



**CHIEF ENGINEER / 2<sup>nd</sup> ENGINEER - BOOKING FORM**

Thank you for your enquiry. Please complete this Booking Form in full (using **BLOCK** capitals throughout) and then return it along with your deposit payment and photocopies of your discharge book (in full), passport, IELTS Certificate and Certificate of Competency.

Personal Information			
Family Name		First Name(s)	
Home Address	Date of Birth		
	Telephone No.		
	Mobile Tel. No.		
	Fax No.		
Post Code (UK only)		E-Mail Address	
Where/how can we contact you if you are not currently residing at your home address?			
Discharge Book No.		Passport No. (Overseas students)	
Have you been ordinarily resident in the UK for the last 3 years? (Yes/No)		If 'No' state your home Country:	
Do you have any Criminal Convictions? (Yes/No) <b>PLEASE SEE OVERLEAF FOR GUIDANCE NOTES</b>			
Have you previously studied at WMA? (Yes/No)	If 'Yes' state: Course		Year
When the course starts, what will be your approximate length of watchkeeping sea service (months) as EOW:			2 <sup>nd</sup> Engineer
Types of ship served on:			

**Please note that all college fees are due for payment at enrolment.**  
 If your company is sponsoring you then a 'Letter of Authorisation' must be provided, otherwise you will remain liable for your fees.

Company	Will your company be paying your course fees? (Yes/No)
Have you applied for, or obtained, a Notice of Eligibility from the Maritime and Coastguard Agency (MCA)?	
(Please note that student's are responsible for obtaining their own Notice of Eligibility from the MCA. Failure to do so may prevent you from completing your course of study and/or cause unnecessary expense or delay). <b><i>Students enrolled on a course of study who subsequently claim and/or obtain MCA exemptions will not be eligible for any refund of fees.</i></b> Please also note that all relevant documentation, proof of entry, special qualifications etc. must be brought with you to college when enrolling.	
Not yet applied for (tick):	Applied for (state date):
	Obtained (Y / N) (please attach copy):

Chief Engineer / 2 <sup>nd</sup> Engineer (STCW 95 A-III/2) Courses				
Please indicate the course(s) required and when you wish to commence that particular course/examination The course(s) selected must be supported by a valid Letter of Initial Assessment issued by the MCA)		Required Course(s) (tick)	Preferred Start Date	Deposit/Payment Required (£GBP)
CEEM	Chief Engineer - Engineering Knowledge + Motor			
CEES	Chief Engineer - Engineering Knowledge + Steam			
SEEM	2 <sup>nd</sup> Engineer - Engineering Knowledge + Motor			
SEES	2 <sup>nd</sup> Engineer - Engineering Knowledge + Steam			
MER	Marine Engineering Revision (independent study option)			
CEME	Chief Engineer - Motor Endorsement			
CESE	Chief Engineer - Steam Endorsement			
SEME	2 <sup>nd</sup> Engineer - Motor Endorsement			
SESE	2 <sup>nd</sup> Engineer - Steam Endorsement			

For accommodation in the local college area, please visit <a href="http://www.warsashhousing.co.uk">www.warsashhousing.co.uk</a>	For availability of campus accommodation, please email <a href="mailto:wma.accommodation@solent.ac.uk">wma.accommodation@solent.ac.uk</a>
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Booking Form - Application and Attachments			
My deposit / payment for the courses is attached (tick)		The total amount being forwarded is (£ GBP):	
Enclosed: Photocopy of Discharge Book , Certificate of Competency (Seniors only), passport and IELTS Certificate			
Applicant's Signature		Date	

FO/Ch&2ndBook/NR/MAY2010

**NB. Please note that applications will not be processed without the required supporting documents.**

## **Criminal Conviction**

To help us reduce the risk of harm or injury to our students caused by criminal behaviour of other students, we must know any relevant criminal convictions that an applicant may have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

**You must declare YES if any of the following statements apply to you:**

- a. I have a relevant criminal conviction that is not spent**
- b. I am serving a prison sentence for a relevant criminal conviction**

**If statement b applies to you then you must also give the prison address as your postal address on your application and a senior prison officer must support your application.**

**Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.**

Applicants who answer YES will *not* be automatically excluded from the application process. However, the Student Affairs Manager may want to consider the application further or ask for more information before clearing an applicant.

**If you are convicted of a relevant criminal offence after you have applied you must contact the Student Affairs Manager for further details. You may do this through the Course Administrator.**

England & Wales Criminal Records Bureau – [www.crb.gov.uk](http://www.crb.gov.uk)