



Official College use only

Student Ref	
Date	
Rec No	
User ID	

# Part-time Booking/Payment Form

This form may be used only by individuals who are paying for their own fees, those who are claiming remission of fees or those using SDS Individual Training Account (ITA) funding. For more information on ITAs, please visit: [www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita](http://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita)

Employers wishing to book students on courses should tel: **(01224) 612330**, (option 3) or email: [employerbookings@nescol.ac.uk](mailto:employerbookings@nescol.ac.uk) and ask for the **Employer Booking Form**.

Postal bookings can only be accepted when accompanied by full payment by cheque or credit card or proof of entitlement to remission of fees.

If you are entitled to remission of fees (FEE Waiver) complete this form and the Waiver 1 form and either email both forms with proof of entitlement to [studentadvice@nescol.ac.uk](mailto:studentadvice@nescol.ac.uk) or return to:

The Student Information & Admissions Manager, North East Scotland College,  
FREEPOST RTJJ-TXBA-AEVS, Aberdeen City Campus, Gallowgate, Aberdeen, AB25 1BN.

or bring along to your nearest campus.

**(PLEASE NOTE: the proof of entitlement must clearly show your name, address and state the benefit you are in receipt of. This proof must show that you have received this benefit within four weeks of booking onto the course.)**

## PERSONAL DETAILS

Surname \_\_\_\_\_

Mr  Mrs  Miss  Ms  Male  Female  Other

Forename(s) \_\_\_\_\_

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

Are you resident in Scotland and either a UK national, or have EUSS pre/settled status, or a non-UK national with indefinite leave to remain in the UK?  Yes  No

Permanent Home Address \_\_\_\_\_

Postcode \_\_\_\_\_ Email \_\_\_\_\_

Tel No (including area code) \_\_\_\_\_ Mobile \_\_\_\_\_

### REMISSION OF FEES

I wish to claim remission of fees and enclose proof of entitlement and the completed the Waiver 1 Form

Are you a full-time student? YES  NO

### SDS (ITA) DECLARATION

I wish to use SDS (ITA) funding from my SDS (ITA) account as part payment of this course, and will complete and submit a completed SDS (ITA) Declaration Form.

Please contact the Student Advice Centre for a Declaration Form.

# COURSE DETAILS

Course Reference Code & Title

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Fee (£) \_\_\_\_\_

The College reserves the right to amend fees/prices chargeable without giving prior notice. Course fees should be confirmed with the College at the time of booking.

# PAYMENT DETAILS

I enclose a Cheque (£) \_\_\_\_\_

Please make ALL Cheques payable to North East Scotland College.

**Please do not send cash**

I wish to pay by MAESTRO/MASTERCARD/VISA\*

(\*delete as appropriate)

Number

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Security Number

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

Name on Card \_\_\_\_\_

Issue No \_\_\_\_\_

Valid from

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Expiry Date

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Upon completion email this form to

**studentadvice@nescol.ac.uk** or return to:

The Student Information & Admissions Manager  
 North East Scotland College  
 FREEPOST RTJJ-TXBA-AEZS  
 Aberdeen City Campus  
 Gallowgate  
 Aberdeen AB25 1BN

or bring along to your nearest campus.

# EXTRA HELP WITH YOUR STUDIES

North East Scotland College offers a wide range of learning support to students who have additional learning or support requirements including: physical or sensory impairments, specific learning difficulties e.g. dyslexia; autistic spectrum disorder; physical/medical/mental health conditions; being a young carer; being care experienced, etc. Do you require extra help with your studies?

Please tick the appropriate box      No       Yes

If YES, please specify the condition

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This information will allow staff dealing with your application be aware of your circumstances. The information will also help us monitor recruitment from under-represented groups.

If you think you may require additional support in College, we would encourage you to contact us as soon as possible to allow us to consider how best we can support you, should you be accepted onto a College course. Initial enquiries should be made to Student Advice Centre (01224 612284).

# SQA RECORD OF EDUCATION AND TRAINING

If you have an SQA Scottish Candidate Number can you please bring this along when you attend the first class.

## SQA Higher National Units, Certificates & Diplomas (HNC/HND)

Please refer to [www.nescol.ac.uk/courses-explained](http://www.nescol.ac.uk/courses-explained) for information on SQA Administration fees.

# 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 enrol. By completing the enrolment 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 on request from the College Reception or on the College website: [www.nescol.ac.uk](http://www.nescol.ac.uk) (within course webpage disclaimers).

Alternatively, a copy can be obtained on request from the Student Advice Centre: North East Scotland College, Aberdeen City Campus, Gallowgate, Aberdeen 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.

# 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, or your gender) so that we can process your application in an accurate, fair and transparent way. If we do not have this information 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 Part-Time Course Applications Privacy Notice on our website at: [www.nescol.ac.uk/data-protection](http://www.nescol.ac.uk/data-protection).

This will also tell you about the rights you have in relation to that data and how to contact our Data Protection Officer.

The College would also like to send you information about other courses we offer and information about our events and activities. If you agree to being contacted about this, please tick the relevant boxes below:

I am happy to be contacted by:

- email       text       phone       post