

For office use only

Received: \_\_\_\_\_



# scottish maritime academy

A centre of excellence of NORTH EAST SCOTLAND COLLEGE

## Application for a Course commencing 2017/18

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: \_\_\_\_\_

## 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 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: \_\_\_\_\_

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](http://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.*

### Data Protection Act

Please complete this form in full. 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). You may apply for a copy of your information (you may be charged a small fee) or to have corrections or amendments made at any time. The College or selected third parties may wish to contact you for marketing purposes. If you do not wish to be contacted for marketing purposes please tick this box .

*If you tick this box we will be unable to provide you with information about special offers or courses that may be of interest to you.*

### 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**