

PERSONAL DETAILS

Name of Course*: _____

Should the above indicated course not be held, kindly show your preference;

to choose another course _____
Or get full refund

Surname*: _____ Name*: _____

Nationality*: _____ Gender: Male Female

I.D. No / Passport No*: _____ Date of Birth*: _____

Address*: _____

_____ Post Code: _____

Telephone Number*: _____ Mobile**: _____

E-mail*: _____

* Mandatory Information

** Kindly note that cancellation of lectures will be sent via SMS on the number indicated.

SEND THE APPLICATION TO:

The Office of Part Time Courses, MCAST Main Campus, Corradino Hill, Paola, PLA9032

ENROLLMENT CONDITIONS AND CANCELLATION POLICY

- The College reserves the right not to run a course if there are insufficient registrations or any reason deemed as important by the College, in which case payment will be refunded in full.
- Applications will be processed on a first-come first-served basis.
- No applications will be accepted without payment and photocopy of ID Card.
- Cheques should be made payable to **MCAST Gateway to Industry**.
- Applicants may be requested to send photocopy of their I.D card and/or copies of Certificates if selected to follow a course.
- Applicants are to notify MCAST Information Centre of any inability they may encounter to attend the Course. Full refund will be given to applicants cancelling the course up to five working days prior to course starting date.
- A €25 cancellation fee will be charged to applicants submitting a cancellation request less than five working days prior to course starting date.
- Certificate of Attendance – No Certification will be issued if 80% attendance is not exceeded.
- Certificate of Achievement – Students whose attendance does not exceed 80% will not be eligible to sit for the end of course examination test.
- **No Money will be refunded once a course starts.**

For further details about the courses please visit: www.mcast.edu.mt - information@mcast.edu.mt

STUDENT AGREEMENT

- I agree to comply with College Regulations (as stated overleaf).
- I agree to MCAST processing personal data contained in this form for any purposes connected with my studies or for any legitimate reason.

Signature _____

Date _____

How to Apply
Part-Time / Short Courses September 2010
(for students aged 16+)

The Application Form attached should be completed by candidates and returned together with full payment to: The Office of Part-Time Courses, MCAST Main Campus, Corradino Hill, Paola PLA 9032. Together with the application and payment, applicants are requested to attach a photocopy of their ID Card (front and back).

Applications without payment and photocopy of ID card will not be processed.

Application forms are also available from the Information and Support Centre, MCAST Main Campus, Corradino Hill, Paola or via e-mail at information@mcast.edu.mt.

Applications

Applications will be received at the MCAST Students' House, MCAST Main Campus, Paola from **Monday 6th September 2010 to Friday 17th September 2010** between 9am and noon and from 2pm to 4pm. Registration hours are extended to 7pm on Thursday 9th and Thursday 16th September 2010. No applications will be accepted before Monday 6th September 2010.

Apply Online

Interested applicants can also apply online through the online system at www.mcastshortcourses.gov.mt. Online scheduled starting dates are only tentative. The exact starting date will be communicated through Central Administration through a letter by post.

Further information on the courses can be obtained by visiting www.mcast.edu.mt or www.mcastshortcourses.gov.mt or **by phoning on 23987100** or by sending an email at information@mcast.edu.mt.

Enrolment Conditions

- The College reserves the right not to run a course if there are insufficient registrations or for any reason deemed as important by the College, in which case payment will be refunded in full.
- Applications will be processed on a first-come first-served basis.
- **No applications will be accepted without full payment.**
- Cheques are to be made payable to 'MCAST Gateway to Industry'.
- Kindly read attentively the CHECKOUT conditions before proceeding to submit payment online.
- Senior citizens will benefit from a 75% discount on all part-time courses or as otherwise indicated. A photocopy of the "Karta Anzjan" should be attached to the application form. Applications without payment and photocopy of "Karta Anzjan" will not be processed.
- MCAST (full time) students will benefit from a 50% discount on all part-time courses. No discount applies on MCTS/CCNA programmes.
- No discount applies on City and Guilds / BTEC / ITEC Registration and examination fees.
- A late application fee of €10 will be charged on applications received after Friday 17th September 2010. Kindly note however that applications will only be accepted at MCAST discretion.

Cancellation Policy

- Full refund will be given to applicants cancelling the course up to five working days prior to course starting date.
- Applicants submitting a cancellation request less than five working days prior to course starting date will be charged a € 25.00 cancellation fee.
- **No money will be refunded once a course starts.**

Course Notes and Material

Where possible all course notes will be provided by the College. All consumables / material required during the course should be provided by the student. For further details kindly contact us on **23987100** or e-mail information@mcast.edu.mt.

City & Guilds / BTEC / ITEC Programmes

It is the responsibility of the student to ensure that applications for exams are duly filled in and submitted at the Institute where lessons are held. Late applications will be subject to a 'late application fee'.

Course Examinations and Certification

1. Certificate of Attendance
No certification will be issued if 80% attendance is not exceeded.
2. Certificate of Achievement
Students whose attendance does not exceed 80% will not be eligible to sit for the end of course examination test.

Running of Courses

To all eligible applicants:

1. Starting of Programme
A letter will be sent out to all eligible applicants indicating both starting date and venue. Dates scheduled on the MCAST online system are only indicative.
2. Cancellation of Lectures
Cancellation of lectures will be communicated to students via SMS on the mobile number indicated on the application form.