



State Boarding Schools' Association

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# BOARDING SKILLS AWARD SCHEME

## SCHOOL REGISTRATION FORM 2011-2012

**Guidance Note:** Schools wishing to participate in the Boarding Skills Awards Scheme must complete, and return, this proforma so that BSA/SBSA can register them with ASDAN for future certification and to generate the necessary workbooks and guidance notes. Note ASDAN Registration Requirements as set out in Scheme guidance notes.

Schools must register the number of students, for each level in order to receive the student workbooks, the school guidance booklet and for subsequent award of the ASDAN certificates.

School Name: \_\_\_\_\_

Address for Award Booklets<sup>1</sup> \_\_\_\_\_

\_\_\_\_\_

ASDAN Registration Number<sup>2</sup>: \_\_\_\_\_

\*\*\*\*\*

Name of Nominated POC for Scheme: \_\_\_\_\_

Position in School: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Bursar's E-mail Address: \_\_\_\_\_

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<sup>1</sup> If different from main school address

<sup>2</sup> If schools are not registered at ASDAN Centres, then an annual fee will be required in order for their schools gain the ASDAN Certificates. See point 6 for fee details.

Name of Internal Verifier for Awards<sup>3</sup> \_\_\_\_\_

Position in School: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Number of Registrations<sup>4</sup>

Level:	Basic	Standard	Advanced	Higher	Total Number of Registrations
Number:					
Total Cost of Registrations <sup>5</sup>					
ASDAN Registration Fee <sup>6</sup>					
Total Cost					

**Invoices will be sent to the bursar once application is received**

### **BSA BANK DETAILS FOR BACS (Please return the application form with the Remittance Advice)**

Barclays Bank, Crawley, RH10 1BP

Account Name : **State Boarding Schools' Association** SWIFTBIC : **BARCGB22**

Account Number : **30184314**

IBAN : **GB52 BARC 2023 9730 1843 14**

Sort code : **20-23-97**

*Seminar/training fees are exempt from VAT*

### **For Office use only**

Date app ack'd		Date BACS rec'd	
Date Invoice sent		Date cheque rec'd	

<sup>3</sup> If different to Nominated POC above

<sup>4</sup> This will determine the number of certificates and generate the correct invoice

<sup>5</sup> £15 per student per level

<sup>6</sup> £105 = Registration for **this award only**

£270 = Registration fee that **includes all ASDAN awards and programmes**