

**COURSE APPLICATION FORM FOR  
PART-TIME STUDENTS ONLY**



Please complete the details requested and return to the College of Humanities and Social Science Postgraduate Office as early as possible. Please refer to the notes overleaf.

Forename(s):..... Surname: .....

Address: .....

Town:..... Post Code: .....Contact Tel No: .....

Reference/Matriculation Number: .....Date of Birth: .....

Course Code	Course Start Date	Course Title	<b>Body/Person Responsible for Payment of Fees (Terms and conditions must be confirmed in writing)</b> Please record 'SELF' if self-funded
			Funding Body:  Address:   Purchase Order No.  Contact name: Tel. No.:
			Funding Body:  Address:   Purchase Order No.  Contact name: Tel. No.:
			Funding Body:  Address:   Purchase Order No.  Contact name: Tel. No.:

\* I confirm that I wish to undertake the course detailed above.

\* I confirm that I have read the notes and conditions detailed overleaf.

Signed: ..... Date: .....

**Please note:**

- It is vital that every course code, course commencement date and the person or body responsible for the funding of each course is clearly recorded overleaf. If the course is being paid for by an Employer, Local Authority, School or other body, it is vitally important that a school purchase order and all contact details are given on the form, and a separate letter is provided confirming details of the funding arrangement.
- Course codes can be found on line at <http://www.education.ed.ac.uk/courses/index.html>
- It is your responsibility to apply for each course you wish to undertake, whether you are a full-time or part-time student.
- Your selection of courses should be returned to College of Humanities and Social Science Postgraduate Office. Some courses have a maximum number of places; in such cases, course applications are accepted on a first-come, first-served basis, and the availability of a place on a course cannot be guaranteed. Hence, early application is strongly recommended in order to guarantee a place on a course. Where student uptake is small, the University reserves the right to offer the course partly or wholly by Supported Self-Study or Open/Distance Learning (i.e. not to deliver the course via the advertised mode of study).
- You can enrol (or disenrol) from courses at any time during the academic year, **provided it is at least 3 weeks before the commencement of the course**. If you fail to inform the University of your decision to disenrol by the due date, or fail to attend the course, the full course fee will be invoiced and will be payable unless a medical certificate or evidence of other acceptable extenuating circumstances is provided in writing to the College of Humanities and Social Science Postgraduate Office.
- Once you have commenced a course, it is not possible to withdraw without financial penalty unless there are good reasons/extenuating circumstances. If such a case is made, the College of Humanities and Social Science Postgraduate Office can only recommend to Registry that the fee be waived.
- Please note that all requests for course enrolment **MUST** be submitted directly to College of Humanities and Social Science Postgraduate Office in writing via this form; all requests to disenrol from a course must also be submitted in writing to the College of Humanities and Social Science Postgraduate Office.
- Upon receipt of this form, the College of Humanities and Social Science Postgraduate Office will contact you to confirm whether or not you have been successfully enrolled on the chosen course.
- Each course or multiple of courses must be paid in full, including the Dissertation (please note the Dissertation is invoiced upon acceptance of proposal by the Programme Organiser). In the event of a funding sponsor failing to pay tuition, the student becomes responsible for payment.

**It is not acceptable simply to turn up for a course; you must formally apply beforehand via this form, which can also be found on <http://www.education.ed.ac.uk/office/study/pg-office.html>**

*Please return this form to:*  
College of Humanities and Social Science  
The University of Edinburgh  
Postgraduate Office (Education)  
David Hume Tower, George Square  
Edinburgh EH8 9JX  
Tel: 0131 651 3122  
Fax: 0131 650 6536

[Ros.Gardiner@ed.ac.uk](mailto:Ros.Gardiner@ed.ac.uk) [lynn.marshall@ed.ac.uk](mailto:lynn.marshall@ed.ac.uk) [Linda.Danczyzak@ed.ac.uk](mailto:Linda.Danczyzak@ed.ac.uk)