



44 ALC, Gordon Barracks, BFPO 31 Tel: 05151 917296

**Data Protection and Privacy**  
 The data you provide will be kept as a paper record and on a computer database and may be used for reporting or statistical analysis purposes within the MOD. All information held and used will be kept confidential and will be regulated within the provisions of the Data Protection Act 1998 (<http://www.ico.gov.uk>). By completing this form you are agreeing to the use of your information for the purposes stated above.

**PLEASE CIRCLE THE RELEVANT BOX**

NATIONALITY

UK NATIONAL

COMMONWEALTH NATIONAL

OTHER

PERSONAL DETAILS

MILITARY

DEPENDANT

UKBC

FULL NAME		RANK OR TITLE		SERVICE NO (if applicable)	
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UNIT ADDRESS (MILITARY ONLY) or HOME ADDRESS (NON-MILITARY)			
CONTACT NUMBERS & EMAIL  Course cancellations will be notified by email; please write in block capital letters.	HOME NO.:		
	WORK NO.:		
	MOBILE NO.:		
	EMAIL:		

**I WISH TO ENROL ON THE FOLLOWING COURSE**

COURSE TITLE	DATES	LOCATION	COURSE FEE	PAID Y/N	EXAM FEE	PAID Y/N
			€		£	

**ONE APPLICATION FORM PER PERSON, PER COURSE. PLEASE ENSURE THE BACK OF THIS FORM IS SIGNED AND DATED. ALL REFUNDS (DUE TO CANCELLATION/DISCOUNTS, etc) MUST BE CLAIMED WITH RECEIPTS BEFORE THE CLOSE OF TERM OR WILL BE FORFEITED.**

**All military personnel must ensure their unit sign the unit declaration on the reverse of this form; failure to obtain a signature may result in your application being refused.**

## TERMS & CONDITIONS ON ENROLMENT

- **All courses are available on a first-come-first-served basis only.**
- Any courses that fail to meet that minimum student numbers will unfortunately be cancelled. Minimum student numbers are currently 6 and must be maintained from the first day to the mid way point of the course to enable the course to proceed to completion.
- **Students are advised to contact the ALC on 05151 917296 two days before the course starts to check there are sufficient students enrolled for the course to commence.**
- Enrolment can **only** be made on receipt of a completed application form and payment of any applicable course or examination fees. **No provisional bookings will be taken.**
- Joining information will be given to all course participants, either verbally or in writing, prior to the scheduled course start date.
- 44 ALC reserves the right to cancel a course at short notice due to late student withdrawals or instructor cancellation.
- **Military students should be aware that failure to attend a course without written authorisation from their chain of command may result in disciplinary action being taken.**
- Student unable attend the first lesson of their course must notify the ALC on 05151 917296 at the earliest opportunity.
- All course participants will be notified via the email or numbers they provide on the enrolment form in the event of course cancellation.

### COURSE FEES

- Course fees are to be paid in € cash at the time of application. Military personnel are exempt from course fees.
- Course fees are non-refundable except in the case of course cancellation, deployment or compassionate/welfare reasons. Dependents with deployed spouses who experience childcare issues are also entitled to a refund of course fees. **All refund claims must be accompanied by the receipt.** Any course fees not collected by the end of the current term are forfeit.

### EXAM FEES

- Exam fees are to be paid by postal order or cheque at the start of the course (unless otherwise specified in the course joining instructions) and are non-refundable once payment has been made to the Civilian Examinations Board.
- Failure to pay exam fees by the stated deadline may result in loss of place on the course.
- 44 ALC are not responsible for the loss or delay of exam fee payments sent via the postal system.

**PLEASE SIGN:**

**I WISH TO ENROL ON THE COURSE SHOWN. I AGREE TO PAY THE FEES AND BE BOUND BY THE TERMS AND CONDITIONS OF ENROLMENT AS STATED ABOVE.**

**SIGNED:..... DATED:.....**

#### FOR OFFICE USE ONLY:

Enrolment taken by: .....

Time/Date Booked:

Receipt Number:

Joining Instructions Provided:

Place Allocated/Declined:

Signed for 44 ALC:

#### UNIT DECLARATION – MILITARY PERSONNEL (SNCO OR ABOVE MAY SIGN)

*Military personnel should carefully read the Terms & Conditions above particularly in relation to attendance.*

I authorise ..... to attend the above course. This officer/soldier will be released from duties to attend this course.

Authorising Signature.....Rank.....Name.....

