

Booking Form for Part Time and Short Courses

Please ensure that you have read the information on course bookings carefully before completion. If you require any further information about applying for these courses, please ☎: 01395 562347 or ✉: enquiries@bicton.ac.uk

Please note places cannot be reserved without a completed booking form and payment.

About you (please complete in block capitals)

Title: (Please tick) Mr Mrs Miss Ms

Surname:

Forename(s) in Full:

Address:

Postcode:

Telephone Number: (Day)

Telephone Number: (Evening)

Date of Birth: Gender: Male Female

Nationality:

National Insurance Number:

About your application

How did you first hear about the course you have applied for?

.....
.....

Your course choice

Course Title:

Start Date: End Date:

Venue:

The College reserves the right to cancel courses without prior notice if there are insufficient bookings or for other operational reasons. Where possible an alternative date / course will be offered. If the College has to cancel a course for any reason, you will receive a full refund.

Your payment details

Total Fee Due £

Payment Method

I enclose a cheque/postal order for the sum of £ payable to Bicton College

I authorise you to charge my credit/debit card account for the sum of £

Card No.

Expiry date: /

Card holders name (as on card):

Signature

Issue Number: (Switch only)

Valid date: /

I enclose an official order for the sum of

£

Once you have booked on a course, you will be liable for the full course fees. We will not refund any part of the fee if you subsequently withdraw, and your place is not filled. If your place on the course is filled, then an administration charge of £50 will be made.



Equal opportunities

The College is committed to ensuring equality for all current and potential students, irrespective of their age, race, gender, special educational needs, religion or marital status.

Do you have any disabilities or learning difficulties? (Please tick)

Yes No

If YES to the above, please identify (e.g. hearing impaired, dyslexia):

.....

This information is strictly confidential and will only be used to provide appropriate support for you during your time at the College.

This question serves to assess the extent of representation of ethnic groups in relation to our equal opportunities policy.

How would you describe your ethnic background? (please tick):

- | | |
|--|--|
| <input type="checkbox"/> White - British | <input type="checkbox"/> Black or Black British - Any other Black background |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Any other white back ground | <input type="checkbox"/> Mixed - White and Asian |
| <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Mixed - White and Black African |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Mixed - White and Black Caribbean |
| <input type="checkbox"/> Asian or Asian British - Any other Asian background | <input type="checkbox"/> Mixed - Any other mixed background |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Any other |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Not Known/ Not provided |

Have you lived in England for the previous 3 years? Yes No

If you have not lived in England for the previous 3 years, please state the country you have lived in:

.....

If you have not lived in England for the previous 3 years, do you hold a British Passport? Yes No

Please ensure that you read and complete both sides of this form fully.

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FOR OFFICE USE ONLY

Date	Receipt No.	Amount
Enter on		
SI Live		
Jl sent		
Payment		
Cancellation		
Ack. letter		
Withdrawn		

IMPORTANT NOTICE TO STUDENTS

Please note not all Assessments are carried out on the Bicton Campus. For off-site Assessments you will be expected to provide your own transport to and from the Assessment Site

Applicant's signature

I confirm I have read and understood the information on course bookings. The information provided is correct to the best of my knowledge.

Signature Date

If you require a receipt, please enclose a stamped addressed envelope. The college collects information about all our students for various administrative, academic and health and safety reasons. Because of the Data Protection Act 1998, we need your consent before we can do this. 'In signing this form I agree to the processing of personal data contained in this form for any purposes connected with my studies, health and safety or any other legitimate reasons.' Information you provide on this form will be passed to the Learning and Skills Council, (the Council). The Council is registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data. The Council will collect and share information with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. This will allow the Council and its partners to monitor performance, improve quality and plan future provision.

Please return this form to:

**Admissions, Bicton College, East Budleigh,
Budleigh Salterton, Devon EX9 7BY**