



Accommodation Application Form

When fully completed please return to:

Accommodation Team, Edinburgh College, Milton Road Campus, 24 Milton Road East, Edinburgh EH15 2PP
or email it to: accommodation.MIL@edinburghcollege.ac.uk

If you would like help completing this application form or further information on accommodation contact:

Accommodation Team on 0131 344 7373/7000

1. Personal Details

Mr Mrs Miss Ms (Please tick)

Male Female (Please tick)

Forename(s):

Surname:

Date of Birth (dd|mm|yy):

Nationality:

Please state the country which is your permanent home:

Course applied for:

All correspondence will go to the following address. Please ensure you provide an address you can be contacted at.

Current Address:

Postcode:

Tel No (inc. dialling code):

Mobile No:

Email Address:

Have you stayed in Edinburgh College accommodation before?

Yes No (Please tick)

Emergency Contact Name:

Postcode:

Current Address:

Tel No:

2. Additional Personal Information

Please give details of any disability or health condition, or other special circumstances which should be taken into consideration when allocating your accommodation. Include an additional sheet if necessary.

3. Additional Support - Student Services

Would you like your details to be sent to student services for additional support? Yes No

Please note any other information relevant to your application:

4. Accommodation Details

Please note the dates you wish for your stay in the accommodation:

From (dd|mm|yy):

To (dd|mm|yy):

5. Other Information

Please note any other information relevant to your application:

6. Student Declaration/Data Protection

By providing the information contained in this form you consent to the college holding and using the information in connection with its obligation to provide statistical data to the Scottish Funding Council. The college and the Scottish Funding Council will comply with their obligations under the Data Protection Act (1998). The college will use the information for internal purposes and may also supply it to external bodies e.g. Scottish Qualifications Authority and other examining authorities. In addition when a student's fees are paid by a Managing Agent or employer the college will release such information to these parties relating to academic progress, attendance and behaviour including any disciplinary action and the outcome of such an action.

Should your application be successful, by signing this form, you are agreeing to abide by the college's Code of Conduct.

I certify that to the best of my knowledge the information given in this form is correct.

Your signature:

Date:

Please return your completed application form to:

Accommodation Team, Edinburgh College, Milton Road Campus, 24 Milton Road East, Edinburgh EH15 2PP

At no time will your personal information be passed to other organisations for marketing or sales purposes. The Scottish Funding Council (SFC) and the Scottish Government (SG) have responsibility for improving education in Scotland as well as planning for future provision of both further and higher education and the funding of institutions and students. From time to time students and/or their parents may be approached by either SFC or SG to take part in research and surveys to help them with this task. Tick the following box if you do NOT want to be contacted in respect of such surveys.

I do **NOT** want to be contacted in respect of such surveys.

Data Protection Act 1998 Statement

Edinburgh College is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the business of the college. The college will ensure that the eight principles on which the Act is based are made known to and observed by all college staff.

Students personal data may be transferred to the Scottish Ministers/Secretary of State for an Assessment Function, but the information will be as far as possible anonymised and will be processed in accordance with the DPA.

OFFICE USE ONLY

Application received on:

ID Number:

Offer

Reserve

Room Allocated:

Reject