

**Community Learning Classes**

Postal Application Form

|  |  |
| --- | --- |
| **Name:** |  |
| **Address and postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email Address:** |  |

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

|  |
| --- |
|  |

Course Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref. No:** | **Course Details:** | **Course Fee:** | **Amount Due:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total Due: | £ |

Charges

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Full fee. |  | 50%. |  | Instalments. ActiveLife |

If you have ActiveLife membership, please provide your card number (this can be found on the back of your card) \_\_\_\_\_\_\_\_\_\_\_

If paying by cheque, please make it payable to Orkney Islands Council. You may be asked to provide proof of being eligible to claim concessions.

Additional costs: Participants may be required to pay for additional materials at the start of the course as detailed in the programme. Concessions do not apply to additional costs.

Office Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for concession claim: |  |  |  |
| Signature: |  | Date: |  |

**Privacy Statement**

We need the information on this form 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: www.orkney.gov.uk/privacy