

For office use only

Received:



# scottish maritime academy

A centre of excellence of NORTH EAST SCOTLAND COLLEGE

## Application for a Course commencing 2016/17

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

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 Seaside

Please list all your qualifications seaside 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          |
|---|---------------|----------------|-------------|-----------------------------------|----------------------|
|   |               |                |             |                                   |                      |
| Qualifications being taken  | Exam Board    | Course/Subject | Level/Grade | Result Expected/<br>Prelim Result | Date to be completed |
|   |               |                |             |                                   |                      |
| Employment/Voluntary Service  |               |                |             |                                   |                      |
| Name & Address of Employer/<br>Voluntary Service Organisation   |               | Job Title      | Date        |                                   |                      |
|   |               |                | From        | To                                |                      |
|   |               |                |             |                                   |                      |
| <p>Please tell us why you have applied for this course<br/> <i>(note – completion of this section can be important where there are a large number of applicants for a course)</i></p> |               |                |             |                                   |                      |

## 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. By providing personal information I consent to the College holding and processing the information to complete reports required by legislation, however the College will comply with their obligations under the Data Protection Act\*. At no time will my personal information be passed to other organisations for marketing or sales purposes.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## 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](mailto:sma@nescol.ac.uk)