STUDENT ENROLMENT FORM

STD1 F Short Course

SESSION 2010 – 2011

Cardonald COLLEGE GLASGOW

Please try to enrol as soon as possible.
Enrolments will be allowed right up to the starting date of the course.

Course title

(If there is more than one class offered in this subject, please state clearly which class you wish to attend)

Start Date

Full name

Address

Post code

Daytime Tel No

Evening Tel No

Are you a non UK citizen who has been living in the UK for less than 3 years? ☐
(Please tick box if so)

Course fee enclosed £

Date of birth

Do you have any additional support needs? Yes ☐ No ☐
If yes we will contact you to discuss how we can help you.

Please put the appropriate code in box.

ETHNIC ORIGIN

If you are NOT Scottish please enter your nationality

10 Scottish
11 English
12 Welsh
13 Irish
14 Any other white background
15 Any mixed background
16 Indian
17 Pakistani
18 Bangladeshi
19 Chinese
20 Any other Asian background
21 Caribbean
22 African
23 Any other black background
24 Any other background
98 Information refused
99 Information unknown
101 Gypsy/Traveller

STUDENT CATEGORY

10 Full-Time college based not included above
11 Permanent or Temporary Employment
12 Registered Unemployed - receiving job seekers allowance
13 Registered Unemployed - not receiving job seekers allowance
14 not registered unemployed but not working

SOURCE OF FINANCE

Refer to FES Guidance Notes - Code List B for Source of Finance

Continued overleaf

PAYMENT METHOD FOR CREDIT/DEBIT CARD PAYMENTS Date _____
(*Visa, Access, Mastercard or Switch)*

ILA Account ☐
(please fill in ILA declaration form)

Credit/Debit Card ☐

Cheque ☐

Credit Card No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Issue No ☐☐ Signature ☐

Start Date ☐☐☐☐ Expiry Date ☐☐☐☐
Security Code ☐☐☐

Please make cheques payable to Cardonald College Glasgow and attach to form. If you enrol onto more than one course then please send SEPARATE cheques for each class.

If you are paying by credit or debit card you can also enrol by telephone. Simply dial 0141 272 3331 and give us your details. If you prefer to post your enrolment to us then fill in the form with payment and send to:

SHORT COURSE PROGRAMME, CARDONALD COLLEGE GLASGOW, MOSSPARK DRIVE, GLASGOW, G52 3AY.

If your employer is paying the fee please fill in the following invoice details:

Full name ☐

Address ☐

☐

Post code ☐

Please note: No confirmation letter is sent out to you.
You will be contacted by the College **ONLY** if the class has to be cancelled, otherwise please simply come along to the class on the date specified in the brochure. Go to reception and check the information screen for your room number. If you require a receipt for payment, please telephone the Short Course office, or write your request on the enrolment form.

If the College has to cancel the class due to insufficient enrolments, your money will be returned to you in full. If you decide to cancel your enrolment you must do so, in writing, at least 14 days before the class is due to start. NO REFUNDS can be given after this period, and no fees can be transferred to the next session.

STUDENT DECLARATION (TO BE SIGNED AT CENTRAL REGISTRATION)

Information and Data
If I use a college computer, I agree to abide by the Acceptable Use Policy (part of the Student Handbook). I recognise that I may be excluded from certain classes if the college considers that I may pose a risk to other people. Information provided by me will be used by the college for the purposes of student administration, and the monitoring of equal opportunities. Other information such as ethnicity, exam results and course details may be passed on for the purposes of improving quality and planning future provision within Scottish education and other educational purposes.

At no time will your personal information be made available to the public or passed on to organisations for marketing or sales purposes. From time to time students may be approached by public funded bodies or their partners, to take part in research and surveys to help them with this task. In some circumstances, the college may pass contact details (name, address, date of birth, Scottish candidate number and course information) to Skills Development Scotland so they can contact you to offer advice and support. Tick this box if you do NOT want to be contacted in respect of such surveys. ☐

I have read and agree to abide by the Student / College Partnership (see the Student Handbook).

Fees
I accept that I have responsibility for the full and final payment of fees associated with this course, by the due date indicated below.

Course Fee: _____ Due Date: _____

Student Signature ☐

Date ☐