

Office use only:

B/R:

S/C:

ARCHAEOLOGY SHORT COURSES ENROLMENT FORM

NB - Bookings are only accepted if all sections are completed and the declaration is signed.

TITLE		FIRST NAME(s)		SURNAME	
ADDRESS (incl. postcode)					
PHONE NUMBER			EMAIL ADDRESS		
DATE OF BIRTH		Emergency Contact name and number:			
Do you have any support requirements due to a disability? NO <input type="checkbox"/> YES <input type="checkbox"/> (please state - we will take all reasonable steps to support you):					
Your highest qualification to date:		Country of permanent residence: UK <input type="checkbox"/> OTHER <input type="checkbox"/> (please state):			
Data Protection Act 1998 – All details supplied to us by you are held in confidence and will not normally be passed on to other organisations. However, the University would like to send you information about its courses and events from time to time. If you would prefer NOT to receive such information, please tick this box. <input type="checkbox"/>					

Please Note – If you are enrolling for someone else, you must supply all their details on a separate enrolment form.

I would like to enrol on the following course(s): *(please continue onto a separate sheet if necessary)*

Course Code	Course Title	Fee
		£
		£
		£
		£
TOTAL		£

Payment

I would like to pay by:

- CHEQUE (please make payable to UNIVERSITY OF BRISTOL)
- CARD (please complete the payment instruction below)

CARD TYPE	MAESTRO/SWITCH	MASTERCARD	VISA CREDIT	VISA DEBIT	
CARD NUMBER					
ISSUE NUMBER (Maestro/Switch only)	SECURITYCODE				
VALID FROM	/	EXPIRY DATE	/		
CARD HOLDER'S SIGNATURE			NAME ON CARD		
Name, Address & DOB of Card holder if different from applicant					

Please Note – If paying by card, you should provide an email address to which confirmation of your payment will be sent.

Statistical information

We are required by the Higher Education Statistical Agency (HESA) to collect the following information. It will be sent to the Agency for use in Statistical analysis by HESA, Government departments, Funding Councils and other authorised users of the data.

What is the highest qualification that you hold (please tick)?

No formal qualifications GCSE O'Level (or equivalent) GCE A'Level (or equivalent)
First Degree (or equivalent) Masters Degree (or equivalent) Doctorate (or equivalent)
Other (please specify)

Do you have a disability? Yes / No

What is the nature of your disability?

- 00 No known disability
- 02 Blind/partially sighted
- 03 Deaf/hearing impairment
- 04 Wheelchair user/mobility difficulties
- 05 Personal care support
- 06 Mental health difficulties
- 07 An unseen disability, e.g. diabetes, epilepsy, asthma
- 08 Multiple disabilities
- 10 Autistic spectrum disorder
- 11 A specific learning difficulty, e.g. dyslexia
- 96 A disability not listed above
- 97 Information refused
- 98 Information not sought
- 99 Not known

Ethnic Origin

(Please tick below as appropriate)

- 10 White
- 14 Irish Traveller
- 21 Black or Black British – Caribbean
- 22 Black or Black British – African
- 29 Other Black background
- 31 Asian or Asian British – Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background
- 41 Mixed – White and Black Caribbean
- 42 Mixed – White and Black African
- 43 Mixed – White and Asian

- 49 Other mixed background
- 80 Other Ethnic background
- 90 Not known
- 98 Information refused

Nationality: UK

Other (please specify)

Short Course Enrolment Information:

To Enrol

Send your completed enrolment form to: **Short Courses Administrator, Dept of Archaeology, University of Bristol, 43 Woodland Road, Bristol BS8 1UU**. Please make cheques payable to 'University of Bristol'.

For short notice bookings, phone: 0117 9546070. Please note the administrator works one day per week and can only take phone bookings when in the office.

When to enrol

Prior enrolment is essential; students who do not enrol in advance will not be permitted to attend a course. Please note also that course enrolment numbers are reviewed two weeks before the start date and courses may be cancelled at this stage if there are not enough enrolments. **Students are therefore advised to enrol early to ensure that the course of their choice runs.**

To check whether there are spaces available on the course of your choice, you may wish to check the website: www.bristol.ac.uk/archanth/continuing/shortcourses; our voicemail on 0117 9546070; or e-mail us on arch-lifelong@bristol.ac.uk.

Cancellations and refunds

If a student chooses to cancel his or her place, a refund of the course fee will be given only in exceptional circumstances. A cancellation fee equivalent to 10% of the tuition fee will be charged. If a course is cancelled or withdrawn by the University at or prior to its third meeting, course fees will normally be refunded in full within three weeks.

How to find us

Unless otherwise stated, all courses take place at the Department of Archaeology, 43 Woodland Road, Clifton, Bristol BS8 1UU. For maps and travel information, see www.bristol.ac.uk/university/maps.

Parking at the University

After 5.00 pm and at weekends it is possible to use any of the University's open access car parks free of charge.

Parking for the disabled

The university designates disabled spaces in many of its car parks. To be able to use these spaces it is necessary to apply to the University's Security Office for a permit to use a specified space. Please allow plenty of time to get this permit.

Getting here by bus

Bus services 8/8A or 9/9A travel from Bristol Temple Meads train station and the city centre via Clifton or Redland to the University precinct. The number 8 stops by the Berkeley Centre on Queen's Road opposite the Wills Memorial Building, while the number 9 continues from the Berkeley Centre up towards Senate House.

Access for disabled people

The Access Unit for Deaf and Disabled Students can offer advice and information to any student with particular access requirements. The Unit also provides advice to course tutors on ways of making their courses accessible. For further information, please contact the Disability Advisers **tel: 0117 954 5727** or **textphone: 0117 954 5728**.

Fees for overseas students

The fees quoted under each course entry are those applicable to students ordinarily resident in the UK or the EU during the three years before the course begins. For residents in another EU country, there is also a nationality requirement. In other cases, full cost fees may be charged. For further information about fee status and the fees which apply to particular courses, please contact the appropriate course organiser.

Refreshments

A drinks and snacks vending machine is available in the student common rooms in the Archaeology Department.

Declaration

By completion of this form and acceptance on the course(s) of my choice, I agree to abide by the regulations of the University. I understand that credit-bearing courses include some form of assessment as an integral part of the course and that they normally form part of a programme of study. I confirm that the information shown on this form is correct to the best of my knowledge. Students enrolling on these courses are subject to the rules and regulations for students which can be found at: <http://www.bris.ac.uk/secretary/studentrulesregs>

Signature

Date