

For office use only

Received:



scottish maritime academy

A centre of excellence of NORTH EAST SCOTLAND COLLEGE 

Application for a Course commencing 2018/19



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 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

Qualifications being taken	Exam Board	Course/Subject	Level/Grade	Result Expected/ Prelim result	Date to be completed

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)

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.

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