CITY OF GLASGOW COLLEGE

MCA Approved Senior Marine Engineering Prep Course BOOKING FORM 2015-16 2016-17*

Dear Student,

We, at the City of Glasgow College, thank you for your interest in our Senior Marine Engineering Prep courses.

So that we can ensure smooth booking for the course of your choice, we ask you to follow all the instructions provided in this form and in any other correspondence that we may have with you during the course of booking. Please note that a place on the course of your choice is deemed booked only when we have issued the **Course Acceptance Letter.**

Step 1
Return to us a fully completed course application (i.e. Booking Form and Required Supporting Documents).

For quicker response, send us your fully completed course application via e-mail at
marine@cityofglasgowcollege.ac.uk

Alternatively, you may also send your fully completed course application via post at the following address:
City Enterprises
City of Glasgow College
Riverside Campus
21 Thistle Street
Glasgow
G5 9XB

When applying by post, you may print out the electronically completed Booking Form or print it and complete it by hand using block capital letters. We still require you to send the course Booking Form and the Supporting Documents in electronic format via e-mail.

Step 2
Once we have reviewed your application, we will either advise you to pay FULL cost of the course or fulfil further requirements. Payments can be made by Bank Transfer and Banker's Draft. Please do not send us your Credit or Debit card details.

Step 3
Once the advised payment has been received by the City of Glasgow College, we will acknowledge the payment via e-mail and post your Course Acceptance Letter (along with Visa Support Letter if required).

Notice of Eligibility
Please note that without a valid and appropriate NOE issued by the Maritime & Coastguard Agency UK, a candidate is NOT allowed to book either the written Engineering Knowledge examinations or the Oral examination.

It is your responsibility to obtain an appropriate level of NOE.

NOE application form can be downloaded from MCA's website by clicking on the following link;

http://www.dft.gov.uk/mca/eng_merchant_4275.pdf

We may provide general guidance on making an NOE application; however, MCA alone is the competent body to assess your NOE application.

Detailed information on the requirements can be viewed in MSN 1857 (M+F). The M notices are given below:

MCA can also be reached on phone number
+44 23 8032 9231 (select option 2).

* The College will be offering EK (Management) Courses starting from January 2017.

Human Element & Leadership Management (HELM)
You are required to complete HELM (M) course at the City of Glasgow College if College is supporting your visa application. For your convenience, we have put together HEL(M) courses around your main EKs course. This will allow you to focus on the EK, and achieve required level of course attendance.
HELM (M) course date are provided on page 3.
We encourage you to book your HELM(M) along with EKs course as early as possible.

To discuss your application or if you require further information/ guidance we can be reached at:
00 44 141 375 5165.

CITY OF GLASGOW COLLEGE

MCA Approved Senior Marine Engineering Prep Course Booking Form 2015-2016

Personal Details

Title (Mr/Mrs/Miss etc) _____ Forename (as per passport) _____

Surname (as per passport) _____

Date of Birth (as per passport) _____

Nationality _____ Passport Number _____

Would you require a Visa Support Letter from the College? Yes ☐ No ☐

Permanent Address (as per passport)

Address for Correspondence (if different from above)

Home Tel. _____ Mobile _____

E-mail _____

Previous Educational Qualification(s) (HNC, HND, etc.) _____

Level of Current CoC (EOOW, Second Engineer (III/2) etc.) _____

Current CoC issued by (MCA UK etc.) _____

CoC Number _____

Year CoC Issued On _____

CoC restriction (Motor Ships Only, Steam Ships Only, etc.) _____

Have you obtained appropriate NOE from MCA for the course of your choice? Yes ☐ No ☐

If you have answered **No** to the question above, have you applied for an appropriate NOE? Yes ☐ No ☐

Course Choice(s)

Chief Engineer (Motor/ Unlimited, III/2) EKs Prep Courses

Subjects	Course Starts	Course Ends	Exams Start	Home Student Fee	International Student Fee	Indicate Your Choice
General & Motor	12.01.15	20.03.15	23.03.15	£845.00	£1170.00	☐
General & Motor	05.05.15	10.07.15	13.07.15	£845.00	£1170.00	☐
General & Motor	27.09.16	09.12.16	tbc			☐

Second Engineer (Motor/ Unlimited, III/2) EKs Prep Courses

Subjects	Course Starts	Course Ends	Exams Start	Home Student Fee	International Student Fee	Indicate Your Choice
General & Motor	12.01.15	20.03.15	23.03.15	£845.00	£1170.00	☐
General & Motor	05.05.15	10.07.15	13.07.15	£845.00	£1170.00	☐
General & Motor	27.09.16	09.12.16	tbc			☐

HELM (M) Courses dates for Chief and Second Engineers

Course Starts	Course Ends	Indicate Your Choice
29.02.16	04.03.16	☐
11.04.16	15.04.16	☐
18.04.16	22.04.16	☐
25.04.16	29.04.16	☐
06.06.16	10.06.16	☐
18.07.16	22.07.16	☐

Supporting Documents

1. Scanned copy of your current passport (photo and address pages);
2. Scanned copy of your Current CoC (photo and restriction pages);
3. Scanned copy of your Notice of Eligibility issued by the MCA UK (candidates must submit NOE if their last CoC was issued by administration other than MCA UK).

Last Dates for Submitting a Completed Application

Course Start Dates	International Application Cut-off Date	UK Application Cut-off Date
12.01.15	21.11.14	10.12.14
05.05.15	23.03.15	17.04.15
27.09.16	12.08.16	13.09.16

Course Fee

1. In order for a Course Acceptance Letter to be issued, course fee(s) in **FULL** must be paid.
2. Course Fee is NON-REFUNDABLE, however, this can be transferred between courses.
3. Please enclose the appropriate fee + any other charges (such as £30.00 courier etc.) that may be applicable.
4. Payment should be made in £ sterling by banker's draft.
5. Postal order should be made payable to the "City of Glasgow College" and crossed "Account Payee".
6. Please retain your reciept for future reference.

Payment Methods

By BACS/ Bank Transfer

Please DO NOT forget to mention your full name and use the code E1QULCL1EK (Chief Engineer) or E1QULCL2EK (Second Engineer) as reference.

Our banking details are:

Bankers	Clydesdale Bank 30 St Vincent Place Glasgow G1 2HL
Account:	10102903
Sort Code:	82-64-12
IBAN NO:	GB59CLYD82641210102903
BIC NO:	CLYDGB21412
Account Name:	City of Glasgow College (Income Account)

By Banker's Draft

Postal Orders/ Banker's Drafts should be made payable to "City of Glasgow College" and crossed "Account Payee".