

NON FUNDED COURSE BOOKING FORM 2011-2012

for courses that are not partly or fully funded by the YPLA, SFA or other government agency and the customer pays the entire cost of the course. For funded courses, complete an Enrolment Form and Learner Agreement



Section 1: Your Details

Student number

Mr Mrs Miss Ms Other

Male Female

First name

Last name

Date of birth

Address

Post Code

Time at this address? yr(s) month(s)

Telephone (eve)

Telephone (day)

Mobile number

Email address

Car/M'cycle reg

How will you be paying for the course?

I enclose payment/payment at time of enrolment

If you are not paying at the time of enrolment and your employer is funding your course then you must provide a valid official purchase order.

Purchase Order No

Company

Address

Please ensure that you have read and understood the terms and conditions below

Please state your ethnic origin

- White
- 31 English / Welsh / Scottish / Northern Irish / British
 - 32 Irish 33 Gypsy or Irish Traveller
 - 34 Any Other White background
- Mixed / Multiple ethnic group
- 35 White and Black Caribbean
 - 36 White and Black African
 - 37 White and Asian
 - 38 Any Other Mixed / multiple ethnic background
- Asian / Asian British
- 39 Indian 42 Chinese
 - 40 Pakistani 43 Any other Asian background
 - 41 Bangladeshi
- Black / African / Caribbean / Black British
- 44 African 45 Caribbean
 - 46 Any other Black / African / Caribbean background
- Other
- 47 Arab 98 Any other ethnic group
 - 99 Not known/not provided

Have you attended this College before? Yes No

Do you have any specific requirements relating to disability, access or any other requirement?

Yes No

Please summarise your specific requirements. We will contact you to discuss in further detail if necessary.

Do you have a criminal conviction, or criminal conviction pending, that is related to violence against others, possession with intent to supply or supplying of controlled substances, a Schedule 1 offence against anyone under the age of 18 or inclusion on the Sex Offenders Register to List 99?

Yes No

If you answer yes to the above it does not necessarily mean you will not be able to attend college, but it will instigate a referral to the College's Safeguarding Officer.

Section 2: Your course

Office use only

Course Start Date

Course Code Fee £

Course Start Date

Course Code Fee £

Course Start Date

Course Code Fee £

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Equality, Diversity and Disability

The College is committed to ensuring that all students, staff and visitors are treated equally and have full access to our sites and services.

Please help us to achieve this by bringing to our attention any potential discrimination. If you are a disabled student or have any specific needs, we will ensure that reasonable adjustments are made to all aspects of the college to provide you with the assurance that you will not be placed at a substantial disadvantage.

By disclosing your specific needs to us at the earliest opportunity, we will be able to put in the support that you require. If you do not wish to disclose your needs or request that this information remains confidential, we cannot guarantee that appropriate adjustments will be made.

For further advice on support available, please contact our Student Services Advisers on 01539 814700.

Disabled parking spaces are available at all sites.

Cancellations: Terms and Conditions

If you wish to cancel your place on a course, then you must notify the college within 10 working days of the start date of the course. Cancellations received within less than 10 working days of the start date of a course will not be eligible for a refund. In the event of any course being cancelled by us, our liability is limited to the individual delegate fees paid, unless a complaint, made via the official Complaints procedure, is upheld. An administration fee of £30 will be made on all refunds. Refunds will be issued by the Finance Department within 14 days of the Finance Department receiving a completed authorised refund claim form.

Student's Signature

Date

Enroller's Signature

Date

OFFICE USE ONLY

Date input

Input by

Date checked

Checked by

By signing this you agree to the terms and conditions outlined above