

APPLICATION FORM - PART-TIME COURSES

PERSONAL DETAILS

Surname:	Name:
I.D. No./ Passport No:	Address: House Name/No
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Street
Nationality:	Locality and Postcode
Date of Birth:	Email:
Telephone No.:	Mobile No. *
Discharge Book No.:	

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

COURSE DETAILS

Name of Course:
Should the above course not be held, kindly show your preference <input type="checkbox"/> Automatically opt for second preference: _____ <input type="checkbox"/> Full Refund
For Maritime Part-time/Ancillary Courses <u>only</u> : Language: <input type="checkbox"/> Maltese <input type="checkbox"/> English
For office use: <input type="checkbox"/> Id Card <input type="checkbox"/> Medical Cert. <input type="checkbox"/> Driving Licence <input type="checkbox"/> Karta Anzjan <input type="checkbox"/> Police Conduct <input type="checkbox"/> Other Cert.

Notes to Applicant:

Together with the Application and payment, applicants are requested to attach a photocopy of the id Card (front and back). The Application fee is non-refundable for candidates who choose to withdraw their application. However, it may be transferred to another course of the applicant's preference.

Send the Application to:

The Office of Part Time Courses, MCAST Gateway to Industry Ltd. Administration Building, MCAST Main Campus, Corradino Hill, Paola, PLA9032. For further details about the courses please visit: www.mcast.edu.mt or email us on mcastshortcourses@gov.mt. Cheques should be made payable to MCAST Gateway to Industry Ltd.

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 2011

(for students aged 16+)

The application form attached should be completed by prospective 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 form and payment, applicants are requested to attach a photocopy of their ID Card (front and back).

Applications without payment and photocopy of ID card are considered incomplete and 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 mcastshortcourses@gov.mt.

Applications

Applications will be received at the MCAST Main Hall, Main Campus, Corradino Hill, Paola from **Monday 29 August to Friday 9 September 2011** between 0830 hrs and 1600 hrs. Registration hours will be extended to 1900 hrs on Wednesday 31 August and Wednesday 7 September 2011. Applicants wishing to apply before Monday 29 August 2011, may do so online.

Apply Online

Prospective candidates may also apply online on www.mcastshortcourses.gov.mt, as from Sunday 14th August 2011 and Sunday 11th September 2011. Online scheduled starting dates are only indicative. The exact starting date will be communicated through the Office of Part-Time Courses by post.

Further information can be obtained:

- from www.mcast.edu.mt
- from www.mcastshortcourses.gov.mt,
- by phoning on 23987103 / 116
- by sending an email to mcastshortcourses@gov.mt.

Enrolment Conditions

- The College reserves the right not to run a course if there are insufficient registrations or for any reason deemed 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 Ltd'.
- Kindly read carefully the CHECKOUT conditions before proceeding to submit an online payment.
- Senior citizens will benefit from a 75% discount on all part-time courses or as otherwise indicated. A photocopy of the "Kartanzjan" should be attached to the application form. Applications without payment and photocopy of "Kartanzjan" will not be processed.
- MCAST full-time students will benefit from a 50% discount on all part-time courses. No discount applies on CCNA programmes.
- No discounts apply on City and Guilds / BTEC / ITEC registration and examination fees.
- A late application fee of €10 will be charged on applications received after Sunday 11 September 2011. Kindly note however that applications will only be accepted at MCAST discretion.

Cancellation Policy

- The course fee is non refundable for candidates who choose to withdraw their application. However it may be transferred to another course of the applicant's preference. This has to be done prior to the closing date of the application period.
- Full refund of fee will be effected by MCAST in the event that the College is unable to provide the course.

Course Notes and Materials

Where possible all course notes will be provided by the College. For further details kindly contact us on **23987103 / 116** or e-mail mcastshortcourses@gov.mt.

Free use of MCAST Library

All registered part-time students are eligible to make use of MCAST's six libraries for free throughout the duration of the course. For more information, kindly visit the website: www.mcast.edu.mt/llrc.

City & Guilds / BTEC / ITEC Programmes and other foreign Awarding Bodies

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

Course Examinations and Certification

1. Certificate of Attendance
No certificate will be issued if attendance does not exceed 80%.
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. Course Starting Date
All eligible applicants shall receive a letter indicating 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.

Accredited courses to which a level and number of ECTS/ECVET have been assigned can be used as building blocks leading to a full Certification.

As an example, it may be possible to take separate units at level 4 in engineering totaling up to 30 credits and thus qualify for a Level 4 Certificate in Engineering. The combination of units needs to be approved by MCAST.

Units can also be taken separately and in such case a single unit certificate will be issued after successful completion of the unit.

More information can be obtained from the MCAST Part-Time Courses Office on telephone numbers 23987103 / 116.