



# HOW TO BOOK

Please book early to avoid disappointment. All bookings for all locations should be made on the booking form opposite and sent along with your payment (cheques made payable to 'Angus College') to:

Central Admissions,  
Isla Building  
Angus College,  
Keptie Road,  
Arbroath, DD11 3EA

Telephone bookings on **01241 432724/432777/432810** will only be accepted if paying by credit card (eg Visa, Mastercard, Access, or debit card (ie Switch)).

### REFUNDS

If a course is full or cancelled, your fee will be refunded in full. Otherwise, refunds will only be made if students withdraw on medical grounds. In this case, the refund will be subject to an administration charge of £8 per fee. All claims for refunds must be made in writing to Central Admissions at Angus College and be supported by written evidence.

### CANCELLATION

Unfortunately there are instances where, due to insufficient enrolments, we have to cancel classes. Every effort is made to ensure notification is given 7 days prior to the start of the course. In some cases, class numbers are borderline, and we therefore keep the course open after this 7-day deadline with the expectation that the course may still take place.

The booking form opposite is for leisure classes only.

Angus College welcome people with disabilities and special needs. Please advise us at time of booking if you have any particular requirements.

# LEISURE CLASS BOOKING FORM

Payment must accompany this form if sending by post. (Cheques made payable to 'Angus College'). Send to: Central Admissions, Isla Building, Angus College, Keptie Road, Arbroath, Angus, DD11 3EA. Bookings can also be made by telephoning **01241 432724/432777/432810** (9am - 5pm, Monday - Friday) and using either a credit or debit card.

Mr  Mrs  Miss  Ms  Other

Date of Birth  Nationality

Name

Address

Post Code

Telephone (day)

Telephone (evening)

Email address

If you **do not** wish to receive College information via email please tick the box

Name of Course(s) 1

2

3

Start Date(s) 1  2  3

Time(s) attending 1  2  3

Day of the week 1  2  3

Location

I enclose the sum of £  (Cheques made payable to 'Angus College')

I am in receipt of benefit (please tick)  Do you have a disability? (please tick)

### FOR OFFICIAL USE ONLY

Course Code(s)

Checked  Amount £  Date

Receipt No.

Credit card type  Card number

Issue No. (if applicable)  Valid from date  Expiry date

Cardholder's Name  Last 3 digits of security no.

Refund required  £  Authorised (Marketing office)

Cheque No.  Ledger Code

Date  Issued by (Finance Office)

**You may be able to attend the course free of charge.**  
To be eligible to have your fees paid you must be classed as a resident of Scotland\*. This normally means you live in Scotland and have not moved here from another part of the UK solely for education purposes. If you are unsure whether you qualify please contact Gillian Garvie in the College Advice Centre on 01241 432624. Further to being resident you either need to be a registered JOB SEEKER (6 weeks prior to the start of your course) or be in receipt of SEVERE DISABILITY ALLOWANCE, CARERS ALLOWANCE, (plus Low Income), DISABILITY LIVING ALLOWANCE, INCAPACITY BENEFIT, INCOME SUPPORT OR LOW INCOME. You may also qualify if you, or a member of your family\*\*, are in receipt of HOUSING BENEFIT, INCOME SUPPORT, WORKING TAX CREDIT, PENSION CREDIT or LOW FAMILY INCOME.

\*You will also qualify if you are classed as a resident within another country in the European Economic Area, but not England, Wales, N. Ireland, The Channel Islands or The Isle of Man.

\*\*Family means spouse/partner living in the same household or a parent/guardian responsible for the applicant.