

**ORKNEY ISLANDS COUNCIL**  
**POSTAL APPLICATION FORM 2023**

<b>Name:</b>	
<b>Address and postcode:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Email Address:</b>	

**Do you have any special needs related to your chosen course(s)?**

**Course Details**

Ref. No:	Course Details:	Course Fee:	Amount Due:
		Total Due:	£

**Charges**

**Tick the box(es) that apply and give details below:**

Full fee.     
  50%.     
  Instalments.     
  ActiveLife

If you have ActiveLife membership please provide your card number (on the back) .....

If paying by cheque, please make these payable to Orkney Islands Council.

You may be asked to provide proof of being eligible to claim concessions.

**Additional costs:** Participants may be required to pay for additional materials at the start of the course as detailed in the programme. Concessions do not apply to additional costs.

Please return completed form to Customer Service, Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY

**Office Use Only**

Reason for concession claim:

  

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Statement**

We need the information on this form in order to process your enrolment. Providing this public service is the legal basis for the Council's lawful processing of this form. Only members of staff with a need to know will access this information. More information about how the council will process your personal data and about your rights is available here:

<https://www.orkney.gov.uk/online-Services/privacy.htm>

