

**DECK COURSES - BOOKING FORM**

Please complete the Booking Form in full (using BLOCK capitals throughout), and return it with the deposit payment and photocopies of your supporting documentation.

Personal Information									
Family Name			First Name(s)						
Home Address			Date of Birth						
			Telephone No.						
			Mobile Tel. No.						
			E-Mail Address						
Post Code (UK only)			Discharge Book No.						
Do you have any disabilities (i.e. Dyslexia)		Yes/No	If 'Yes', please provide us with supporting documentation to enable us to ensure you have everything you need to complete your course.			Passport Number			
Do you have any Criminal Convictions?				Yes / No		PLEASE REFER TO NOTE 1			
Country of Permanent Residence				Place of Birth (Country)					
Nationality			Please Circle Residential Category PLEASE REFER TO NOTE 2			1 2 3 4 5 6 9			
Do you need a Tier 4 Student Visa to study in the UK				Yes / No		Do you currently live in the UK?		Yes / No	
Have you ever been issued with a visa to study in the UK even if you did not use it?						Yes / No			
Have you ever had a visa to enter the UK (NOT FOR STUDY), even if you did not use it?						Yes / No			
Have you ever been issued with a Confirmation of Acceptance for Studies (CAS) for a Tier 4 visa?						Yes / No			
Have you ever studied in the UK before you applied to Warsash Maritime Academy? (Southampton Solent University)						Yes / No			
Have you ever had a UK visa application refused?						Yes / No			
Will you be applying for your Tier 4 visa from a country which is different from your passport, if so which country?									
If you have answered Yes to any of the above questions then please send the relevant documents when returning your application form to wma.admissions@solent.ac.uk									
Approximate length of watch-keeping sea service (in months) as:			RATING		OOW		CHIEF MATE		
Types of ship served on:									
Company & Training Manager			Will your company be paying your course fees? (Yes/No)						
Course Requirements									
Please indicate the date that you wish to commence your course of study and 'tick' the relevant course box(es) below:							/ / 20		
OOW STCW 95 II/1	Officer of the Watch	Exam route: minimum sea service requirement 36 months	Do you require: (Please tick)	EDH Efficient Deck Hand	NaEST(O) Navigation Aids & Equipment Simulator Training	HELM(O) Human Element Leadership & Management			
UCMEP STCW 95 AII/2	Chief Mate (post HND)	Exam route for ex-Cadets with full HND and 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
UCMFDP STCW 95 AII/2	Chief Mate (post FdSc)	Exam route for ex-Cadets with full Foundation Degree and 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
MCM STCW 95 AII/2	Chief Mate & Master	Exam route for Officers with HND Nautical Science part 1 with 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
UMSD10P	Master's MCA Oral Examination (4-week course in preparation for MCA Oral Examination)								
UMSDRP	Deck Revision (Independent study option - direct tutorial support can also be arranged in advance)								
Candidates undertaking the HND Nautical Science (Chief Mates/Master examination route) must have <u>one</u> of the following: A: HND or HNC Nautical Science Part 1 or B: STCW 95 A-II/1 OOW Certificate of Competency									
As stated above, indicate A or B:			College Attended:			Finish Date:			
<i>Please note: The balance of course fees are due prior to the course start date. Students are responsible for the payment of all fees unless a Company letter of Sponsorship is presented at the time of booking.</i>									

Have you applied for, or obtained, a Notice of Eligibility from the Maritime and Coastguard Agency (MCA)?

Not yet applied for (tick):		Applied for (state date):		Obtained (please attach copy):	
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**Please note:** You are responsible for obtaining your own Notice of Eligibility from the MCA and where possible this should be done before the course starts. Failure to do so may prevent you from completing your course of study and/or cause unnecessary expense or delay. Please also note that all relevant documentation, proof of entry, special qualifications etc. must be brought with you to college when enrolling.

**Personal Statement.** Please include what your career goals are, how this course will advance your career goals and any other information you consider relevant to your application.

### Booking Form - Application and Attachments

Deposit paid by Bank Transfer /Epayment/Card payment over phone		The total amount being forwarded is (£ GBP):	
My Notice of Eligibility is attached (tick)		Photocopies of all supporting documents*	

\* NB. Applications will not be processed unless all supporting documents are enclosed. Deposits can be paid by bank transfer, former students can use the Epayment system <https://epayments.solent.ac.uk/open> or card payments can be processed over the phone following receipt of a booking form and all the required documents. Please see the Course and Fee Guidance notes for information on bank transfers, please note these payments can take up to a week to be processed and allocated to your account.

#### DECLARATION BY APPLICANT

I confirm that I have disclosed information on all previous study in the UK and all the details in this form are correct to the best of my knowledge.

I understand and accept that the information given on this form will be retained by the University in accordance with the provisions of Data Protection Act 1998 and that personal information about me will be used for personnel and administrative purposes and statutory returns. This information may also be transmitted and displayed on an internal network for relevant Southampton SOLENT University business purposes.

I also understand that, were relevant, I will not be issued with a Confirmation of Acceptance for Studies (CAS) until this form has been completed. By signing the application I give my permission for Southampton Solent University to verify the information given in this form with any previous UK institution at which I have studied and/or with the Home Office UK Visas and Immigration service.

I confirm I have read and understood the Course Fees & Guidance Notes.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Note 1

### **Criminal Conviction**

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know any relevant criminal convictions that an applicant may have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

**You must declare YES if any of the following statements apply to you:**

- a. I have a relevant criminal conviction that is not spent
- b. I am serving a prison sentence for a relevant criminal conviction

**If statement b applies to you then you must also give the prison address as your postal address on your application and a senior prison officer must support your application.**

Applicants who answer YES will *not* be automatically excluded from the application process. However, the Student Affairs Manager may want to consider the application further or ask for more information before clearing an applicant.

**If you are convicted of a relevant criminal offence after you have applied you must contact the Student Affairs Manager for further details. You may do this through the Course Administrator.**

**England & Wales Criminal Records Bureau - [www.crb.gov.uk](http://www.crb.gov.uk)**

## Note 2

Residential Category (complied with the help of UKCISA)

**Along with other information in your application this helps Southampton Solent University to establish your status for the payment of tuition fees. Although we cannot tell you which category to select, the brief explanations set out below should establish your provisional status. Southampton Solent University will make the final decision on your category and so all queries should be directed to us.**

**The categories are as follows:**

### **1 UK Citizen or EU National:**

You are a UK or EU national, or are the child or grandchild, or spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

### **2 EEA or Swiss National:**

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period. Or: You are the child of a Swiss National and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA or Switzerland or OT for three year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

**3 Child of a Turkish worker:**

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

**4**

**Refugee:**

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

**5 Humanitarian Protection or similar:**

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 or such a person at the time of the asylum application.

**6 Settled in the UK:**

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other).

**9**

**Other:**

If none of the above apply to you please contact the relevant faculty you are making an application to for further assistance.