



# **Part Time Course Booking Form**

## **Return Addresses**

### **Dumfries Campus**

Freepost RRYS - ZGBC – BETL,  
Dumfries & Galloway College Admissions Department,  
Bankend Road, Dumfries, DG1 4FD  
Tel: (01387) 734059/60, Fax: (01387) 734040  
Email: [info@dumgal.ac.uk](mailto:info@dumgal.ac.uk)

### **Stranraer Campus**

Dumfries & Galloway College Admissions Unit,  
FREEPOST SC05356, Stranraer, DG9 7BR  
Tel: (01776) 706633, Fax: (01776) 703944  
Email: [info@dumgal.ac.uk](mailto:info@dumgal.ac.uk)

**This form is available in large print format or other media upon  
request from: Student Services – Tel 01387 734059/60**

## How to Apply

We are very pleased you wish to undertake a course of study at Dumfries and Galloway College, we feel sure it will prove to be a rewarding experience.

Please complete this form by providing all of the information including entry requirements requested. Should you require additional support for learning, please complete the information requested on the back of this application form. It is important that payment is included with your application.

**Office Use Only:**          Student ID

### 1. Personal Details

Title:	Surname:				
Forenames:				Date of Birth:	
Previous Surname:					
Address:				Daytime Tel No:	
Town:				Evening Tel No:	
Country:					
Post Code:				Mobile No:	
Email Address:					

### 2. Programme Information

I wish to book on the following course (additional application forms are available by request)

Course:						
Start Date:			Evening of Attendance:			
Fee:			Do you have entry requirements?	Yes	No	
If ECDL is this your first module?				Yes	No	

3. Payment Section		Office Use	
Total Fee: £		Receipt Number:	
Payment Method – Please Tick		<b>Payment must accompany this application</b>	
Cash			
Cheque		Cheques to be made payable to Dumfries and Galloway College.	
Debit / Credit Card		In the interest of data security, please contact reception on 01387 734000 with card details	
Fee Waiver		Please enclose your fee waiver form and up to date documentary evidence.	
ILA Individual Learning Account (up to £200 funding)		ILA Number	
		<b>Student is responsible for supplying the College with their ILA Number before the start date of your course.</b>	
ILA Individual Learning Account (up to £500 funding)		<b>Please attach your ILA Application to be stamped.</b>	
Employer		Please complete the following:	
		Organisation:	
		Contact:	
		Address:	
		Order No:	Tel No:

#### 4. Additional Support for Learning

At Dumfries & Galloway College, we offer lifelong learning opportunities and equality of access to all of our learning programmes. To help us achieve this we aim to provide an accessible, positive and supportive environment for you to learn, therefore please complete the boxes. We assure you of confidentiality and that this information is not used in any part of the selection process. Information will only be disclosed to staff dealing with your application. We comply with all legislation relating to equality of access to learning opportunities. For furtherer information or assistance in completing this section please contact a Student Advisor on Tel 01387 734063/64.

Do you require additional support for a disability or additional needs (please tick)?

Yes		No		If yes what do you require?

I wish to book on the courses identified and I enclose payment as requested.

Signature:		Date:	
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**Important – Please turn over**

## Data Protection Act

Dumfries and Galloway College complies with the Data Protection Act (1998) and is registered as a data user with the Office of the Information Commissioner. Information from this form will be stored on a computer system and shared with relevant bodies connected with your studies. The College undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of its Data Protection notification.

In order to operate the College effectively we need to record information about you. Signing this form indicates that you understand the above and give your consent.

Under the Act you have a right to a copy of personal information about you held by the College. Should you require a copy please contact the Student Records Office at Bankend Road, Dumfries

## Marketing Information

To assist us in our endeavours to continually improve the service we offer, we would be grateful if you would provide us with the following information.

How did you hear about Dumfries and Galloway College courses?

Friend		Learning Centre		Open Day		Bus	
Mailing		Prospectus		Road Show		TV	
Employer		Careers Scotland		Display/Poster		Radio	
School		Job Centre		College Web Site		Advert	
Family		Exhibition		Web link*		Other*	

\* Other – Please Specify

\* Web Link – Please Specify



**[www.dumgal.ac.uk](http://www.dumgal.ac.uk)**

Scottish Charity Number – SCO21189