



# SAC

## Short Course Application Form



<p>This application form should only be used by the following applicants:</p> <ul style="list-style-type: none"><li>Applicants wishing to study one or more taught modules during an academic session.</li></ul> <p><b>Please complete in full.</b> Failure to provide all the necessary information may delay your registration and affect your funding eligibility.</p>	<b>Office Use Only</b>
	Date Received: _____
	Copied to ILA Administrator <input type="checkbox"/>
	Copied to relevant Education Office (to <b>action</b> joining instructions) <input type="checkbox"/>
	Copied to relevant Campus Part-Time Adviser of Studies <input type="checkbox"/>
Copied to SRAM <input type="checkbox"/>	

<b>General Information</b>	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Current Contact Address:
Title (Mr, Ms, etc):	
First Name:	
Family Name:	
Nationality:	Postcode:
Date of Birth (dd/mm/yy):            /        /	Tel:
Email:	Mobile:

Scottish Candidate Number (SQA)/SCOTVEC [if appropriate]: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are you a current SAC student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please include a passport sized photograph for your matriculation card: <input type="checkbox"/> Attached to Form	If yes, please provide Matriculation Number: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>ILA</b>	
Are you intending to use ILA funding? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, please complete the following:</b>	
ILA Learner Number:	Photocopy of ILA Card attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Additional Information</b> <i>Please read the Guidance Notes before completing this section</i>	
Do you have any disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Disability Code (See Notes):
Details of any disability, including any specific arrangements or facilities required (please continue on a separate sheet if necessary):	
Do you have any criminal convictions (See Notes): <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Courses** *The tutor advising you will assist in the completion of this section*

Academic Session: 20\_\_\_ / 20\_\_\_

Campus:

	Module Title	Term of Delivery	Course Reference Number [CRN]	For Office Use SCQF Credit		Fee
				Value	Level	
1						
2						
3						
4						
5						
6						
<b>Non-Refundable Admin Fee</b> [if applicable]						
<b>Total</b>						

Are you interested in studying for an Award in the future (e.g. HNC/HND)?  Yes  No

If yes, which one?:

**Advising Tutor's Signature:****Date (dd/mm/yy):**        /        /**Advising Tutor's Name:****English Language**Is English your native language?  Yes  No

If not, please state native language:

If not, is your English good enough to follow lectures and complete course assignments?  Yes  No

Please list any English language examinations/qualifications that you have taken:

**Fee Sponsor**Do you have a sponsor for the fees?  Yes  No

If not, the invoice will be sent to your home address.

Sponsor's Company Name:

Sponsor's Address:

Sponsor's Contact Name:

Tel:

Email:

Postcode:

I understand I will be enrolled and invoiced as shown above.

**Signature:****Date (dd/mm/yy):**        /        /

Please return to Education Support Services, John Hannah Building, SAC Ayr, Auchincruive Estate, Ayr KA6 5HW



# SAC

## Short Course Application Form



## Notes and Guidance

### When to use this form:

This form is to be completed if you wish to study one or more taught modules during an academic session. In applying to study modules, you are not applying to be registered for an award. If you take assessments and begin to accumulate significant credit, an Adviser of Studies will discuss possible future programme enrolment with you.

If you already know you wish to register and study for an award part-time (e.g. HNC, HND or degree) please complete the SAC Undergraduate Application Form.

**If you are a current student** and taking a module *in addition* to your programme's prescribed and elective modules, or you are *retaking* a module (e.g. attending classes and submitting assessments) you are required to complete this form and pay the associated fee. Please indicate you are a current student, provide your name and matriculation number, and complete the form in full. Please remember to ask your Adviser of Studies to also sign the form.

Do **NOT** use this form to register for modules you are taking as part of a part-time award you are already enrolled on.

### Additional Information:

#### Disability/ Special Needs/ Medical Conditions:

If you declare a disability we will be able to discuss your specific needs with you in advance of you commencing your study.

Please insert the appropriate code onto the application form, giving full details in the space provided and continuing on additional paper if necessary.

- |          |   |          |   |
|----------|---|----------|---|
| <b>B</b> | Social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder                          | <b>G</b> | You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D   |
| <b>C</b> | You are blind or have a serious visual impairment uncorrected by glasses  | <b>H</b> | You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches |
| <b>D</b> | You are deaf or have a serious hearing impairment   | <b>I</b> | You have a disability, impairment or medical condition that is not listed above                                       |
| <b>E</b> | You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy | <b>J</b> | You have two or more impairments and/or disabling medical conditions  |
| <b>F</b> | You have a mental health condition such as depression, schizophrenia or anxiety disorder                              |          |   |

#### Criminal Convictions:

You must tick Yes if you have any criminal convictions. You may be asked to submit a personal declaration and undergo Disclosure Scotland.

## **Courses:**

The member of SAC staff who is advising you will assist in completing this section and is also required to sign it. Please note that if this is your first application for short course/module study there is a one-off administration fee of £40. Registered SAC students are not required to pay the administration fee.

All fees will be invoiced once you have enrolled. The staff member advising you will be able to tell you the amount required. **You are not required to pay fees in advance.**

Cheques should be made payable to **SAC** and accompany the application form.

Fees cover enrolment, matriculation card, teaching, assessment, access to facilities including library borrowing rights, computer access and an email account.

Please submit a passport sized photograph of yourself with this form to enable SAC to prepare a Matriculation Card for you. The card provides evidence of your student status and enables you to access College facilities.

## **ILA:**

If you wish to use your ILA account to pay your fees, you must provide us with your ILA card. Once SAC has registered you with ILA, you will receive an ILA learning token which must be returned to SAC by the deadline given to ensure ILA payment towards your fees.

## **English Language:**

Please note, SAC has a minimum English language requirement. Full details can be found in our prospectus and on-line materials.

## **Data Protection:**

Data Protection Statement: All data kept within SAC is treated confidentially. By completing this application form you consent to your data being made available for official purposes, through our student administration system, to administrative and academic staff at SAC.

If you have any queries about the completion of this form, please discuss with the member of the SAC teaching staff advising you, or the Recruitment Office on 0800 269 453, or by email at [recruitment@sac.ac.uk](mailto:recruitment@sac.ac.uk).

Please note that you will also be required to complete a HESA (Higher Education Statistics Agency) form. The Education Office will supply you with one of these.

### **The completed form should be returned to:**

Education Support Services, John Hannah Building, SAC Ayr, Auchincruive Estate, Ayr KA6 5HW