

This sheet is designed to assist you to complete the application form for ABDO College Foundation Degree in Ophthalmic Dispensing. If you require further assistance, please do not hesitate to contact a member of the Courses Team on 01227 733 920/921

Surname	Please insert your current surname. It is also important that you tell us of any previous surname, particularly if your education certificates are issued under another name.
Age at start of course	Minimum age for entry to this course is 17 years.
ABDO membership number	You may not have this number yet – leave it blank if you do not know it and we will complete this section for you.
GOC registration number	Again, this number may not have been issued to you yet. When you receive confirmation of your acceptance to the GOC register, please let us have your registration number.
Correspondence Address	We will send all coursework and correspondence to your practice address and our computerised registration system will automatically set this address as its default. It is not possible for you to have your mail sent to your home address while you are undertaking this course.
Home Address	Please let us have your home address for our records plus any additional mobile numbers, email addresses etc.
Employer Agreement	This section must be read and signed by your employer.
Personal Statement	This is your opportunity to tell us about yourself – why you wish to do this course, your optical work history etc.
Qualifications	Please list <b>all</b> your qualifications, even things you feel are not related to the optical industry. Don't forget your in-house training. It is important however that you are able to supply evidence that you actually hold this qualification. Ensure that <b>copies</b> of all qualifications are sent in with this application. Do not send originals.
Employment History	Please list all jobs you have held within the optical industry.
Current Employer	Please let us have your Head Office address if it differs from your practice address.
Student Finance Agreement	Tick this section If you are applying for Student Finance from the Government. Once agreed you will need to send us your payment advice document.
Invoicing Address	Ensure that you give us the correct invoicing address otherwise invoices will be sent to your practice address and it is not possible for us to change these details once the registration process has been completed.
Payment	Please complete if you are paying your fees by credit/debit card. Please ensure the additional Payment Form has been signed by the card holder.
Declaration	It is important that you read this section carefully and raise any questions you may have. Your signature at the bottom of the form confirms that you have provided accurate information and that you agree to the terms and conditions of the College.
Return Address	The following documents should be returned to the address on the form: Course application form, payment form, ABDO membership application form and <b>copies</b> of all your qualifications.