

**When fully completed please return to:
Borders College, Buccleuch Road,
HAWICK, TD9 0EH**

Guidance on completing your application form.

Please complete this form in full (**both sides**), enclose the relevant payment and return to the address above. On receipt of your application form and payment a place will be booked for you and a letter of confirmation will be sent. **Places can only be booked on receipt of full payment.**

Personal Details

Title _____ Forename(s) _____ Surname _____

Preferred Name _____ Previous Name _____

Gender: M / F Nationality _____

Address _____

Postcode _____ Date of Birth _____

Daytime Tel _____ Evening Tel _____

Mobile Tel _____

Email _____

Course Choices

Please give the FULL title of the course for which you are applying.

1 Title _____ Course Code _____

Venue _____ Start Time _____ Start Date _____

2 Title _____ Course Code _____

Venue _____ Start Time _____ Start Date _____

Payment Details

Please ensure you include full payment to reserve your place – **do not** send cash.

Switch/Debit/Credit Card:

Account/Card Number:

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Start date _____ Expiry date _____ Issue No _____ 3 digit security code _____

Cardholder's house number _____ Cardholder's postcode _____

Cardholder's signature _____ Date _____

Amount to be debited £ _____

Or - I enclose a cheque made payable to Borders College for: £ _____

Individual Training Accounts (ITA) may be available to assist in funding certificated learning. Please contact Skills Development Scotland (SDS) for more information. Tel: 08009178000 website: www.myworldofwork.co.uk.

Free Class

Students in receipt of certain benefits or a low income *may* not have to pay fees for Certificate and Computing courses although they *will* be required to pay a 25% deposit at the time of booking. The deposit will be refunded once the student has attended 25% of their course and has also provided appropriate benefit/low income evidence; students will be required to send a copy of their evidence to Borders College within 3 weeks of the course start date.

Failure to attend the required 25% of the course and provide the correct evidence will result in the student being liable to pay the full cost of the course with the deposit no longer being refundable. For further information contact our Finance Department on 01896 662533.

Please tick boxes as appropriate.

• **Company Voucher** (please attach).

• **Interest Link Buddy**

• **Criminal Convictions**

Do you have any unspent criminal convictions? Yes No

Wherever possible Borders College will endeavour to assist and support all students in their learning. If you feel you need any additional support please let us know at the time of booking.

The College may make a change to a course where it is reasonable for the College to do so. A change could involve the replacement of a course with a new course, variations to course content or structure, the merger of courses or the withdrawal of a course. If there is a change to a course you have either booked a place on, or expressed an interest in, the College will let you know as soon as possible. By booking a place or expressing an interest in a course, you agree to these rules about changes to courses. Please visit our website for full terms and conditions and to be added to our mailing list.

Signed.....

This form, together with payment etc, should be returned to:

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TD9 0EH**