

## Terms and Conditions

### 1 Booking

- i Askham Bryan College will endeavour to provide the courses as indicated; on the dates stated, the price indicated and in accordance with the relevant syllabus.
- ii Please sign and return the booking form within 14 days to confirm your booking.
- iii Return of the completed booking form does not guarantee that a course will run.
- iv Bookings must be accompanied by payment as follows:

### 2 Payment of fees—general public

- Payment should be made in advance by—
- i cheque made payable to Askham Bryan College, accompanied by your completed application form
  - ii credit/debit card booking, with completed application form.

### 3 Payment of course fees—business customers

- i settlement is required within 21 days from the date of the invoice
- ii if you wish us to invoice your employer a letter of intent or purchase order from your employer should be included with the booking form. Without this we are unable to guarantee holding your place for more than 14 days.
- iii Invoices will normally be sent within 10 days after training.

### 4 Payment of registration and certificate fees

- i registration, certificate, assessment and exam fees should be paid with the tuition fees at the time of booking.
- ii course members will be required to confirm acceptance of payment for non-refundable fees.

### 5 Change or cancellation of booking

- Please contact Askham Bryan College as soon as possible on 01904 772211.
- i In most cases delegates can be substituted at any time prior to the commencement of the course (but please check with the College)
  - ii if you cancel less than 7 working days prior to the first day of the course. You will be held responsible for the full cost of the training plus any costs incurred by the College in respect of exam papers, books etc.
  - iii Where a cancellation is made with more than 7 working days notice, the College will refund any fees paid less any costs incurred by the College in respect of exam papers, books etc.

### 6 Running of courses

Although we make every endeavour to run published courses, we reserve the right to alter or reschedule programmes, timings, tutors, fees or venues without prior notice. Cancellation will take place only in exceptional circumstances and maximum notice will be provided to all candidates. Candidates will be offered alternative course dates or will be offered a full refund of any monies paid to the College.

### 7 Complaints

In the event of a complaint/dispute or any unsatisfactory performance, please contact the College by telephone or write to Admissions. All complaints will be handled in accordance with College Policy QA7, a copy of which can be provided if required.

### 8 Other conditions

- i Neither the College nor its employees can be held responsible for any loss to personal equipment, vehicles or personal effects whilst in College premises or on College land. The candidate(s) is/are recommended to effect insurance against such an eventuality.
- ii Any equipment made available by the College is only provided on the understanding that it is used in a safe and proper manner. Any malfunction or breakage should be reported to the tutor immediately.
- iii For security and safety reasons, please do not enter other buildings or go to parts of the campus other than the areas specifically indicated by the tutor.
- iv For Health and Safety reasons, clients should not move furniture; this is the responsibility of the caretaking staff employed by the College.
- v Failure to comply with the College rules will incur the full charge for damages and all reasonable repairs.

For office use only

Student ref no:

Course code:

Date received:

ASKHAM BRYAN COLLEGE

## Part-time and short courses

**Please do not use this form to apply for Full Time, Degree, Work Based Learning or substantive Part Time further Education courses. Contact us and we will send you the appropriate form for these courses.**

Please complete all sections in **BLOCK CAPITALS** and **BLUE** or **BLACK INK** (tick where appropriate)

**Please return the completed form to the Centre where you would like to study:**

**York:** Student Records; Askham Bryan College; Askham Bryan; York; YO23 3FR

**Bedale:** Askham Bryan College Bedale Centre; Benkill Drive; Bedale; DL8 2EA

**Guisborough:** Askham Bryan Guisborough Centre; Avenue Place; Redcar Road; Guisborough; TS14 6AX

**Harrogate:** Askham Bryan College Harrogate Centre; Great Yorkshire Showground; Harrogate; HG2 8PW

**Thirsk:** Askham Bryan College Thirsk Centre; Thirsk Rural Business Centre, Blakey Lane, Thirsk; YO7 3AB

Course(s) applied for

Course title	Start date	Course code

### Personal details

Surname	Title		
Forenames	Preferred name		
Postal address			
			Postcode
Daytime tel (inc area code)		Evening tel (inc area code)	
Mobile			
Date of birth	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Age on 31 August (in proposed year of enrolment)		Country of birth	
Have you lived abroad in the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes please state date of entry to the UK <input type="text"/>	
Nationality		Country of normal residence if not UK	
Have you applied for asylum/refugee status? Yes <input type="checkbox"/> No <input type="checkbox"/>			

### Employment details (where your employer has agreed to pay fees)

Name and address
Telephone

Qualifications

Please state your highest level of qualification achieved to date

Three horizontal lines for entering qualification details.

Have you attended a course at this College before? Yes  No

if yes please specify which course and level

Horizontal line for specifying course and level.

Criminal convictions

Have you ever been convicted of a criminal offence? Yes  No

Convictions that are spent under the rehabilitation of offenders Act 1974 need not be disclosed. For further information on this refer to www.nacro.org.uk/data/resources/nacro-2005020105.pdf

Support with your learning

Do you have:
A learning disability Yes  No 
A physical difficulty (including hearing/visual impairment) Yes  No 
A medical condition Yes  No 
A mental health condition Yes  No 
A behavioural difficulty Yes  No 
Would you benefit from additional support in literacy/numeracy? Yes  No

if you ticked 'Yes', please state the disability and what we can do to assist you with your needs:

I agree that information about my disability/special need may be passed to the relevant college staff to arrange support (please tick) Yes  No

Declaration

To be completed by the applicant plus parent/guardian if applicable
if you are under the age of 18 please ask your parent or guardian to sign below indicating their agreement with you applying for a place at Askham Bryan College.

Signature of applicant Date

Signature of parent/guardian Date

I hereby apply to Askham Bryan College. I certify that the above information is correct and agree to abide by the rules of the College. I accept liability for the payment of any fees or charges due to the College in respect of the above course. I give my consent to the processing of my personal data.

Payment details

FULL PAYMENT OR EMPLOYER MUST BE ENCLOSED

I would like to pay for the above course(s) by: \*cheque/postal order/credit card/debit card \*delete as appropriate

Cheque - I enclose a cheque for £\_\_\_\_\_made payable to Askham Bryan College with my address printed on the reverse of the cheque.

Credit Card - Please charge my  Visa  Switch  Delta  Eurocard  Other

with the sum of £\_\_\_\_\_ Card no

Security No. (from the back of the card)

Name as it appears on the card \_\_\_\_\_

Issue no \_\_\_\_\_ Valid from \_\_\_\_\_ Expiry date \_\_\_\_\_

Signature \_\_\_\_\_

My employer is to be invoiced and I have enclosed a signed letter of intent or purchase order

Declaration—I have read the terms and conditions on the reverse of this form and agree to adhere to them.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Data Protection 1998

- We do not sell, trade or rent your personal information to others.
Your details will be added to our database, so that you can be kept up to date with our services.
Please let us know if you do not wish to receive information from us in the future.