



INTERNATIONAL BOATBUILDING TRAINING COLLEGE

— LOWESTOFT — EST 1975 —

www.ibtc.co.uk | 01502- 569663

Course Application

Course required: (tick as applicable)

Preferred start date ____/____/____

Boat building - 1 year

Build Your Own Boat

12 Week Woodworking Skills

Introduction to
Boatbuilding

'Tailor Made' Course

4 Week Woodworking Skills

Personal Details

Surname: Title

First Name(s)

Address

Post Code

email

Telephone

Mobile

Date of Birth

Nationality

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Details of Previous Education

School/College/University	Course Followed	Exams Taken/Results

How Did You Learn About The IBTC/Courses? (Please tick as applicable)

Facebook	<input type="checkbox"/>	Twitter	<input type="checkbox"/>	IBTC web site	<input type="checkbox"/>
Trade/Boat show	<input type="checkbox"/>	Magazine Advertising	<input type="checkbox"/>	TV Advertising	<input type="checkbox"/>
Word of Mouth	<input type="checkbox"/>	Internet Search	<input type="checkbox"/>		

Other (please give details)

Please Tell Us About Your Hobbies and Interests

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Please Tell Us About Any Relevant Experience You Have.

Please Provide Details of Your Recent Work Experience

From	To	Employer	Brief details of job
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please Tell Us Why You Are Applying for This Course

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Visiting the IBTC

We encourage all those wishing to enrol on a course with a duration of 12 weeks or more to visit us first.

Please tell us when you would like to visit _____/_____/_____

If you have already visited provide date _____/_____/_____

If you are unable to visit us prior to the start of your course please can you provide us with two references. One of which should be from a previous employer. These can be attached to this form or you can provide contact details for your referees in the space below so that we can take them up.

Contact Details of referees

Referee 1	Referee 1
_____ Name	_____ Name
_____ Relationship	_____ Relationship
_____ Address	_____ Address
_____ 	_____
_____ 	_____
_____ 	_____
_____ 	_____
_____ 	_____
_____ Tel No	_____ Tel No
_____ Email	_____ Email

Additional learning and medical support requirements.

The IBTC is committed to supporting students to achieve to the best of their ability and to ensuring their safety. To help us fulfil that commitment, please can you tell us about any learning or health support needs that are relevant. This information will be treated as confidential and will only be used to help us ensure you get the support you need on your course.

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Please tick any relevant items below

Visual impairment

Hearing impairment

Profound complex disabilities

Dyslexia

Mental health difficulty

Severe learning difficulty

Autism spectrum condition

Disability affecting mobility

Social and emotional difficulties

Dyscalculia

Moderate learning difficulty

Asperger's syndrome

Temporary disability after illness or accident.

Other learning difficulty - please state

Other disability - please state

Other physical disability - please state

Medical Conditions

Please tell us about any relevant medical conditions you may have eg epilepsy, diabetes or asthma.....

I have read and understood the IBTC Student Privacy Notice (see below)

I have read, understood & agree the IBTC terms of business (see below)

Declaration; to the best of my knowledge the information given on this form is correct.

Signed _____

Date _____

When complete please return this form to the address below.

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Students Privacy Notice

The International Boatbuilding Training College (IBTC) is a Data Controller in terms of the Data Protection Act 1998 (DPA). The IBTC needs to process and retain certain personal information relating to you, because you are a student of the college. All of your personal information will be treated in accordance with the terms of the DPA and the General Data Protection Regulation, which comes into effect on 25 May 2018. This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure.

Special categories of personal information

Information about special categories of personal information are afforded an extra level of security and confidentiality. This includes information about racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, data concerning health or data concerning sex life or sexual orientation.

Source of information

The personal information IBTC holds about you is obtained from a number of sources including the following:

- Information you have provided on your application form
- Information you provide us with during the course of your study
- Information built up about you during your studies e.g. grades

Personal information processed under contract

Why we process your personal information

When you apply and accept an offer, you enter into a contract with the College and agree we can process your personal information for administrative and educational purposes. The purpose of processing includes, but is not limited to:

- Administering and providing education and training
- Managing and administering the college
- Administering bursaries
- Providing advice and support to you, including, health and safety, attendance monitoring, welfare and pastoral services, vacancy

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information and careers guidance

- Managing behavioral or disciplinary issues and complaints
- Recruitment, admission and enrolment
- Providing you with information about educational programmes and services
- Maintaining your student record and managing academic processes
- Administering financial matters including payment of fees
- Research including monitoring quality and performance
- Alumni membership
- Statistical and archive purposes.

For these purposes, personal data may also be transferred outside the European Union, to countries which may not have equivalent data protection laws. Examples of circumstances when personal data may be transferred outside the EU include:

- Managing collaborations with overseas educational institutions including student exchanges and partnership programmes
- Working with overseas recruitment agencies
- Information posted on our website which is accessible outside the EEA

Access to and disclosure of information

The college will manage your information securely and will restrict access to employees, advisors, agents, contractors and service providers, who will only process information in accordance with the Act and the college's instructions. The college will put in place technical and organisational measures necessary to ensure the security of your information.

The college will only disclose your information to third parties where we:

- Have your consent; or
- Are required to under a statutory or regulatory obligation; or
- Are permitted to do so under the Act.

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Sharing your personal data with other bodies

To fulfil our statutory or legal obligations your data may be provided, without your explicit consent, to organisations or agents acting on their behalf including but not limited to:

- Home Office/UK Visas and Immigration (UKVI)
- HM Revenue & Customs (HMRC)
- Professional bodies
- Embassies and other Governments
- Law enforcement agencies and debt controllers
- Potential and current partners, employers or education and placement providers
- Relevant authorities dealing with emergency situations at the college.

Terms of business

1. The Law

1.1 These terms and conditions and all other expressed terms of the contract shall be governed and constructed in accordance with the laws of England.

2. Definitions

2.1 Company means the IBTC Limited. Client means the Company, delegate or person named on the Booking Form for whom the Company has agreed to provide the Training Course in accordance with these conditions.

3. Supply of Training Courses

3.1 The Company shall provide Training Courses generally in accordance with these conditions

3.2 The Client shall request a Training Course by completing and signing (written or electronic acceptance) a Booking Form which must be received before the commencement of the appropriate Training Course.

3.3 No booking will be deemed accepted by the Company, unless and until confirmed in writing by the representative of the Company. By confirming the booking the client is accepting the company's terms and conditions

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3.4 The Company may at any time without notifying the Client make changes to the Training Course or postpone, cancel or discontinue the Training Course booked, without liability to the Client.

3.5 The Company reserves the right to refuse or restrict anyone from attending its Training Courses.

3.6 Course outlines are correct at time of going to print.

3.7 On occasions, telephone conversations may be recorded in order to enhance the service we give to you.

4. Copyright

4.1 All intellectual property rights for all course material shall remain the property of the IBTC Limited. No part of the training material may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means, electronic, mechanical, photocopying, or otherwise, without prior permission in writing of the copyright owner

5. Charges

5.1 Unless any special terms are agreed, the Client shall pay the Company's Standard Charges, and any additional sums which are agreed between the Company and the Client for provision of the Training Course(s) in accordance with the schedule below:

For all short courses the following shall apply:

Payment in full at time of booking

For courses of 12 weeks or more the following shall apply.

Non-refundable enrolment deposit £500 prior to the start of the course

Installment 1

Cleared funds to be received prior to the start of the course,

47week boat building currently £5,450

Basic small Boatbuilding (12 weeks) £5,450

Woodworking Skills course (12 weeks) £5,450

Instalment 2

To be received 90 days after the start of the course,

47week boat building currently £5,850

Installment 3

To be received 180 days after the start of the course,

47week boat building currently £3808.

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5.2 Customers wishing to make payment from non-UK accounts must be responsible for all bank charges in relation to the overseas transaction, this includes charges levied by the customer's bank and levied by the bank of IBTC limited, in accepting this specific transaction.

5.3 All prices quoted to the Client include VAT and are subject to interest at the rate of 2% over Barclays Bank then current base rate from the due date of payment.

6 Refunds

6.1 General statement

Where a course is cancelled by the client, we will be as flexible as possible and will work with you to achieve a satisfactory outcome. In the first instance please email/contact us explaining the situation, and we will try to offer alternative dates.

6.2 In the case of the client cancelling their place on a course the following shall apply:

For courses of 12 weeks or more duration if the cancellation is made prior to the start of the course (ideally within 5 working days). The full amount of the first installment will be refunded.

Where the client cancels the course after the course start date the first installment will not be refunded. The remaining installments will not be invoiced.

The enrolment deposit is non-refundable.

For short courses, we will refund as set out below:

30 days + before course start date: 100% refund

20-29 days before course start date: 50% refund

less than 20 days before course start date: 25% refund

Non-Attendance of any course for any reason whatsoever with no notice is deemed to be a cancellation and payment is due in full.

7. Liability

7.1 Except in respect of death or personal injury caused by the Company's negligence, or as expressly provided in these Conditions, the Company shall not be liable to the Client by reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law, or under the express terms of the Contract for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of the Company its servants or agents or otherwise) which arise out of or in connection with the provision of the Training Course and the entire liability of the company under

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or in connection with the Contract shall not exceed the amount of the Company's charges for the provision of the Training Course except as expressly provided in these Conditions.

7.2 The Company shall not be liable to the Client or be deemed in breach of contract by reason of any delay or failure to perform any of the Company's obligations in relation to the Training Course if this was due to any cause beyond the Company's reasonable control.

8. Force Majeure

8.1 The Company shall not be in breach of this contract if the provision of services is delayed or cancelled or reduced through any circumstances beyond its reasonable control, including acts of god (including but not limited to fire, flood, earthquake, storm, snow, hurricane, or other natural disasters) war, invasion, Civil unrest, Government action, labour disputes, strikes, lock-out or interruption or failure of power supply.

9. Bribery & Corruption

8.1 It is IBTC's policy to conduct all of its business in an honest and ethical manner, and we take a zero-tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships. Wherever we operate we will implement and enforce effective systems to counter bribery.