

Application form

Session 2010-2011



Europe and Scotland
 Making it **work together**

The Application form is available in larger print or alternative format, if required.
 Please contact the Admissions office for details.

FOR OFFICE USE ONLY

COURSE TITLE (see College Prospectus)

1st Choice

2nd Choice

I.D.

COURSE CODE

PERSONAL DETAILS

Surname

Forenames

(circle one)

Mr

Mrs

Miss

Ms

Permanent Home Address

Next of Kin (name and address)

Relationship

Tel:

Post Code

Telephone (Home)

Telephone (Mobile)

E-mail

Date of Birth

Gender

Male

Female

Nationality

School Attended

Date Left School

N.I. Number

SCOTTISH CANDIDATE NUMBER (SCOTVEC) (SQA)

Have you previously been registered with SQA or Scotvec? Yes No

Please enter your registration number (see your results certificate)

MARKETING INFORMATION

Where did you learn about study opportunities at Borders College?

- | | | |
|--|--|---|
| <input type="checkbox"/> Employer | <input type="checkbox"/> Friend or Relative | <input type="checkbox"/> Careers Service |
| <input type="checkbox"/> Guidance Teacher | <input type="checkbox"/> Web Site | <input type="checkbox"/> Newspaper Advertising |
| <input type="checkbox"/> Radio Advertising | <input type="checkbox"/> Phoned/Visited College Site | <input type="checkbox"/> Other (please state) _____ |

Office Use Only
 Ack. Date

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DISABILITY LIST

- 01 - No known disability
- 02 - Dyslexia
- 03 - Blind/are partially sighted
- 04 - Deaf/have a hearing impairment
- 05 - Wheelchair user/have mobility difficulties
- 06 - Personal care support
- 07 - Mental health difficulties
- 08 - An unseen disability, e.g. diabetes, epilepsy, asthma
- 09 - Multiple disabilities
- 10 - A disability not listed above

If you have any mobility difficulties, or any other special requirements, and would like assistance when attending your interview and/or during your course of study, please tick the box.

LANGUAGE

Is English your first language? Yes/No

If 'no', will you need help with reading or writing English? Please tick the box.

The information you provide will be dealt with confidentially and shared with the Access Co-ordinator and members of staff involved with providing you with any necessary support.

ACCOMMODATION

Borders College does not have its own Halls of Residence however we do have a partnership arrangement with Heriot-Watt University to provide a limited number of rooms within their Halls for Borders College students. Spaces are limited and priority will be given to students who are not normally resident within the Borders area. If you do wish to be considered for accommodation within the Halls of Residence, please tick box.

CONVICTIONS

Do you have any spent or unspent convictions? Yes/No

If you are selected for interview for your chosen course you will be required to supply details in a letter marked 'Private and Confidential' detailing the conviction(s). The content of the letter should outline the incident(s), when it was, how it was dealt with (i.e. sentence received), explanation of circumstances at the time and what are your current circumstances.

LIMITED LIABILITY

Borders College has the right to amend the content of the courses without any form of compensation becoming payable to students. In the event of a course being cancelled, the College's liability will be limited to a refund of fees already paid.

DATA PROTECTION

The College is registered under the Data Protection Act 1998. At no time will your personal information be passed to organisations for marketing or sales purposes, although the College may use it internally to improve the service we offer to students. The information provided in the form may be shared with relevant organisations, including examination bodies, The Scottish Funding Council (SFC) and the Scottish Executive (SE) and Careers Scotland. The methods of storing and using your information are subject to other Acts of Parliament.

The College may use your personal details to contact you with relevant marketing information. Tick this box if you do NOT wish to receive relevant marketing information.

I have read, understood and accepted these conditions. I declare that the information I have provided is correct.

Signature: _____ Date: _____

Please return completed Application Form to:

Freepost RSBC-JYUE-SKUZ
Borders College
Scottish Borders Campus
Nether Road
GALASHIELS
TD1 3HE

ETHNIC GROUP

Please indicate your Ethnic Group. (This information is required for statistical purposes and to meet the College's obligation under the Race Relations (Amended) Act 2000)

White	Mixed	Asian, Asian Scottish or Asian British	Black, Black Scottish or Black British	Other Ethnic background
10-Scottish <input type="checkbox"/>	15-Any mixed background <input type="checkbox"/>	16-Indian <input type="checkbox"/>	21-Caribbean <input type="checkbox"/>	24-Any other background <input type="checkbox"/>
11-English <input type="checkbox"/>		17-Pakistani <input type="checkbox"/>	22-African <input type="checkbox"/>	
12-Welsh <input type="checkbox"/>		18-Bangladeshi <input type="checkbox"/>	23-Any other black background <input type="checkbox"/>	
13-Irish <input type="checkbox"/>		19-Chinese <input type="checkbox"/>		
14-Any other white background <input type="checkbox"/>		20-Any other Asian background <input type="checkbox"/>		

Ethnic Group information will be detached and destroyed after processing

FOR COLLEGE USE

Summer
2011 Leaver

December
Leaver

Home

Overseas

1. INTERVIEW

Interviewer

	Day	Date	Time	Room	Processed	Attended
1st						yes/no
2nd						yes/no

Interview Information (Including request for External Learning Support)

2. TITLE OF COURSE OFFERED _____

3. CONDITIONAL OFFER PROCESSING RECORD

Conditions _____

Conditional	Course Code	Signature	Date	Proc
i Offer				
ii Documents Issued				

4. FULL OFFER PROCESSING RECORD

Unconditional Offer	Course Code	Signature	Date	Proc
i Offer				
ii Documents Issued				

5. NO OFFER

Reason must be stated	Referred to	Initials	Date	Proc
Documents Issued				

6. WAITING LIST

Reason must be stated	Signature	Date	Proc
Documents Issued			