NORTH EAST SCOTLAND COLLEGE

Student ID COLLEGE USE

Business & Community Development - Distance Learning Courses
STUDENT ENROLMENT FORM – Session 2024/2025

PERSONAL DETAILS **(Please complete this form clearly and in block capitals)**

Surname:	Forename(s):	Title:	Date of Birth:	What is your sex?: ☐ Male ☐ Female ☐ Prefer not to say

Permanent Home Location – Enter Code: _____ 100 Aberdeen City 110 Aberdeenshire 120 Angus 180 Dundee 230 Edinburgh 240 Falkirk 250 Fife 260 Glasgow 270 Highland 300 Moray 340 Perth & Kinross 400 West Lothian **Other:** _____	**Ethnic Group – Enter Code: _____** 10 Scottish; 11 English; 12 Welsh; 13 Irish; 14 Other White background; 15 Any Mixed background; 16 Indian, Scottish Indian, British Indian; 17 Pakistani, Scottish Pakistani, British Pakistani; 18 Bangladeshi, Scottish Bangladeshi, British Bangladeshi; 19 Chinese, Scottish Chinese; British Chinese; 20 Other Asian background; 21 Caribbean, Scottish Caribbean, British Caribbean; 22 African, Scottish African, British African; 23 Other African background; 24 Any other background; 30 Northern Irish; 31 British; 32 Gypsy/Traveller; 33 Polish; 34 Arab, Scottish Arab, or British Arab; 35 Black, Scottish Black, British Black; 36 Other Caribbean or black background; 37 Roma; 38 Showman/show woman
Country of nationality of student (Enter Country):	
Are you a UK National and have you lived in Scotland all of your life? ☐ **Yes** ☐ **No**	

ADDRESS DETAILS

Home Address (Certificates gained will be sent to this address)

Postcode			
Home Telephone		Mobile Number	
Email Address			

ENROLMENT DETAILS – *Please note: If course is an SQA Higher National (HN) Unit, you will need to complete the Additional Information form*

Course Title:	Course Code:	Course Fee: All students registering for SQA HNC/HND courses must pay SQA Admin fees. These fees are paid once, on entry to each SQA advanced course. Alternatively, students pay a single unit (subject) fee on entry to each unit.

Source of Finance for Student:

- ❑ 10 UK Industry and Commerce (Employer Paying)
- ❑ 14 Self Financing Student (Home Rate)
- ❑ 17 Individual Training Account
- ❑ 36 Self-financing (full-rate)
- ❑ 54 Students from the rest of the United Kingdom (RUK)
- ❑ 57 Ukrainian refugee/Homes For Ukraine student
- ❑ ___ Fee Waiver Enter code
- ❑ ___ Other _____

Student Category:

- ❑ 11 Permanent or Temporary Employment
- ❑ 12 Registered Unemployed – receiving Jobseekers Allowance
- ❑ 13 Registered Unemployed – not receiving Jobseekers Allowance
- ❑ 14 Not Registered Unemployed but not working
- ❑ 18 Retired
- ❑ 20 Migrant worker

Other qualifications (qualifications held on entry):

Non-advanced qualification

- ❑ 08 Certificate of Sixth Year Studies (CSYS) / Advanced Higher
- ❑ 09 SVQ: Level 3
- ❑ 10 Access 3 / Foundation Standard Grade
- ❑ 11 Access to University course
- ❑ 12 SVQ: Level 2 / Intermediate 2 / Credit Standard Grade
- ❑ 13 Access 2
- ❑ 14 SVQ: Level 1 / Intermediate 1 / General Standard Grade
- ❑ 15 Access 1
- ❑ 16 Ordinary / Scottish National Diploma
- ❑ 17 Ordinary / Scottish National Certificate
- ❑ 20 National 1
- ❑ 21 National 2
- ❑ 22 National 3 / Skills for work National 3
- ❑ 23 National 4 / Skills for work National 4
- ❑ 24 National 5 / Skills for work National 5
- ❑ 25 Higher / Skills for work Higher
- ❑ 99 Standard / Higher Grade
- ❑ 00 Student holds no qualification

Advanced qualification:

- ❑ 01 Degree
- ❑ 02 Membership etc. of professional institution
- ❑ 03 Higher National Diploma, HE Diploma, Teaching Diploma, or equivalent
- ❑ 04 SVQ: Level 4 and above
- ❑ 06 Higher National Certificate or equivalent
- ❑ 07 Other advanced qualifications
- ❑ 26 Advanced Higher / Scottish Baccalaureates
- ❑ 27 Doctorate
- ❑ 28 Masters Degree

PREVIOUS SCHOOL

School Name and Address (mandatory for Students under 20 years of age at enrolment):	SQA Candidate Number (If known):

If the student was not attending a Scottish local authority, independent or grant-aided school, please select the appropriate schooling situation by ticking one of the boxes below

☐ **Home schooled** ☐ **Non-Scottish UK school** ☐ **• Non-UK EU school** ☐ **Overseas school**

A) Employer Sponsor Details and Financial Approval (If course fees are being sponsored by a third party e.g. employer)

Employer / Sponsor Name:		
Company Registration Number:		
Customer Account Code (college use)		
A/C Payable Contact Name:		
A/C Payable Email Address:		
Address:		
Postcode:		
Telephone Number (Including Code)		
Reports to be sent to Employer/Sponsor?	❑ Yes ❑ No	
Purchase Order Number:		Please attach Purchase Order to this application form

PAYMENT TERMS ARE 30 DAYS NETT. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE BUYER SHALL NOT BE BINDING.

The organisation named above hereby agrees to pay all fees incurred by the applicant listed under section "Personal Details". 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.

Name (PRINT): _____ **Designation:** _____

Signature: _____ **Date:** _____

B) REMISSION OF FEES

I wish to claim remission of fees and enclose proof of entitlement (tick) „

Current evidence of eligibility must be submitted with this form (see Part-time Guide for more information). For state benefits, evidence must be dated within the last 4 weeks.

Student Declaration

I claim for remission of fees for the course identified, in accordance with the College's Fee Remission Policy.

Signature: _____ **Date:** _____

(FOR COMPLETION BY STAFF ONLY)

Category of Remission: _____ **Proof of Entitlement:** _____

Declaration

The above named student has been accepted for remission of fees for the course detailed above on the basis of evidence submitted to prove eligibility. A copy of the evidence submitted is attached

Signature (College Staff): **Date:**

IMPORTANT - PLEASE READ CAREFULLY
By proceeding to enrol as a student of North East Scotland College, you will enter into a contract with the College and will be bound by the College's Terms & Conditions of Study which are available on the College website and the College's Student Advice Centres or on request.

JOINT LIABILITY FOR ALL FEES
The Employer and student (as employee) shall be responsible for all fees due to and asked for by the College both jointly and severally. That is to say in the event that said fees are not paid by the employer either in whole or in part, the student shall be fully responsible for payment of said fees.

DATA PROTECTION
Our privacy notices provide you with more explanation on how we use your personal information in different circumstances. For instance, you should be aware that statistical personal information will be shared with the Scottish Funding Council to allow them to allocate appropriate funding to colleges in line with Scottish Government strategies and their statutory duties. You can find a copy at https://nescol.ac.uk/data-protection or ask at the Student Advice Centre.

The College may wish to contact you for marketing purposes. If you wish to be contacted for marketing purposes please tick this box □ (We will be unable to provide you with information about courses that may be of interest if you do not tick this box). At no time will your personal information be passed to other organisations for marketing or sales purposes.

Applicant's Declaration – All students MUST complete this section.

I understand that I will need to meet the costs of any exam registration(s), certification(s) or additional staff support.

In signing this form, I have read the above and I am entering into a contract with North East Scotland College. I agree to be bound by North East Scotland College Student Terms and Conditions of Study.

Signature: _____ **Date:** _____

UPON COMPLETION EMAIL THIS FORM TO STUDENTADVICE@NESCOL.AC.UK OR RETURN TO

THE STUDENT INFORMATION & ADMISSIONS MANAGER
NORTH EAST SCOTLAND COLLEGE
FREEPOST RTJJ-TXBA-AEZS
ABERDEEN CITY CAMPUS
GALLOWGATE
ABERDEEN
SCOTLAND
AB25 1BN

STUDENT EQUAL OPPORTUNITIES MONITORING

North East Scotland College is committed to a policy of equal opportunities and seeks to ensure that no individual is discriminated against on the grounds of the protected characteristics of gender, race, religion or belief, age, disability, maternity and pregnancy, sexual orientation and gender reassignment. To assist in monitoring the policy, and for the purpose of complying with the specific duties of The Equality Act 2010, it would be helpful if you could answer the following questions. We will also use the information you provide on Gender, Ethnicity and Disability elsewhere on this form. The information provided will be kept secure and used only for monitoring purposes.

Religion or Belief: *(please choose appropriate status below)*

☐ Buddhist ☐ Christian: Protestant ☐ Christian: Other ☐ Hindu
☐ Jewish ☐ Muslim ☐ Christian: Roman Catholic ☐ Sikh
☐ No Religion/Belief ☐ Another religion or body ☐ Prefer not to say

Sexual Orientation: *(please choose appropriate status below)*

☐ Heterosexual/Straight ☐ Gay Man ☐ Gay Woman/Lesbian ☐ Bi/bisexual
☐ Other ☐ Prefer not to say

Gender Identity and Trans Status of Student: *(please choose appropriate status below)*

Is your gender identity the same as you were registered at birth? ☐ Yes ☐ No ☐ Prefer not to say

Do you consider yourself to be trans, or have a trans history? [tick one box only] ☐ Yes ☐ No ☐ Prefer not to say

Pregnancy and maternity: *(please choose appropriate status below)*

Are you currently pregnant or have you been pregnant in the past year? ☐ Yes ☐ No ☐ Prefer not to say

Disability and Groups of Specific Interest *(please choose appropriate status below)*

Do you have a disability? ☐ Yes ☐ No **Are you in receipt of Disability Allowance?** ☐ Yes ☐ No

If you have a disability please tick the relevant categories below:

☐ Learning difficulty (a specific learning condition that affects the way you learn and process information)
☐ Developmental disorder (a condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language)
☐ Long-term illness, disease or condition (a condition, not listed above, that you may have for life, which may be managed with treatment or medication)
☐ Mental health condition (a condition that affects your emotional, physical and mental wellbeing)
☐ Physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)
☐ Deafness or partial hearing
☐ Blindness or partial sight loss
☐ Learning disability (a condition that you have had since childhood that affects the way you learn, understand information and communicate)

Groups of Specific Interest (please tick appropriate box):

☐ Afghan Locally Employed Staff
☐ Bereaved Children Scheme
☐ Iraqi Direct Entry Assistance Scheme
☐ Person Granted Humanitarian Protection
☐ Refugees
☐ Syrian Vulnerable Persons Relocation Scheme (VPRS)
☐ Pre-settled status (EU Settlement scheme)
☐ Ukrainian refugee/Homes for Ukraine scheme
☐ Asylum Seekers
☐ Estranged Person
☐ Person Granted Discretionary Leave to Remain
☐ Profound and Complex Needs
☐ Stateless Person
☐ Veterans
☐ Settled status (EU Settlement scheme)

Service student: *(please choose appropriate status below)*

Are you a student who has a parent or carer who served or is serving in the regular or reservist British Armed Forces (Royal Navy; Royal Marines; British Army; or Royal Air Force) at any point during the first 25 years of your life?
☐ Yes (a Service student) ☐ No (not a Service student) ☐ Prefer not to say

Care Experienced (Looked After Young People):

The term care experienced is used to include anyone who has been or is currently in care or from a looked after background at any stage in their life. It includes people who have been in foster care, kinship care, and those who are looked after at home with a supervision requirement. You do not have to provide this information, but NESCol is committed to providing you with a range of additional support where appropriate to ensure a positive and successful College experience. Are you care experienced? Yes ☐ No ☐
If no, go on to next question If yes, please choose the most recent type of care setting which relates to you:
Residential care ☐ Foster care ☐ Kinship care☐ Looked-after at home☐

Carers and Caring Responsibilities:

A carer is someone who provides significant unpaid support to family or a friend who could not manage without their help. Carers provide support for a number of reasons including illness, disability or drug/alcohol addiction. This term refers to caring duties beyond normal parenting duties. You do not have to provide this this information, but NESCol is committed to providing you with a range of additional support where appropriate to ensure a positive and successful College experience. Are you a carer? Yes ☐ No ☐

If you answered Yes, to Caring Responsibilities, please tick appropriate box. Who do you care for?
☐ Disabled Child/Children under 18 ☐ Child/Children under 18 ☐ Adult(s) 18 and over ☐ Prefer not to say

First or preferred language: (please choose appropriate status below)

☐ English ☐ Gaelic ☐ British Sign Language (BSL) ☐ Any other National Language ☐ Prefer not to say

College Parking Facilities: Altens/Fraserburgh Campus Students Only:
If you are using the College Parking, please provide your vehicle registration: _____

Thank you for your co-operation in completing this form.