



COURSE APPLICATION FORM

**THE FIRST THREE PAGES OF THIS FORM MUST ALL BE COMPLETED
(SEE NOTES ON PAGE 4)**

NAME IN FULL

HOME ADDRESS

.....

.....

TELEPHONE NUMBER [HOME] **DOB:**.....

E-MAIL ADDRESS

FULL POSTAL ADDRESS TO WHICH YOUR MODULES ARE TO BE SENT:

.....

.....

NAME OF COMPANY

PRESENT POST

WORK ADDRESS

.....

..... **TEL:**

NAME OF TRAINING OFFICER [COMPANY SPONSORED STUDENTS]

.....

NATIONALITY:

ETHNIC ORIGIN (required for Government statistics):

Bangladeshi		Chinese		White	
Black African		Indian		Other	
Black Caribbean		Other Asian		Prefer not to say	
Black Other		Pakistani			

COURSE APPLIED FOR:

City & Guilds 0601 Part I		HNC in Electrical Engineering	
City & Guilds 0601 Part II		HNC in Electronics	
C&G Level 3 Studies (Bridge)		HNC in Mechanical Engineering	
		HNC in Multidisciplinary Eng.	
		HNC in Chemical Process Eng.	
		HNC in Instrumentation	
Other (please specify):			

WHERE DID YOU HEAR ABOUT COLU?

STATEMENT BY THE STUDENT

Prior to enrolment on the course, the initial assessment and guidance provided by COLU made clear the following:

1. The implications of my choice of learning programme
 - what the course involves
 - the qualification I would achieve on completing the course
 - how the qualification would help in my employment and what further qualifications would be appropriate
 - the requirements of studying through open learning.
2. The entry requirements of the learning programme
 - my suitability for the chosen programme.
3. The suitability of the learning programme
 - how the open learning programme would operate
 - the approximate time I would need to study.
4. Student support available
 - how to contact tutors for support and guidance during the course.
5. Enrolment and registration
 - to begin the course I would need to enrol with COLU
 - at the appropriate time COLU would need to register me with the awarding body so that I could receive my certification.

Signature

Date

Return completed forms to:

**STUDENT ADMINISTRATION
COLU
UNIVERSITY OF TEESIDE
SCHOOL OF SCIENCE AND TECHNOLOGY
ORION BUILDING
MIDDLESBROUGH
TS1 3BA**

For further details please contact COLU on:

**TEL: [01642] 342740
FAX: [01642] 342743**

**E-MAIL: c.harding@tees.ac.uk
www: www.colu.co.uk**

PLEASE ENSURE THAT YOU HAVE SIGNED AND DATED THE FORM BEFORE RETURNING IT TO COLU.

NOTES

1. Completion of this application form places you under no obligation to undertake a course of study.
2. On receipt of the completed form at COLU it will be placed in a pending file and your enrolment will only be activated if you subsequently decide to commence the course by placing a firm order for study materials.
3. If you do decide to commence the course then, and only then, the information on this form will be stored on computer in compliance with the Data Protection Act.
4. Should you decide to continue then some of the information on the form will be required for Government statistics. The form cannot be processed at this stage unless you have signed and dated it. Therefore, please ensure that you sign and date the form on page 3 before returning it to COLU.
5. Failure to complete a course within its period of validation could result in you not being able to claim the full group award certification, though single unit certificates could still be obtained for the units completed.

Although COLU would make every effort in such cases to facilitate credit transfers to an alternative or replacement course, this cannot be guaranteed in all circumstances. Therefore, please check with COLU on any completion dates applicable to your course.