

# Course Application Form 2018 to 2019

Name:	<input type="text"/>	Address:	<input type="text"/>
Telephone:	<input type="text"/>		<input type="text"/>
Mobile:	<input type="text"/>	Postcode:	<input type="text"/>

Email:

Do you have any special needs related to your chosen course(s)?

Ref No.	Course Details:	Course Fee:	Amount Due:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Please make all cheques payable to Orkney Islands Council) **Total Due:**

**Charges: Tick the box(es) that apply and give details below:**

Full Fee.  50%  Instalments  ActiveLife  Budget ActiveLife

You may be asked to provide proof of eligibility to claim concessions.

**Additional Costs:** All participants are required to pay for materials, books, etc. For some courses there is an added charge paid in advance on which concessions are not available.

**Added Charge**

**Total Due**

**OFFICE USE ONLY**

Reason for concession claim:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Statement:**

We need the information on this form in order to process your enrolment. Providing this public service is the legal basis for the Council's lawful processing of this form. Only members of staff with a need to know will access this information. More information about how the council will process your personal data and about your rights is available here:

<http://www.orkney.gov.uk/online-Services/privacy.htm>