLEGE

Application for a Course commencing 2020/21

For courses at Scottish Maritime Academy at North East Scotland College, Peterhead.

Please complete all sections of this application form

Course title in full

Code

Student Reference Number (if known)

PERSONAL DETAILS

Surname _____ Mr Mrs Miss Ms

Forename(s) _____

Date of Birth

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Nationality _____

Gender

Female

Male

Permanent Home Address _____

Postcode _____

Email _____

Telephone Number (including code)

Day _____

Evening _____

Mobile _____

Are you a UK National and have lived in Scotland all of your life?

Yes

No

STUDENT SERVICES

I would like information about:

Transport

Accommodation

The College offers a Learning Support Service for students who may need extra help in their studies.

Do you want to know more about Learning Support?

Yes

No

(A member of the Learner Development Team may contact you to discuss what support is available).

FURTHER INFORMATION / QUALIFICATIONS / RELEVANT SEATIME

Please list all your qualifications seatime and any other relevant information.

Please write your qualifications and any other relevant information in the table. (Continue on separate sheet if necessary.)

Qualifications achieved	Awarding Body	Course/Subject	Level/Grade	Grade/Result	Year gained

Employment / Voluntary Service

Name & Address of Employer / Voluntary Service Organisation	Job title	Date	
		From	To

Please tell us why you have applied for this course.

(note - completion of this section can be important where there are a large number of applicants for a course)

CARE EXPERIENCED (LOOKING AFTER YOUNG PEOPLE)

(This information will not affect or hold up your application or an offer of a course place)

Care Experienced young people are those who are, or have been in care e.g. residential care, foster care, family/kinship care, supported by a Thorough Care After Care Team etc.

Please tick this box if this applies to you.

STUDENT DECLARATION

I apply for admission to Scottish Maritime Academy at North East Scotland College. I understand that completion of this form does not automatically guarantee me a place on the course and that the College reserves the right to amend course details as published, or cancel a course, and that if any data I have supplied proves to be incorrect the College will reserve the right to withdraw my place from the course.

SIGNED: _____ DATE: _____

WHY WE COLLECT AND USE DATA ABOUT YOU

When you make your application to learn with us we collect personal data about you so that we can identify you and communicate with you. Personal data will sometimes include 'special categories of data' (information about any disabilities; or your race or national or ethnic origin, religious philosophical or moral beliefs, or your sexual orientation) so that we can process your application in an accurate, fair and transparent way. If we do not have your personal data we may not be able to process your application and potentially offer you a place on a college course. You can find out more about how and why we use and share your data in our Student Applications Privacy Notice in the data protection section of the SMA website. This will also tell you about the rights you have in relation to that data and how to contact our Data Protection Officer.

PAYMENT FORM

This must be completed before a booking can be made

PAYMENT DETAILS

I enclose a Cheque/Postal Order No: £ _____

Please make ALL Cheques/Postal Orders payable to North East Scotland College. Please do not send cash.

I wish to pay by

(select as appropriate)

Number

Security Number

(from the reverse side of your card - the last 3 numbers)

Name on Card: _____

Issue No: _____

Valid from: _____ Expiry Date: _____

Signature: _____

IMPORTANT - Please read carefully

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 North East Scotland 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.nescol.ac.uk - or can be obtained on request from the College's Admissions Manager, Aberdeen City Campus, 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.

COMPANY / SPONSOR / EMPLOYER TO BE INVOICED:

Company / Sponsor Name: _____

Company Registration Number / Sponsor Reference Number: _____

Address: _____

Postcode: _____ Telephone No: _____

Accounts Payable Contact name: _____

Email Address: _____

You 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 accepted without a valid PO number or Reference.

TERMS AND CONDITIONS OF ADMISSION OF STUDENTS TO SCOTTISH MARITIME ACADEMY AT NORTH EAST SCOTLAND COLLEGE

All courses must be paid in full or 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. 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.

- 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.

If your account remains unpaid after 45+ days the Financial Controller (External Affairs) will notify the Student/Company/Sponsor in writing of the College's decision to take legal action to recover the outstanding debt, including costs incurred e.g. commission, charges and the College's sanction of the withholding of the conferment of awards and re-enrolment will be applied.

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.

EMPLOYER BOOKING

Name of Authoriser (please print): _____

Designation: _____

Signature: _____

Date: _____

PLEASE RETURN TO:

SCOTTISH MARITIME ACADEMY, NORTH EAST SCOTLAND COLLEGE, SOUTH ROAD,
PETERHEAD AB42 2UP

TEL 01779 476204 / EMAIL SMA@NESCOL.AC.UK