



ABERDEEN COLLEGE®



ABERDEEN COLLEGE®  
in the community

# the ABERDEEN COLLEGE® community course

## guide January - March 2010



### Inside this guide

## Part-time courses in your community

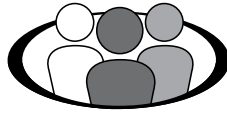
#### COURSES BY LOCATION / COMMUNITY AREA

6	Aberdeen City Centre	9	Ellon	12	Peterhead
6	Aboyne	9	Garioch	12	Portlethen
7	Airyhall	10	Hilton	12	Rosemount
7	Alford	10	Huntly	12	Ruthrieston
7	Altens	10	Insch	13	Stonehaven
7	Ballater	10	Kemnay/Kintore	13	Tillydrone
7	Banchory	10	Kincorth	14	Turriff
8	Bridge of Don	10	Laurencekirk	14	Westhill
8	Bucksburn	11	Mastrick		
8	Cults	11	Meldrum		
8	Dyce	11	Northfield		

*Courses listed by subject from pg 15*

#### Contact details:

t 0800 027 0405 (Freephone) e [community@abcol.ac.uk](mailto:community@abcol.ac.uk) w [www.abcol.ac.uk/community](http://www.abcol.ac.uk/community)



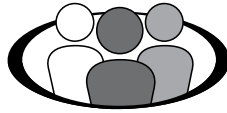
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# January - March 2010 Course Guide

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ABERDEEN COLLEGE®  
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## Aberdeen College in the Community January - March 2010 Course Guide

### **WELCOME!**

This is your guide to Aberdeen College in the Community classes, some of which are run in partnership with Aberdeen City Council & Aberdeenshire Council. **Courses are listed by both LOCATION and by SUBJECT AREA.** If you are interested in attending a course, **please book your place at least five working days prior to the start of the course.** Courses only run subject to sufficient numbers of bookings. The College reserves the right not to run courses where the numbers are considered insufficient or resources are unavailable. If courses do not run, fees will be refunded and registered attendees notified.

Please ensure that the course meets your learning needs BEFORE booking. This is particularly important for subjects such as ECDL and PDA in Education Support Assistance where it is recommended that you seek advice before booking and, in the case of HNC Working with Communities pre-enrolment, guidance is mandatory. Please also refer to IMPORTANT PRE-BOOKING INFORMATION on page 4. Detailed course information is available online at [www.abcol.ac.uk/community](http://www.abcol.ac.uk/community)

***Please note that where courses are marked with \* these courses require some prior knowledge of the Windows operating environment.***

### **ADVICE, GUIDANCE & SUPPORT**

Some information regarding additional support is available online at [www.abcol.ac.uk/community](http://www.abcol.ac.uk/community)

For **pre-entry guidance or support** related to Aberdeen College in the Community courses, contact Lesley Lambert (Guidance Tutor) on 01224 612328 or email Lesley at [l.lambert@abcol.ac.uk](mailto:l.lambert@abcol.ac.uk)

For **general information** relating to Aberdeen College in the Community classes, please call 0800 027 0405. You may also wish to contact your specific local area centre.

If you have a disability or any other additional learning need, please contact the College ACCESS Centre on 01224 612164 (Minicom 01224 612163) to find out what help may be available. For fee waiver and ILA information, see page 20 of this Guide.

### **CHILDCARE ALONGSIDE CLASSES**

Some classes are organised alongside a crèche, which is usually free or subsidised by the community centre offering the class. To use a crèche you must book a place in advance at the centre. Booking a place on the course with the College will not guarantee you a place in the local crèche until you book locally.

## **HOW TO BOOK ONTO A COURSE**

If you would like to attend an Aberdeen College in the Community class listed in this guide you must pre-book your place at least five working days in advance of the start of the course. To guarantee your place you can:

### **Book by TELEPHONE**

- Call the Information and Booking Centre on **01224 612330**
- Call the Learning Centre at Inverurie on **01467 623651**
- Call the Learning Centre in Peterhead on **01779 479295**

Payment can be made by Credit/Debit card, VISA/MasterCard/Delta/Switch. Quote the course title and course code when calling.

### **Book by POST**

Return the booking form (see back page of this Guide, download your form at [www.abcol.ac.uk/community](http://www.abcol.ac.uk/community) or pick up a copy at your local learning centre, community centre or library) using FREEPOST to:

**Part-time Admissions Office,  
Aberdeen College,  
FREEPOST AB580,  
Gallowgate Centre,  
ABERDEEN, AB25 1ZQ.**

Payment by Cheque/Postal Order, ILA account or fee waiver. Places are allocated on a 'first come' basis. You may wish to return the form by first class mail during peak periods.

### **Book in PERSON**

Visit:

- Aberdeen College Information & Booking Centre, Gallowgate Centre, Aberdeen.  
Open: Mon -Thurs, 10.00am-6.00pm, Fri, 10.00am-3.45pm, Sat 9.00am-12.45pm.
- The Learning Centre in Peterhead, 4 Marischal St, Peterhead.  
Open: Mon - Fri, 9.00am - 5.00pm, Sat 9am - 12 midday.
- The Learning Centre at Inverurie, Crichtie Cottage, West Church Lane, Inverurie.  
Open: Mon - Thu, 9.00am-9.00pm, Fri 9.00am-5.00pm

**All payment methods accepted.**

### **Book THROUGH YOUR EMPLOYER**

Employers wishing to book employees into part-time courses should phone **01224 612330** or fax **01224 612001** and ask for form EBF 2009/10. **Cheques should be made payable to Aberdeen College.**

## **IMPORTANT PRE-BOOKING INFORMATION**

Those interested in **HNC Working with Communities** at the Learning Centre in Peterhead are required to seek pre-enrolment guidance before booking a place (see page 3 for contact details) and attend a mandatory pre-entry information session in the centre on Wednesday 13th January at 10am.

**IMPORTANT NOTE: Applicants wishing to undertake the HNC Working with Communities qualification should note that paid or voluntary work in a recognised community setting must be undertaken for the duration of the course.**



# **ABOUT FEES**

## **International Students**

Stated fees apply only to students who meet the residential criteria relating to 'home status' – that is, you must be a resident of the UK or EEA for the past three years with no restrictions on your right to stay in the UK. Applicants who do not fulfil these criteria should state this at the time of booking so they can pay the applicable non-subsidised fee rate. These students are advised that they must pay the overseas fee rate to secure a place on the course. Fee waivers do not apply in the case of overseas students, with the exception of part-time ESOL courses. Contact the College's International Student Advisor or Student Funding Advisor (01224 612284) to learn more about Home Status and overseas fees.

## **Individual Learning Accounts**

If you would like to use an Individual Learning Account to pay for your course, you must also complete and sign the ILA Scotland Declaration Form on the back of the booking form (see back page of this guide). Please contact ILA Scotland free on 0808 100 1090 for information on applying for an ILA Scotland Account.

## **Fee Waivers**

Your course could be free if you are in receipt of certain state benefits. Please refer to the fee waiver section on the last page of this guide for information.

# **NEW FOR 2010!**

## **Bucksburn Library**

A variety of computing classes will be running in Bucksburn Library which is located in the new Bucksburn Academy.

## **Huntly and Inch**

A range of classes are being offered in the training rooms of Inch and Huntly Fire Stations from January. Come along to our information sessions on 7th January as follows:

### **Inch Fire Station Training Room**

General information 10am – 12noon

#### **Presentations:**

Computing & IT – 10.00am

Photography – 10.45am

Child Care & Community Work – 11.30am

### **Huntly Fire Station Training Room**

General information 1.30pm – 3.30pm

#### **Presentations:**

Child Care & Community Work – 1.30pm

Photography – 2.15pm

Computing & IT – 3.00pm

If there's anything at all you want to know about an Aberdeen College in the Community class, feel free to pop in and ask.

# **LET US KNOW WHAT YOU WANT TO LEARN**

If you can't find the class you would like at a centre near you, please let us know by visiting [www.abcol.ac.uk/community/feedback](http://www.abcol.ac.uk/community/feedback) and complete a feedback questionnaire. We consider all requests for courses and will let you know if we are able to run the course you want at a venue near you.



# January - March 2010

## Courses by Location

Course Title	Day	Start	Finish	Start	End	Course Code	Cost
<b>ABERDEEN City Centre Area</b>							
<b>Aberdeen Central Library</b>							
Communicating Online	Tue	1145	1345	12.01.10	20.04.10	F2MCO-D092A	£58
Computing for the Courageous	Mon	1145	1345	11.01.10	26.04.10	F2MCG-D092A	£58
Computing for the Petrified	Mon	1400	1600	11.01.10	26.04.10	F2MCP-D092A	£58
Computing for the Quietly Confident	Thu	0930	1130	14.01.10	22.04.10	F2MCQ-D092G	£58
Computing for the Terrified	Wed	1330	1530	13.01.10	21.04.10	F2MCR-D092H	£58
Computing for the Terrified	Tue	0930	1130	12.01.10	20.04.10	F2MCR-D092F	£58
Digital Photography for the Quietly Confident*	Tue	1400	1600	12.01.10	20.04.10	F1MDQ-D092B	£58
ECDL Level 1 Plus*	Wed	0930	1200	13.01.10	30.06.10	F2MEC-D092B	£115
Introduction to the Internet	Fri	1200	1400	15.01.10	23.04.10	F2MYE-D092K	£58
<b>Aberdeen College - Gallowgate Centre</b>							
ESOL (Elementary)▼	Tue & Thu	1900	2100	09.03.10	01.07.10	F1NEL-E093B	£105
RYA Yachtmaster Shore-based Course	Mon	1800	2130	11.01.10	12.03.10	F1NRA-E092A	£92
<b>Catherine Street Community Centre</b>							
Gadgets for Grownups: Master your Mobile	Wed	1330	1530	13.01.10	17.02.10	F1MGA-D092A	£30
Introduction to the Internet	Mon	1330	1530	11.01.10	26.04.10	F2MYE-D092L	£58
<b>Froghall Community Centre</b>							
Computing for the Courageous	Fri	1000	1200	29.01.10	07.05.10	F2MCG-D092H	£58
<b>Salvation Army Citadel</b>							
Computing for the Petrified	Wed	1300	1500	13.01.10	21.04.10	F2MCP-D092D	£58
Computing for the Quietly Confident	Tue	1300	1500	12.01.10	20.04.10	F2MCQ-D092B	£58
Drawing & Painting	Tue	1300	1530	12.01.10	27.04.10	F1MPD-D092A	£70
<b>ABOYNE Community Area</b>							
<b>Aboyne Academy and Deeside Community Education Centre</b>							
Computing for the Quietly Confident	Thu	1900	2100	04.02.10	13.05.10	F2MCQ-E093A	£58
Healthy Eating for Families	Wed	0930	1200	13.01.10	17.02.10	F1NHS-D092A	£28

Course Title	Day	Start	Finish	Start	End	Course Code	Cost
<b>AIRYHALL Community Area</b>							
<b>Airyhall Community School</b>							
Computing for the Petrified	Mon	0930	1130	11.01.10	26.04.10	F2MCP-D092B	£58
Computing for the Petrified	Wed	1200	1400	13.01.10	21.04.10	F2MCP-D092C	£58
Digital Photography: Creative SLR*	Mon	1200	1400	01.02.10	24.05.10	F1MDI-D093A	£58
Digital Photography for the Terrified*	Wed	0930	1130	13.01.10	21.04.10	F1MDT-D092B	£58
Introduction to the Internet	Thu	1200	1400	14.01.10	22.04.10	F2MYE-D092M	£58
Stress Management & Relaxation	Fri	1230	1430	15.01.10	19.03.10	F1MSM-D092A	£47
Understanding the Individual: Introduction to Psychology	Tue	1230	1430	12.01.10	18.05.10	F1MPU-D092A	£80
<b>ALFORD Community Area</b>							
<b>Alford Academy (IT Centre)</b>							
ECDL: Fast Track	Mon	1930	2130	26.01.10	14.12.10	F2NFT-E092A	£190
<b>ALTENS Community Area</b>							
<b>Aberdeen College - Altens Centre</b>							
ESOL (Pre-Intermediate)▼	Fri	1330	1630	05.02.10	25.06.10	F1NEL-D093A	£100
<b>BALLATER/BRAEMAR Community Area</b>							
<b>Ballater Primary School</b>							
Computing for the Petrified	Tue	1900	2100	02.02.10	11.05.10	F2MCP-E092A	£58
<b>BANCHORY Community Area</b>							
<b>Banchory Academy</b>							
Child & Infant Emergency First Aid	Tue	1900	2130	02.02.10	02.03.10	F1MCF-E093A	£31
Digital Photography for the Terrified*	Wed	1900	2100	03.02.10	12.05.10	F1MDT-E093A	£58
Introduction to the Internet	Thu	1900	2100	04.02.10	13.05.10	F2MYE-E093A	£58
<b>Banchory Fire Station</b>							
Computing for the Terrified	Wed	0930	1130	13.01.10	21.04.10	F2MCR-D092L	£58
Introduction to the Internet	Wed	1300	1500	13.01.10	21.04.10	F2MYE-D092D	£58
ECDL Level 1 Plus	Mon	1300	1500	11.01.10	28.06.10	F2MEC-D092A	£115
<b>Dalvenie Gardens Resource Centre (Banchory)</b>							
Art: Mixed Media	Mon	1000	1230	11.01.10	26.04.10	F1MMD-D092A	£70
Art: Mixed Media	Fri	1000	1230	15.01.10	30.04.10	F1MMD-D092D	£70
<b>Hill of Banchory Primary School</b>							
Art: Mixed Media	Tue	1000	1230	12.01.10	04.05.10	F1MMD-D092B	£70
Computing for the Petrified	Wed	1330	1530	03.02.10	12.05.10	F2MCP-D093A	£58
Digital Photography for the Terrified*	Wed	1000	1200	03.02.10	12.05.10	F1MDT-D093C	£58

\*These courses require some prior knowledge of the Windows operating environment.

\*\* Refer to important pre-booking information on page 4 before booking.

▼ English for Speakers of Other Languages - a placement test must be undertaken prior to enrolling. Phone 01224 612330 for times and dates

Course Title	Day	Start	Finish	Start	End	Course Code	Cost
<b>BRIDGE OF DON Community Area</b>							
<b>Bridge of Don Academy and Community Centre</b>							
Computing for the Courageous	Wed	1000	1200	13.01.10	21.04.10	F2MCG-D092E	£58
Computing for the Courageous	Thu	1900	2100	14.01.10	22.04.10	F2MCG-E092C	£58
Computing for the Terrified	Fri	0930	1130	15.01.10	23.04.10	F2MCR-D092Q	£58
<b>BUCKSBURN Community Area</b>							
<b>Bucksburn Library (Bucksburn Academy)</b>							
Computing for the Terrified	Mon	1000	1200	11.01.10	26.04.10	F2MCR-D092C	£58
Introduction to the ECDL	Thu	1000	1200	14.01.10	18.03.10	F2MID-D092A	£47
Introduction to the Internet	Wed	1000	1200	13.01.10	21.04.10	F2MYE-D092A	£58
<b>CULTS Community Area</b>							
<b>Cults Academy</b>							
Beauty Care: Various Units	Tue	1930	2130	26.01.10	18.05.10	F1MBH-E092B	£63
Watercolour Painting	Wed	1930	2130	03.03.10	30.06.10	F1MWT-E093A	£70
<b>Cults Library</b>							
Camcorders for the Terrified	Thu	1700	1900	14.01.10	22.04.10	F1MCT-T092A	£58
Computing Care and Maintenance	Wed	1900	2100	13.01.10	21.04.10	F2MCM-E092B	£58
Computing for the Petrified	Tue	1700	1900	12.01.10	20.04.10	F2MCP-T092A	£58
Computing for the Quietly Confident	Wed	0900	1100	13.01.10	21.04.10	F2MCQ-D092C	£58
Computing for the Terrified	Wed	1130	1330	13.01.10	21.04.10	F2MCR-D092J	£58
Digital Photography for the Quietly Confident*	Mon	0930	1130	25.01.10	17.05.10	F1MDQ-D092J	£58
ECDL Year 2 (+ Core Skills)*	Tue	1915	2115	12.01.10	09.11.10	F2MCL-E092A	£125
Introduction to the Internet	Mon	1915	2115	11.01.10	26.04.10	F2MYE-E092C	£58
Purely Photoshop*	Thu	1915	2115	14.01.10	22.04.10	F1MPP-E092B	£58
<b>Milltimber Community Hall</b>							
Computing for the Courageous	Wed	1000	1200	13.01.10	21.04.10	F2MCG-D092D	£58
<b>DYCE Community Area</b>							
<b>Dyce Community Centre</b>							
Child & Infant Emergency First Aid	Fri	0930	1130	15.01.10	19.02.10	F1MCF-D092C	£31
Child Protection	Fri	0930	1130	26.02.10	07.05.10	F1MCP-D093A	£44
Computing for the Courageous	Mon	1900	2100	01.02.10	24.05.10	F2MCG-E093A	£58
Computing for the Quietly Confident	Thu	1300	1500	14.01.10	22.04.10	F2MCQ-D092L	£58
Digital Photography for the Quietly Confident*	Thu	1900	2100	14.01.10	22.04.10	F1MDQ-E092C	£58
Introduction to the Internet	Tue	1900	2100	26.01.10	04.05.10	F2MYE-E092D	£58
<b>Dyce Fire Station</b>							
Indian Head Massage	Tue	1300	1500	23.02.10	15.06.10	F1MHM-D093A	£63
Spanish: Beginners	Tue	1900	2100	12.01.10	18.05.10	F1MSP-E092A	£70

Course Title	Day	Start	Finish	Start	End	Course Code	Cost
<b>ELLON Community Area</b>							
<b>Ellon Fire Station</b>							
Computing for the Petrified Digital Photography for the Quietly Confident*	Wed	1300	1500	13.01.10	21.04.10	F2MCP-D092E	£58
Digital Photography for the Terrified*	Wed	1900	2100	20.01.10	28.04.10	F1MDQ-E092E	£58
Introduction to the Internet	Fri	0930	1130	19.02.10	28.05.10	F1MDT-D093B	£58
	Wed	0930	1130	13.01.10	21.04.10	F2MYE-D092G	£58
<b>Ellon Golf Club</b>							
Computing for the Terrified	Tue	1300	1500	19.01.10	27.04.10	F2MCR-D092R	£58
<b>GARIOCH Community Area</b>							
<b>Aberdeen College - Learning Centre at Inverurie</b>							
Employment Skills	Thu	1300	1500	14.01.10	20.05.10	F1MEP-D092A	£70
Spanish: Beginners	Thu	1900	2100	14.01.10	20.05.10	F1MSP-E092C	£70
Computer Care & Maintenance	Mon	1300	1500	22.02.10	14.06.10	F2MCM-D092A	£58
Computing for the Terrified	Tue	0930	1130	12.01.10	20.04.10	F2MCR-D092G	£58
Digital Photography for the Quietly Confident*	Tue	1300	1500	12.01.10	20.04.10	F1MDQ-D092C	£58
Digital Photography for the Quietly Confident*	Tue	1900	2100	26.01.10	04.05.10	F1MDQ-E092D	£58
ECDL Level 1 Plus*	Thu	1900	2100	11.02.10	18.11.10	F2MEC-E092B	£115
File Management for Your PC	Fri	1300	1500	15.01.10	19.03.10	F2MFM-D092C	£47
Introduction to the Internet	Mon	0930	1130	11.01.10	26.04.10	F2MYE-D092B	£58
Introduction to the Internet	Wed	1300	1500	13.01.10	21.04.10	F2MYE-D092H	£58
Introduction to the Internet	Wed	1900	2100	13.01.10	21.04.10	F2MYE-E092A	£58
Aroma Massage	Mon	1900	2100	25.01.10	31.05.10	F1MAR-E092A	£63
Child & Infant Emergency First Aid	Fri	0930	1130	15.01.10	19.02.10	F1MCF-D092B	£31
Child Protection	Fri	0930	1130	05.03.10	14.05.10	F1MCP-D093B	£44
Drawing & Painting	Thu	0930	1130	18.02.10	24.06.10	F1MPD-D093B	£70
Drawing & Painting	Tue	1900	2100	12.01.10	18.05.10	F1MPD-E092A	£70
PDA in Education							
Support Assistance (Year 1)	Tue	1300	1530	12.01.10	14.12.10	F1MST-D092A	£245
Reflexology (An Introduction)	Mon	1300	1500	01.03.10	28.06.10	F1MRE-D093A	£63
Watercolour Painting	Wed	0930	1130	13.01.10	19.05.10	F1MWT-D092A	£70
<b>Garioch Community Education Centre</b>							
ECDL Level 1 Plus*	Mon	0945	1145	01.02.10	29.11.10	F2MEC-D093A	£115
<b>Inverurie Fire Station</b>							
Communicating Online	Wed	1300	1500	13.01.10	21.04.10	F2MCO-D092B	£58
Computing for the Petrified Digital Photography for the Quietly Confident*	Wed	0930	1130	13.01.10	21.04.10	F2MCP-D092F	£58
Introduction to the Internet	Thu	0930	1130	14.01.10	22.04.10	F1MDQ-D092E	£58
Purely Photoshop*	Wed	1900	2100	13.01.10	21.04.10	F2MYE-E092B	£58
Spanish Intermediate	Thu	1900	2130	14.01.10	18.03.10	F1MPP-E092A	£58
	Mon	1900	2130	22.02.10	21.06.10	F1MSI-E093B	£70

\*These courses require some prior knowledge of the Windows operating environment.

\*\* Refer to important pre-booking information on page 4 before booking.

▼ English for Speakers of Other Languages - a placement test must be undertaken prior to enrolling. Phone 01224 612330 for times and dates

Course Title	Day	Start	Finish	Start	End	Course Code	Cost
<b>HILTON Community Area</b>							
<b>Hilton Community Centre</b>							
Desktop Publishing	Wed	0930	1130	20.01.10	28.04.10	F2MDT-D092C	£58
<b>HUNTLY Community Area</b>							
<b>Huntly Fire Station - Open Day 7th January (see pg5 for details)</b>							
Computer Care & Maintenance	Wed	1900	2100	13.01.10	21.04.10	F2MCM-E092A	£58
Computing for the Petrified	Thu	0930	1130	14.01.10	22.04.10	F2MCP-D091W	£58
French: Beginners	Wed	1300	1500	13.01.10	19.05.10	F1MFB-D092A	£70
Introduction to the Internet	Wed	0930	1130	13.01.10	21.04.10	F2MYE-D092E	£58
Reflexology (An Introduction)	Thu	1300	1500	28.01.10	20.05.10	F1MRE-D092B	£63
<b>INSCH Community Area</b>							
<b>Insch Fire Station - Open Day 7th January (see pg5 for details)</b>							
Computing for the Petrified	Thu	1300	1500	14.01.10	22.04.10	F2MCP-D092G	£58
Computing for the Terrified	Wed	0930	1130	03.03.10	09.06.10	F2MCR-D093B	£58
Digital Photography for the Terrified*	Tue	0930	1130	12.01.10	20.04.10	F1MDT-D092A	£58
File Management for Your PC	Thu	1900	2100	14.01.10	18.03.10	F2MFM-E092A	£47
Spanish: Beginners	Wed	1900	2100	13.01.10	19.05.10	F1MSP-E092B	£70
<b>KEMNAY/KINTORE Community Area</b>							
<b>Kemnay Community Education Centre</b>							
Tai Chi: Improvers	Thu	1900	2030	14.01.10	20.04.10	F1NTM-E092A	£45
<b>Kemnay Village Hall</b>							
Computing for the Terrified	Tue	1230	1430	19.01.10	27.04.10	F2MCR-D092S	£58
File Management for Your PC	Tue	0930	1130	12.01.10	16.03.10	F2MFM-D092A	£47
<b>Kintore Primary School (Community Wing)</b>							
Digital Photography for the Terrified*	Fri			15.01.10	23.04.10	F1MDT-D092C	£58
<b>KINCORTH Community Area</b>							
<b>South St Nicholas Church</b>							
Drawing & Painting	Tue	1000	1230	12.01.10	27.04.10	F1MPD-D092B	£70
<b>LAURENCEKIRK Community Area</b>							
<b>Mearns Academy</b>							
Computing for the Terrified	Tue	1900	2100	19.01.10	27.04.10	F2MCR-E092C	£58

Course Title	Day	Start	Finish	Start	End	Course Code	Cost
<b>MASTRICK Community Area</b>							
<b>Mastrick Community Centre</b>							
Beauty Care: Various Units	Mon	0930	1130	08.02.10	14.06.10	F1MBH-D093B	£63
Beauty Care: Various Units	Wed	0930	1130	03.02.10	26.05.10	F1MBH-D093A	£63
Child Development: Birth to Young Adulthood	Tue	0930	1130	19.01.10	16.03.10	F1MCD-D092A	£44
Computing for the Terrified	Wed	1300	1500	13.01.10	21.04.10	F2MCR-D092M	£58
Studying Human Society: The Sociological Approach	Thu	0930	1130	21.01.10	27.05.10	F1MSS-D092A	£80
<b>Summerhill Community Centre</b>							
Aroma Massage	Wed	1215	1415	20.01.10	12.05.10	F1MAR-D092A	£63
Computing for the Courageous	Tue	1300	1500	12.01.10	20.04.10	F2MCG-D092B	£58
Computing for the Quietly Confident	Tue	1000	1200	12.01.10	20.04.10	F2MCQ-D092A	£58
Digital Photography for the Quietly Confident*	Thu	0930	1130	14.01.10	22.04.10	F1MDQ-D092F	£58
<b>Mascot (Summerhill CEC)</b>							
Computing for the Petrified	Wed	0930	1130	20.01.10	28.04.10	F2MCP-D092J	£58
<b>MELDRUM Community Area</b>							
<b>Meldrum Academy</b>							
Budgeting Basics	Tue	1230	1430	12.01.10	16.03.10	F1MBU-D092A	£47
Computing for the Courageous	Fri	0930	1130	15.01.10	23.04.10	F2MCG-D092G	£58
Computing for the Quietly Confident	Thu	1300	1500	14.01.10	22.04.10	F2MCQ-D092F	£58
Computing for the Terrified	Tue	1000	1200	12.01.10	20.04.10	F2MCR-D093E	£58
<b>NORTHFIELD Community Area</b>							
<b>Northfield Community Centre</b>							
Beauty Care: Various Units	Fri	0915	1115	22.01.10	14.05.10	F1MBH-D092B	£63
Computing: Various SQA Units	Tue	0915	1115	02.02.10	08.06.10	F2MCV-D093A	£80
Computing for the Courageous	Mon	0915	1115	01.02.10	24.05.10	F2MCG-D093A	£58
Computing for the Courageous	Tue	1900	2100	12.01.10	20.04.10	F2MCG-E092A	£58
Computing for the Terrified	Mon	1900	2100	18.01.10	10.05.10	F2MCR-E092B	£58
Desktop Publishing	Tue	0915	1115	12.01.10	20.04.10	F2MDT-D092B	£58
Drawing & Painting	Wed	1000	1200	13.01.10	19.05.10	F1MPD-D092D	£70
Sewing and Textile Skills	Tue	0915	1115	16.02.10	29.06.10	F1MSW-D093A	£74

\*These courses require some prior knowledge of the Windows operating environment.

\*\* Refer to important pre-booking information on page 4 before booking.

▼ English for Speakers of Other Languages - a placement test must be undertaken prior to enrolling. Phone 01224 612330 for times and dates

Course Title	Day	Start	Finish	Start	End	Course Code	Cost
<b>PETERHEAD Community Area</b>							
<b>The Learning Centre at Peterhead</b>							
Computing for the Courageous	Tue	0930	1130	12.01.10	20.04.10	F2MCG-D092C	£58
Computing for the Petrified	Mon	1330	1530	11.01.10	19.04.10	F2MCP-D091Z	£58
Computing for the Quietly Confident	Fri	0930	1130	15.01.10	23.04.10	F2MCQ-D092J	£58
Computing for the Quietly Confident	Fri	1300	1500	15.01.10	23.04.10	F2MCQ-D092H	£58
Computing for the Terrified	Mon	0930	1130	11.01.10	26.04.10	F2MCR-D092D	£58
Digital Photography for the Quietly Confident*	Thu	0930	1130	14.01.10	22.04.10	F1MDQ-D092G	£58
HNC Working with Communities (Year 1)**	Wed	0930	1430	20.01.10	19.01.11	F1CWC-D091C	£660
Purely Photoshop*	Tue	1300	1500	02.02.10	11.05.10	F1MPP-D093A	£58
<b>Peterhead Fire Station</b>							
Child Protection	Tue	1230	1430	12.01.10	09.03.10	F1MCP-D092B	£44
Computing for the Terrified	Wed	1300	1500	13.01.10	21.04.10	F2MCR-D092K	£58
Digital Photography for the Terrified*	Tue	1900	2100	12.01.10	20.04.10	F1MDT-E092A	£58
ESOL (Intermediate)▼	Tue & Thu	1800	2000	09.03.10	24.06.10	F1NEL-E093A	£100
Introduction to the Internet	Wed	0930	1130	13.01.10	21.04.10	F2MYE-D092F	£58
<b>PORTLETHEN Community Area</b>							
<b>Portlethen Community Education Centre</b>							
Computing for the Quietly Confident	Tue	1900	2100	12.01.10	20.04.10	F2MCQ-E092A	£58
Computing for the Quietly Confident	Thu	0930	1130	14.01.10	22.04.10	F2MCQ-D092E	£58
Digital Photography for the Quietly Confident*	Tue	1900	2100	12.01.10	20.04.10	F1MDQ-E092A	£58
PDA in Education							
Support Assistance (Year 1)	Tue	0930	1200	19.01.10	16.11.10	F1MST-D092B	£245
Purely Photoshop*	Mon	1900	2100	01.02.10	24.05.10	F1MPP-E093A	£58
<b>ROSEMOUNT Community Area</b>							
<b>Rosemount Community Centre</b>							
Promoting Positive Behaviour in Children	Fri	0930	1130	05.02.10	11.06.10	F1MEC-D093A	£80
<b>RUTHRIESTON Community Area</b>							
<b>Ruthrieston Community Centre</b>							
Drawing & Painting	Mon	1300	1500	01.02.10	21.06.10	F1MPD-D093A	£70
Drawing & Painting	Wed	1900	2100	03.02.10	09.06.10	F1MPD-E093B	£70
French for Holidays	Mon	0930	1130	11.01.10	31.05.10	F1MFF-D092A	£70
French for Improvers	Wed	0915	1115	17.02.10	16.06.10	F1MFI-D093A	£70
French Intermediate	Wed	1115	1315	17.02.10	23.06.10	F1MFN-D093A	£70
Introduction to the Internet	Tue	1300	1500	19.01.10	27.04.10	F2MYE-D092C	£58

Course Title	Day	Start	Finish	Start	End	Course Code	Cost
<b>STONEHAVEN Community Area</b>							
<b>Arduthie Primary School</b>							
Drawing & Painting	Mon	1900	2100	08.02.10	28.06.10	F1MPD-E093C	£70
<b>Inverbervie Church Hall</b>							
Computing for the Terrified	Tue	0930	1130	12.01.10	20.04.10	F2MCR-D092T	£58
<b>Mackie Academy</b>							
PDA in Education Support Assistance (Year 1)	Tue	1900	2130	19.01.10	16.11.10	F1MST-E092A	£245
<b>Stonehaven Community Education Centre</b>							
Art: Mixed Media	Thu	1000	1230	14.01.10	29.04.10	F1MMD-D092C	£70
Beauty Care: Various Units	Fri	0930	1130	12.02.10	04.06.10	F1MBH-D093C	£63
Computing for the Courageous	Wed	0930	1130	10.02.10	19.05.10	F2MCG-D093B	£58
Computing for the Courageous	Thu	1230	1430	14.01.10	22.04.10	F2MCG-D092F	£58
Computing for the Petrified	Fri	0915	1115	15.01.10	23.04.10	F2MCP-D092H	£58
Computing for the Quietly Confident	Wed	1200	1400	13.01.10	21.04.10	F2MCQ-D092D	£58
Computing for the Terrified	Thu	1445	1645	14.01.10	22.04.10	F2MCR-D092P	£58
Desktop Publishing	Fri	1115	1315	15.01.10	23.04.10	F2MDT-D092D	£58
Digital Photography for the Quietly Confident*	Fri	1400	1600	15.01.10	23.04.10	F1MDQ-D092H	£58
Drawing & Painting	Wed	1400	1630	13.01.10	28.04.10	F1MPD-D092C	£70
ECDL Level 1 Plus*	Thu	0900	1200	14.01.10	10.06.10	F2MEC-D091M	£115
ECDL Level 1 Plus*	Tue	1200	1400	02.02.10	28.09.10	F2MEC-D093B	£115
PDA Learning Assistant: Workplace Units (Fast-track)	Mon	1215	1430	11.01.10	21.06.10	F1MLG-D092A	£323
Spanish Advanced	Wed	0930	1130	10.02.10	16.06.10	F1MSA-D093A	£70
Spanish Improvers	Tue	1900	2115	02.03.10	22.06.10	F1MSR-E093B	£70
Watercolour Painting	Thu	1400	1630	14.01.10	29.04.10	F1MWT-D092B	£70
<b>Stonehaven Leisure Centre</b>							
Digital Photography for the Quietly Confident*	Wed	1330	1530	13.01.10	21.04.10	F1MDQ-D092D	£58
<b>Stonehaven Library</b>							
Digital Photography for the Quietly Confident*	Tue	1245	1445	12.01.10	20.04.10	F1MDQ-D092A	£58
ECDL: Advanced Database	Tue	0915	1215	12.01.10	20.04.10	F2NAD-D092A	£83
ECDL Year 2 (+ Core Skills)*	Mon	0915	1215	08.03.10	04.10.10	F2MCL-D093A	£125

## TILLYDRONE Community Area

### Portal Community Centre

Child & Infant Emergency First Aid	Thu	1300	1500	21.01.10	25.02.10	F1MCF-D092D	£31
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\*These courses require some prior knowledge of the Windows operating environment.

\*\* Refer to important pre-booking information on page 4 before booking.

▼ English for Speakers of Other Languages - a placement test must be undertaken prior to enrolling. Phone 01224 612330 for times and dates

## TURRIFF Community Area

### Gateway Community Centre

Introduction to the Internet	Fri	1330	1530	15.01.10	23.04.10	F2MYE-D092J	£58
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## WESTHILL Community Area

### Westhill Community Education Centre

Beauty Care: Various Units	Tue	1930	2130	19.01.10	11.05.10	F1MBH-E092A	£63
Computing for the Terrified	Mon	1230	1430	01.02.10	24.05.10	F2MCR-D093A	£58
Computing for the Terrified	Tue	1900	2100	12.01.10	20.04.10	F2MCR-E092A	£58
Confidence Building	Thu	1900	2100	04.02.10	13.05.10	F1MCU-E093A	£58
Digital Photography for the Quietly Confident*	Wed	1900	2100	13.01.10	21.04.10	F1MDQ-E092B	£58
Digital Photography for the Terrified*	Mon	1900	2100	11.01.10	26.04.10	F1MDT-E092B	£58
Drawing & Painting	Wed	1900	2100	10.02.10	16.06.10	F1MPD-E093D	£70
Drawing & Painting	Thu	1900	2100	04.02.10	10.06.10	F1MPD-E093A	£70
ESOL (Pre-Intermediate)▼	Thu	0930	1130	04.03.10	24.06.10	F1NEL-D093B	£58
File Management for Your PC	Wed	1230	1430	13.01.10	17.03.10	F2MFM-D092B	£47
Fitness & Exercise	Wed	1015	1115	10.02.10	23.06.10	F1NFS-D093A	£32
French for Improvers	Tue	1900	2100	23.02.10	29.06.10	F1MFI-E093A	£70
Introduction to the Internet	Mon	0930	1130	11.01.10	19.04.10	F2MYE-D092N	£58
Reflexology (An introduction)	Thu	1900	2100	21.01.10	13.05.10	F1MRE-E092A	£63
Spanish Improvers	Wed	1900	2100	10.02.10	16.06.10	F1MSR-E093A	£70

# January - March 2010 Part-Time Courses by Subject

## ART, VISUAL COMMUNICATION & PHOTOGRAPHY

### **Art: Mixed Media**

Dalvenie Gardens Resource Centre (Banchory)  
Hill of Banchory Primary School  
Stonehaven Community Education Centre

### **Camcorders for the Terrified**

Cults Library

### **Desktop Publishing**

Hilton Community Centre  
Northfield Community Centre

### **Digital Photography: Creative SLR**

Airyhall Community School

### **Digital Photography for the Quietly Confident**

Aberdeen Central Library  
Aberdeen College - Learning Centre at Inverurie  
Aberdeen College - Learning Centre at Peterhead  
Cults Library  
Dyce Community Centre  
Ellon Fire Station  
Inverurie Fire Station  
Portlethen Community Education Centre  
Stonehaven Community Education Centre  
Stonehaven Leisure Centre  
Stonehaven Library  
Summerhill Community Centre  
Westhill Community Education Centre

### **Digital Photography for the Terrified**

Airyhall Community School  
Banchory Academy  
Ellon Fire Station  
Hill of Banchory Primary School  
Insch Fire Station  
Kintore Primary School (Community Wing)  
Peterhead Fire Station  
Westhill Community Education Centre

### **Drawing & Painting**

Aberdeen College - Learning Centre at Inverurie  
Arduathie Primary School  
Northfield Community Centre  
Ruthrieston Community Centre  
Salvation Army Citadel  
South St Nicholas Church  
Stonehaven Community Education Centre  
Westhill Community Education Centre

### **Purely Photoshop**

Cults Library  
Inverurie Fire Station  
Aberdeen College - Learning Centre at Peterhead  
Portlethen Community Education Centre

### **Sewing & Textile Skills**

Northfield Community Centre

### **Watercolour Painting**

Cults Adult Education Centre - Cults Academy  
Stonehaven Community Education Centre  
Aberdeen College - Learning Centre at Inverurie

## CHILD, SOCIAL & HEALTHCARE

### **Child & Infant Emergency First Aid**

Aberdeen College - Learning Centre at Inverurie  
Banchory Academy  
Dyce Community Centre  
Portal Community Centre

### **Child Development:**

#### **Birth to Young Adulthood**

Mastrick Community Centre

### **Child Protection**

Aberdeen College - Learning Centre at Inverurie  
Dyce Community Centre  
Peterhead Fire Station

### **HNC Working with Communities (Year 1) \*\***

Aberdeen College - Learning Centre at Peterhead

### **PDA in Education**

#### **Support Assistance (Year 1)**

Aberdeen College - Learning Centre at Inverurie  
Mackie Academy  
Portlethen Community Education Centre

#### **PDA Learning Assistant:**

#### **Workplace Units (Fast-track)**

Stonehaven Community Education Centre

### **Promoting Positive Behaviour in Children**

Rosemount Community Centre

\*\* Refer to pre-entry requirements on page 4  
before booking.



## COMPUTING & IT

### **Communicating Online**

Aberdeen Central Library  
Inverurie Fire Station

### **Computer Care & Maintenance**

Aberdeen College - Learning Centre at Inverurie  
Huntly Fire Station

### **Computing - Various SQA Units**

Northfield Community Centre  
Stonehaven Community Education Centre

### **Computing Care and Maintenance**

Cults Library

### **Computing for the Courageous**

Aberdeen Central Library  
Aberdeen College - Learning Centre at Peterhead  
Bridge of Don Academy and Community Centre  
Dyce Community Centre  
Froghall Community Centre  
Meldrum Academy  
Milltimber Community Hall  
Northfield Community Centre  
Stonehaven Community Education Centre  
Summerhill Community Centre

### **Computing for the Petrified**

Aberdeen Central Library  
Aberdeen College - Learning Centre at Peterhead  
Airyhall Community School  
Ballater Primary School  
Cults Library  
Ellon Fire Station  
Hill of Banchory Primary School  
Huntly Fire Station  
Insch Fire Station  
Inverurie Fire Station  
Mascot (Summerhill CEC)  
Salvation Army Citadel  
Stonehaven Community Education Centre

### **Computing for the Quietly Confident**

Aberdeen Central Library  
Aberdeen College - Learning Centre at Peterhead  
Aboyne Academy and Deeside CEC  
Cults Library  
Dyce Community Centre  
Meldrum Academy  
Portlethen Community Education Centre  
Salvation Army Citadel  
Stonehaven Community Education Centre  
Summerhill Community Centre

### **Computing for the Terrified**

Aberdeen Central Library  
Aberdeen College - Learning Centre at Inverurie  
Aberdeen College - Learning Centre at Peterhead  
Banchory Fire Station  
Bridge of Don Academy and Community Centre  
Bucksburn Library (Bucksburn Academy)  
Cults Library  
Ellon Golf Club  
Insch Fire Station  
Kemnay Village Hall  
Mastrick Community Centre  
Mearns Academy  
Meldrum Academy  
Northfield Community Centre  
Peterhead Fire Station  
Stonehaven Community Education Centre  
Westhill Community Education Centre

### **ECDL: Advanced Database**

Stonehaven Library

### **ECDL: Fast Track**

Alford Academy, IT Centre

### **ECDL Level 1 Plus**

Aberdeen Central Library  
Aberdeen College - Learning Centre at Inverurie  
Banchory Fire Station  
Garioch Community Education Centre  
Stonehaven Community Education Centre

### **ECDL Year 2 (+ Core Skills)**

Cults Library  
Stonehaven Library

### **File Management for Your PC**

Aberdeen College - Learning Centre at Inverurie  
Insch Fire Station  
Kemnay Village Hall  
Westhill Community Education Centre

### **Gadgets for Grownups - Master your Mobile**

Catherine Street Community Centre

### **Introduction to the ECDL**

Bucksburn Library (Bucksburn Academy)



## COMPUTING & IT cont.

### **Introduction to the Internet**

Aberdeen Central Library  
Aberdeen College - Learning Centre at Inverurie  
Airyhall Community School  
Banchory Academy  
Banchory Fire Station  
Bucksburn Library (Bucksburn Academy)  
Catherine Street Community Centre

Cults Library  
Dyce Community Centre  
Ellon Fire Station  
Gateway Community Centre  
Huntly Fire Station  
Inverurie Fire Station  
Peterhead Fire Station  
Ruthrieston Community Centre  
Westhill Community Education Centre

## ESOL & LANGUAGES

### **ESOL (Elementary)**

Aberdeen College - Gallowgate Centre

### **ESOL (Pre-Intermediate)**

Aberdeen College - Altens Centre  
Westhill Community Education Centre

### **ESOL (Intermediate)**

Peterhead Fire Station

### **French for Holidays**

Ruthrieston Community Centre

### **French: Beginners**

Huntly Fire Station

### **French for Improvers**

Ruthrieston Community Centre  
Westhill Community Education Centre

### **French Intermediate**

Ruthrieston Community Centre

### **Spanish: Beginners**

Aberdeen College - Learning Centre at Inverurie  
Dyce Fire Station  
Insch Fire Station

### **Spanish Improvers**

Stonehaven Community Education Centre  
Westhill Community Education Centre

### **Spanish Intermediate**

Inverurie Fire Station

### **Spanish Advanced**

Stonehaven Community Education Centre

## HAIR & BEAUTY

### **Aroma Massage**

Aberdeen College - Learning Centre at Inverurie  
Summerhill Community Centre

### **Beauty Care - Various Units**

Cults Adult Education Centre - Cults Academy  
Mastrick Community Centre  
Northfield Community Centre  
Stonehaven Community Education Centre  
Westhill Community Education Centre

### **Indian Head Massage**

Dyce Fire Station

### **Reflexology (An Introduction)**

Aberdeen College - Learning Centre at Inverurie  
Huntly Fire Station  
Westhill Community Education Centre

## HOSPITALITY

### **Healthy Eating for Families**

Aboyne Academy and Deeside CEC



## PERSONAL DEVELOPMENT

### **Budgeting Basics**

Meldrum Academy

### **Confidence Building**

Westhill Community Education Centre

### **Employment Skills**

Aberdeen College - Learning Centre at Inverurie

### **Stress Management & Relaxation**

Airyhall Community School

## SOCIAL SCIENCES & HIGHERS

### **Studying Human Society: The Sociological Approach**

Mastrick Community Centre

### **Understanding the Individual: The Sociological Approach**

Airyhall Community School

## SPORT, LEISURE & CULTURE

### **Fitness & Exercise**

Westhill Community Education Centre

### **RYA Yachtmaster Shore-based Course**

Aberdeen College - Gallowgate Centre

### **Tai Chi: Improvers**

Kemnay Community Education Centre



# PART-TIME BOOKING FORM 2009-10

FOR COMMUNITY AND LIFELONG LEARNING COURSES ONLY. NOT FOR SUPPORTED COURSES.



This form should be returned to the Part-Time Admissions Office, Aberdeen College, FREEPOST, Gallowgate Centre, Aberdeen, AB25 1ZQ. Please note, however, places are limited. During peak periods you may wish to return your booking form by First Class mail. Bookings must be made **at least 5 working days** before the start of the course.

Please write in **BLOCK CAPS**

## COURSE INFORMATION

Course Title: \_\_\_\_\_

Course Code: \_\_\_\_\_

Course Fee: \_\_\_\_\_

Location: \_\_\_\_\_

Start Date of Course: \_\_\_\_\_

## PERSONAL INFORMATION

Title: (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: Male  Female

Home Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## IMPORTANT INFORMATION

### Data Protection

Please complete this form in full. The College is registered as a Data Controller under the Data Protection Act 1998. By signing this form you consent, for all relevant purposes connected with your application, studies or any other legitimate reason, to the College (i) using the information provided by you and third parties and to its necessary disclosure to relevant third parties (including but not limited to SFEFC and SQA); and (ii) accessing your personal data held by relevant third parties (including but not limited to SQA). You may apply for a copy of your information (you may be charged a small fee) or to have corrections or amendments made at any time. The College or selected third parties may wish to contact you for marketing purposes.

If you do not wish to be contacted for marketing purposes please tick this box  If you tick this box we will be unable to provide you with information about special offers or courses that may be of interest to you.

### Joint Liability for all Fees

The Employer and student (as employee) shall be responsible for all fees due to and asked for by the College both jointly and severally. That is to say in the event that said fees are not paid by the employer either in whole or in part, the student shall be fully responsible for payment of said fees.

If you do take up a place on a College course, at the start of the course you will be asked to sign an enrolment form. In signing the form and/or taking up a place on a College course, you will enter into a contract with the College and be bound by the Aberdeen College Standard Terms and Conditions of study. Copies of Terms and Conditions are available for inspection on notice boards and at various locations throughout the College, at the College Reception, on the College Web Site or can be obtained on request from the Information & Booking Centre Manager, Aberdeen College, Gallowgate Centre, Aberdeen, AB25 1BN.

## PAYMENT DETAILS

**PLEASE REMEMBER to book your place at least 5 working days before the start date of the course.**

### IMPORTANT NOTES

Fees and prices are correct at the time of going to press. The College reserves the right to amend the levels of fees chargeable without prior notice.

All students undertaking an SQA Higher National Certificate (HNC) course are required to pay an SQA Administration Fee of £102.25. This fee is paid once only on entry to each SQA advanced course.

### ALL STUDENTS MUST ANSWER THE FOLLOWING THREE QUESTIONS:

1. Are you an EU national?  Yes  No
2. What is your nationality? \_\_\_\_\_
3. How long have you been living in the EU?  
Years \_\_\_\_\_ Months \_\_\_\_\_

### I WISH TO PAY MY COURSE FEE AS FOLLOWS

- CASH**  
Payment by cash can only be made in person at the Booking Centre, Aberdeen College. Please do not send cash by post
- CHEQUE or POSTAL ORDER**  
All cheques/postal orders must be made payable to Aberdeen College and attached to the Booking Form.
- CREDIT or DEBIT CARD**  
Payment can ONLY be made by telephone or in person, please call Aberdeen College Booking Centre on 01224 612330. Please have your card at hand when you book. (Not for ILA Scotland Account bookings).
- INDIVIDUAL LEARNING ACCOUNT (ILA)**  
I wish to use funding from my ILA Scotland Account to pay for my course (Please complete the ILA Scotland Scheme Declaration on the reverse side of this form and submit along with a photocopy of your ILA Account Card). **A personal contribution may be required if there is insufficient funds left in the ILA Account.**
- EMPLOYER or SPONSOR**  
Employers wishing to book employees as part-time students should telephone 01224 612330 or Fax 01224 612001 and ask for form EBF 2009-10.
- FEE WAIVER**  
I am entitled to a fee waiver and attach satisfactory evidence to support my claim (see over for information on eligibility, or contact the College Booking Centre on 01224 612330). **Please ensure you complete and sign the Remission of Fees Declaration overleaf to ensure your booking is processed.**

All courses are offered subject to sufficient numbers of bookings and the availability of resources. The College reserves the right NOT to run courses where numbers are insufficient.

## EXTRA HELP WITH YOUR STUDIES

The College is committed to promoting equality of opportunity. If you have a learning support need such as dyslexia, visual/hearing impairment, mobility issues etc, you will have the opportunity to meet with our Learning Support Co-ordinator who will assess your support needs and identify any learning support requirements.

Please indicate below if you have an additional learning requirement: YES  NO

## FEE WAIVER INFORMATION

**Your course may be free if:**

**You are:**

- In receipt of income-based Job Seekers Allowance
- A registered asylum seeker

**Or in receipt of the following benefits:**

- Incapacity Benefit
- Disability Living Allowance
- Severe Disablement Allowance
- Carers Allowance
- Employment & Support Allowance
- Attendance Allowance

**You or your family are in receipt of the following benefits:**

- Housing Benefit
- Income Based Job Seekers Allowance
- Income Support
- Pension Credit
- Working Tax Credit

**The evidence you submit *must*:**

- be dated within FOUR weeks of the date of booking
- state your name and address
- state the name of the benefit you receive

**NB. Please note that it is the responsibility of the student to provide satisfactory evidence to support a fee waiver claim.**

**Additionally, you may qualify should the taxable income of you/your family in the previous financial tax year (2008-09) be equivalent to or lower than the threshold below:**

- |                                     |         |
|-------------------------------------|---------|
| • Household with only one person    | £8,282  |
| • Household of couple, no children  | £12,395 |
| • Household with dependant children | £18,977 |

**If you think you meet the income criteria above, please contact the Booking Centre on 01224 612330 to request a Fee Waiver 4 form.**

## REMISSION OF FEES DECLARATION

I wish to claim remission of fees and I enclose proof of entitlement. (please tick)

DECLARATION

I claim for remissions of fees for the course identified, in accordance with the College's Fee Remission Policy.

Signed (student): \_\_\_\_\_

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

**For office use only** (to be completed by staff member taking booking)

Category of Remission: \_\_\_\_\_

Proof of Entitlement: \_\_\_\_\_

**Declaration:** The above named student has been accepted for remission of fees for the course detailed on the basis of evidence submitted to prove eligibility. A copy of the evidence submitted is attached.

Signed (staff): \_\_\_\_\_

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

## INDIVIDUAL LEARNING ACCOUNT SCOTLAND SCHEME DECLARATION

I, the undersigned acknowledge and accept that my course fee will be £ \_\_\_\_\_

I plan to receive financial support towards the cost of my course through the ILA Scotland scheme. I understand that the ILA Scotland scheme will not cover the cost of books or other materials unless specifically included within the course fee and that computer hardware will never be covered by the ILA Scotland scheme.

I accept that should there be insufficient funds left in my ILA Scotland account to cover the full cost of my course, I must pay any outstanding balance at the time of booking.

I have enclosed my personal contribution of £ \_\_\_\_\_ towards payment of the above course fee.

I understand that I must sign and date the Learning Token and return it to the Information & Booking Centre at Aberdeen College as soon as I receive it and within 4 weeks of the commencement of the course. If I do not receive the Learning Token within 2 weeks of booking I will contact ILA Scotland on **0808 100 1090** and request a duplicate Learning Token.

I understand that I will not be sent a reminder from Aberdeen College regarding the Learning Token.

I further accept that if ILA does not agree to pay the balance of the outstanding course fee, whether in part or in full, Aberdeen College will invoice me for the balance and I will be required to pay the balance in full to Aberdeen College.

Signed \_\_\_\_\_

Name (print) \_\_\_\_\_

ILA Account Number \_\_\_\_\_

Title of Course \_\_\_\_\_

Course Code \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE REMEMBER TO SEND IN A PHOTOCOPY OF YOUR ILA ACCOUNT CARD ALONG WITH THIS BOOKING FORM AND YOUR PERSONAL CONTRIBUTION (IF APPLICABLE).**



**ABERDEEN COLLEGE**<sup>®</sup>  
in the community