

## GUIDANCE NOTES FOR ENROLMENT

- We recommend that learners enrol for just one subject at a time. If you take on too much too soon you might find yourself overstretched.
- If you have not studied a subject at GCSE level we recommend you that you check the entry level requirement before proceeding to A Level.
- The cost covers the course resource pack, tuition fees and exam entry fee (first attempt only).
- If you choose to pay by our instalment plan you **must** include a deposit of 20% of the course fee plus the £20 instalment plan fee with your enrolment form. We'll not process your enrolment without receiving this deposit. Please make your cheque payable to The Marine Society.
- Whilst The Marine Society is a registered examination centre, which means we can enter our learners for examinations at GCSE and A Level, it remains the learner's responsibility to make sure that he/she can comply with the demands of the syllabus in terms of submission of coursework, oral, and aural assessment.
- A separate fee is payable for any additional examination entries or for seafarers who wish to make an entry as a private candidate:

<b>I/GCSE</b>	Exam Entry Only	<b>£89</b>
<b>AS Level</b>	Exam Entry Only	<b>£99</b>
<b>A Level</b>	Exam Entry Only	<b>£149</b>
- If we enter you for the examination the default location for sitting the examination is at our London headquarters. It may be possible to make alternative arrangements, such as sitting the examination on board ship, but this ought not to be taken for granted.
- Course materials and tutor support will be provided by our partners Oxford Open Learning. Issues of an administrative nature or examination entry should be directed to us.
- If you are unsure about any aspect of your enrolment or study plans please do not hesitate to contact us for free, confidential and expert advice.

You can contact us online at [marine-society.org](http://marine-society.org) or by email [education@ms-sc.org](mailto:education@ms-sc.org) or telephone 020 7654 7050

# ENROLMENT FORM – FOR I/GCSE / AS / A LEVEL

Please complete fully and read our Guidance Notes above

First name(s)  Surname

Date of birth // Male  Female

Home address

Postcode  Email

Home telephone no  Mobile

Company/Agency  Rank/Rate

Personal DII email

Service no  Vessel

Your current work/sea address (in full)

Which address shall we use to send your course material?

Please let us know your reason for study (ie personal development, promotion at work)

Course

Highest level and grade previously achieved in this subject

Outcome or grade you expect to achieve after this course

Qualifications

Subject	Type of qualification eg GCSE, A Levels BTEC National S/NVQ L3, other Level 2, other Level 3, other L5/6/7	Grade	Month and year taken

Signed

Date //

# PAYMENT DETAILS FOR DEPOSIT/FULL PAYMENT

Please complete fully

I wish to pay by: cheque  credit/debit card

## Credit/Debit card

Your full name

Your home address

Postcode

Please select as appropriate: Mastercard  Maestro  Visa Electron  Visa Debit

Card no

Start date /  End date /  Security code

Reason for payment: I/GCSE  AS  A Level

Amount to be credited/debited

£

Course(s)

## Paying by instalment plan? Here's how it works:

1. A deposit payment of 20% (of course fee) plus £20 (instalment method fee) is required. This should be completed on the 'Details for Deposit/Full Payment' page of the enrolment form.
2. The remaining 80% is paid over 4 equal monthly instalments, which should be completed on the 'Bankers Order' page of the enrolment form. See the IGCSE example below:
  - RN/RM price: £337.70
  - Deposit: £87.54. This is 20% of course cost plus £20 (Please note: the £20.00 instalment method fee is non-refundable).
  - 4 Monthly payments of £67.54 (until £270.16 is remitted). This is the balance divided into 4 equal monthly payments.

## Please return the completed form to:

Education Manager, The Marine Society, 202 Lambeth Road, London SE1 7JW

Tel: 020 7654 7050 Fax: 020 7928 8914 Email: [education@ms-sc.org](mailto:education@ms-sc.org)

# BANKERS ORDER FOR INSTALMENT PLAN PAYMENTS

Please complete fully

Your full name

Your home address

Postcode

Bank name

Bank branch address

Bank sort code  Account no

Please pay from my account (amount in words)

£  monthly to Natwest Bank, Regent Street Branch, 250 Regent Street, London W1B 3BN  
for the credit of The Marine Society and Sea Cadets (Account No. 00423750, Sort Code: 56-00-27)

First payment to be made on (enter date) /

Until a total of £  has been remitted.

Please make every payment quoting reference

Signed

Date /

## Please return the completed form to:

Education Manager, The Marine Society, 202 Lambeth Road, London SE1 7JW  
Tel: 020 7654 7050 Fax: 020 7928 8914 Email: [education@ms-sc.org](mailto:education@ms-sc.org)

**INSTALMENT PLAN:** The charge for using our instalment plan is an additional £20. If you use this method a deposit of 20% of the total cost (plus the £20 fee) must be paid now on enrolment with the outstanding balance spread over a maximum of four months. You will need to complete a Bankers Order form (below). Contact us if in doubt thereby avoiding delays.

# SUPPLEMENTARY DATA FORM FOR I/GCSE / AS / A LEVEL

## Personal information

Male  Female

Age

under 25  35–44  55–64  
 25–34  45–54

## What is your ethnicity?

### White

English/Welsh/Scottish/Northern Irish/British  
 Irish  
 Any other White background

### Black/African/Caribbean/Black British

African  
 Caribbean  
 Any other Black/African/Caribbean background

### Other Ethnic group

Not known  
 Information refused

### Asian/Asian British

Indian  
 Pakistani  
 Bangladeshi  
 Chinese  
 Any other Asian background

### Mixed

Mixed White and Black African  
 Mixed White and Black Caribbean  
 Mixed – any other background  
 White British  
 Any other mixed/multi ethnic background

## Disability

Do you consider yourself to have a learning difficulty and/or disability?

Yes  No  Prefer not to say

If yes, please tell us the nature of your learning difficulty and/or disability

Visual Impairment  Hearing Impairment  Speech Impairment  
 Other, please give details in the box below

Please note that without a professional assessment valid from the last three years, you cannot apply for special consideration in exams.

## When do you intend to sit your exams?

Never – I'm just studying for self improvement  
 May/June 2018  
 January 2019  
 May/June 2019  
 January 2020  
 May/June 2020  
 January 2021  
 I'm not sure, please advise me

## How will this course support your progression?

New job role  
 Promotion in current role  
 Personal development  
 Further education  
 University course  
 Other (please specify)

# LEARNER AGREEMENT

## This document will:

- Explain what you can expect when you enrol on a distance learning course through Marine Society
- Provide you with a guide so that you will know what Marine Society and Oxford Open Learning (OOL), our learning partner, expect from you.

## Throughout your studies you can expect Marine Society to:

- provide you with details of services available to you
- provide you with on-going support and guidance
- contact you routinely and provide support if necessary
- manage any administrative issues and contact OOL on your behalf, if necessary
- request routine updates from you on how your studies are progressing
- provide you with updates on changes to qualifications
- provide you information about examination/assessment arrangements
- register you for examinations and make all necessary arrangements
- If you are in the RN/RM or RFA provide course progress information to your education officer.

## You can expect the OOL to:

- send you course materials and information about coursework requirements
- ensure all course materials and documentation you receive are relevant, up-to-date and compliant with current specifications
- provide you with course materials and other support resources
- provide a 'mock' exam and associated tutorial support
- provide you with the email address and telephone number of your personal tutor.

## Your personal tutor will:

- contact you by telephone/email within two weeks of your enrolment
- provide advice, information and support throughout your studies
- mark your course assignments and provide detailed feedback
- return your assignments within the specified time
- contact you by telephone or email as required throughout the course.

## Marine Society and OOL expect you to:

- maintain regular contact with Marine Society College with information on how your studies are progressing by completing an electronic monthly learner self-assessment
- advise Marine Society College as soon as possible about any changes to your circumstances that may affect your studies
- maintain routine contact with your OOL personal tutor throughout your studies
- complete course assignments regularly and at least once every two months
- ensure your tutor knows of any change to your circumstances impacting on your ability to study e.g. being deployed or out of contact for a long period.
- inform Marine Society if you need help or if you feel you are not receiving the agreed service
- inform Marine Society if you are thinking about withdrawing from the course
- familiarise yourself with Marine Society Safeguarding Policy.
- Complete the post induction survey, and following completion of your course the 12 month and 24 month update surveys.
- Undertake a short online course in anti-radicalisation in compliance with government Prevent strategy.

I have received initial guidance on my chosen course. I understand that if I do not comply with these agreements, I may be withdrawn from my studies.

I have read Marine Society Safeguarding Policy and including Prevent and British Values, and confirm my understanding of it.

Name of student

Signature of student

Date   /   /

Signature of advisor

Date   /   /

(To be completed by Marine Society)