

HIGHER EDUCATION PROGRAMME ENROLMENT FORM 2008



Boxted, Bury St Edmunds, Suffolk, IP29 4JT, UK
Tel: 01787 282123

E.mail: info@equinestudies.co.uk

PERSONAL DETAILS

Please print clearly

Title:		Sex: Male/female	
Forenames:		Nationality:	
Surname:		Ethnicity:	
Home Address:		First Language:	
		Country of Birth:	
		*Date of Birth:	
Post code:		Alternative Delivery Address for Course Material (if applicable)	
		Post code:	
Telephone: (Day)		Telephone: (Evening)	
E.mail:		How did you hear about The Open College of Equine Studies?	

Work Status: Full time employed / Self employed / Part time employed / Retired / Not employed / Student / Looking after home or family / Other:

Occupation Type: If employed please describe your occupation:

Household: Home Owner / Rented / Parental/Guardian / Other:

Dependants: Do you have caring responsibilities for children or dependent adults? Yes / No

Do either of your parents/carers have any HE qualifications, such as degree, diploma or certificate of HE? Yes / No

Additional Needs: Do you have a disability or long term illness which makes it difficult for you to carry out normal day to day activities and which is expected to last for at least 12 months? Yes / No

COURSE APPLIED FOR

OFFICE USE

Date received	Payment received and amount	Student Number	Date course despatched	Notes

**List equine and academic qualifications held, including dates attained:

Previous Study: Have you previously studied a higher education course? Yes / No
 (**Please enclose copies of relevant certificates) (**Not needed by those students applying for the Degree Top-up – these will be detailed within the portfolio)

PAYMENT METHOD Choose payment option 1 or 2:

1 Full payment amount:	£	2 Payment by instalments	£
Plus overseas postage:	£	Initial payment amount	£
Total enclosed:	£	Plus overseas postage:	£
		Total enclosed:	£

Delete as appropriate

Cheque enclosed	Yes No	Standing order mandate completed	Yes No
Paying by bank transfer Apply to TOCES for bank details	Yes No	Credit card authorisation completed	Yes No
Date bank transfer due:			

Please make cheques payable to: **The Open College of Equine Studies**

TERMS AND CONDITIONS OF ENROLMENT

- The copyright in all course material is licenced to The Open College of Equine Studies. Material must not be copied in part or in full.
- TOCES' policy is one of continuous improvement; accordingly TOCES reserves the right to alter and update module titles and content without notice at any time.
- Where a course is in the process of being updated or revised, the modules will be sent to you as they become available. We will notify you about availability of modules subject to revision.
- Additional costs may be incurred if you do not complete the Pro Dip within 2 yrs, HNC within 3 yrs, HND within 4 yrs, full degree programme within 6 yrs and top-up programme within 2½ yrs of enrolment.

DECLARATION	
I declare that I accept the Terms and Conditions of Enrolment as stated on the Enrolment Form and Withdrawal Policy, and that all details given are correct.	
*Signed:	Date:
*For applicants under the age of 18 years, this must be signed by a parent or legal guardian	
ENROLMENT CHECK LIST	(Tick)
Full and correct name and address given	
Full or initial payment (and overseas postage if applicable) enclosed	
Cheque/credit card authorisation completed correctly and signed	
If paying by instalments, standing order mandate completed correctly and signed	
Withdrawal Policy signed and enclosed	
Terms and Conditions of Enrolment read and declaration signed	

CREDIT/DEBIT CARD AUTHORISATION

Please complete if you wish to pay your full fee or initial payment by credit/debit card

Cardholder's Name:

Cardholder's Telephone
Number:

Cardholder's Address:

Card Number:

Expiry Date:

Issue No.

Valid From:

Card Type:

Payment Amount (figures)

£

Payment Amount (words)

Cardholder's Signature

STANDING ORDER MANDATE

Please complete if you wish to pay by instalments. You will be sent a copy of this mandate.
Please leave Sections 4 and 5 to be completed by TOCES

1 To: (your bank's address) Please print clearly

Standing Orders can only be processed through UK or Channel Island Banks.

Standing Orders may be debited from the above detailed credit card.

I authorise the monthly payments detailed herein to be debited from *this account/*the above detailed credit card.
*Delete as appropriate.

2 Account Number:
Sort Code:

Account Name:

3 Monthly Amount
(figures):

£

Monthly Amount
(words):

4 No. of Payments

Quoting Reference:

5 Date of First
Instalment:

01/ /

Date of Last
Instalment:

01/ /

6 Account Holder's
Signature

Date:

Standing Order issued by:

The Open College of Equine Studies,
Boxted, Bury St Edmunds, Suffolk,
IP29 4JT. Telephone: 01787 282 123

March 2008

**TOCES account details
to be entered here by TOCES:**