

# Part time Application Form



STUDENT ID (FOR OFFICE USE ONLY)

If you need help completing this form please ring 01202 205205.

**PLEASE COMPLETE ALL SECTIONS OF THE FORM IN BLOCK CAPITALS.**

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## 1. PERSONAL DETAILS

Male		Female		<b>Applicants NOT born in the United Kingdom please complete this section:</b>	
Surname:					
Forename(s):				Country of birth:	
Date of birth:				Your nationality:	
Address:				Have you lived in the UK or other European Union/EEA country for the last 3 years?	
				Yes	No
Postcode:				<b>Emergency contact:</b>	
Telephone:		Mobile:		Name:	
Email address:				Telephone:	

## 2. COURSES APPLIED FOR

Course Title:	
Course Code:	Start Date:

## 3. ADDITIONAL SUPPORT QUESTIONS

1. Do you have any health or medical conditions? Epilepsy <input type="checkbox"/> Diabetes <input type="checkbox"/> Allergies <input type="checkbox"/> Asthma <input type="checkbox"/> Other – please give details:	Yes	No	5. Do you have any mental health issues? If you answered 'Yes' to question 5 please give details:	Yes	No
2. Do you have a disability? If you answered 'Yes' to question 2 please give details:	Yes	No	6. Is English your second language? If you answered 'Yes' to question 6 please give details:	Yes	No
3. Do you have a learning difference? (e.g. Dyslexia, Dyspraxia etc) If you answered 'Yes' to question 3 please give details:	Yes	No	7. Is there any other support you would require whilst at College? If you answered 'Yes' to question 7 please give details:	Yes	No
4. Do you have a social worker or support worker?	Yes	No	8. Do you have an Educational Health Care Plan?	Yes	No

## 4. ADVICE & GUIDANCE

If you would like to speak to an advisor about your application please tick here

## 5. DECLARATION

**Please declare whether you have relevant\* convictions or current proceedings against you. Yes  No**

\*If you answer yes we will contact you and ask for more details. We are only interested in proceedings or criminal convictions that relate to violence, are of a sexual nature or involve unlawfully supplying controlled drugs or substances. If you fail to declare information it may result in disciplinary action being taken against you once you have enrolled at the college. You will need to declare ALL criminal convictions if you apply for a course in Support/Teaching or Childcare.

I confirm that to the best of my knowledge the information given on this form is correct.

Signature:

Date:

I confirm I have read the College Terms and Conditions and College Payment Policy. These can be found online - [thecollege.co.uk/policy](http://thecollege.co.uk/policy)

All personal information that Bournemouth & Poole College holds is processed in accordance with current UK data protection legislation. The College is the data controller and contact details for our data protection officer can be found on our website [thecollege.co.uk](http://thecollege.co.uk). The information you provide on this form will be used for providing the services outlined in this document. Your data may be shared with other public bodies for purposes of funding and regulatory compliance. We will contact you where necessary in order to provide the service detailed in this document. For more information about how we use your data, please see our full privacy notice at [thecollege.co.uk/privacy-notice](http://thecollege.co.uk/privacy-notice)

The College is committed to equal opportunities. See our Equality and Diversity policy on The College website for more details. We may contact any recent education provider to request information. By signing this document you agree that your personal information can be processed and used in this way.

## 6. PAYMENT INFORMATION - How will you be paying for the course?

- I will be paying in full     I will be paying by Instalments (Please complete section 8)  
 My employer will be paying (please ask your employer/sponsor to complete section 9)

# Course Payment Form

## 7. Payment Method

- Credit/Debit Card – call Helpline on 01202 205205     Cash – payments can be made in person at the Enrolment desk

## Government Funding

**For courses that attract funding we will contact you to discuss fees and eligibility for concessions prior to payment.**  
More information on fee reductions and criteria is available online - [thecollege.co.uk /adult-skills/fees](http://thecollege.co.uk/adult-skills/fees)

**Please note that fees remain payable should you have a change of circumstances. Please refer to the Fee Payment policy for details and advice regarding refunds.**

## 8. Direct Debit Mandate

### Instructions to your Bank or Building Society to pay by Direct Debit



Please fill in the whole form using a ball point pen (do not detach)

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

To: The Manager                      Bank/Building Society

Address

\_\_\_\_\_

Post Code

Service User Number (SUN)

1	6	8	5	2	1
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Reference

FOR OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

Deposit 20% / 40% (F) =

Monthly payments of

Total =

**Instruction to your Bank or Building Society**

Please pay The Bournemouth and Poole College Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Bournemouth and Poole College and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

**BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTION FROM SOME TYPES OF ACCOUNT**

### The Direct Debit Guarantee

- The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Bournemouth and Poole College will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request The Bournemouth and Poole College to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by The Bournemouth and Poole College or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when The Bournemouth and Poole College asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## 9. EMPLOYER/SPONSOR/TRAINING PROVIDER DETAILS – We will require a purchase order or authority from your employer to guarantee proof of support. Until this is confirmed you will remain liable for your college fees.

Purchase Order Number:

Contact Name:

Company Name:

Company Telephone:

Address:

Post Code:

Email:

Authorising Company Signature:

I confirm I am authorised by the Company to approve payment

**PLEASE RETURN THIS FORM TO: RECEPTION, BOURNEMOUTH & POOLE COLLEGE, FREEPOST BH969, BH14 0ZZ**