

APPLICATION FOR ADMISSION

Course:	Intake:
Awarding Body:	Duration:

Personal Details

Title:	Male: ☐	Female: ☐	Other: ☐
First Name:	Address:		
Middle Name:			
Surname at 16:			
Surname:			
DOB:			
Nationality:			
Phone No (include international code):	Postcode:		
Mobile No (include international code):	Town:		
Email:			
Correspondence Address:			

Passport / ID Details

Passport / ID No:	Place of issue:
Date of issue:	Valid until:

Next of Kin (to be contacted in case of emergency)

Relation to the applicant:	
First Name:	Address:
Surname:	
Email:	Postcode:
Phone No (include international code):	Town:

Educational Qualifications

Please list results, including those which are pending. Please attach photocopies of your certificates or transcripts. You **must** give details of **every** institution at which you have studied even if you did not receive an award from that institution.

Programme of Study	Language of Study	Institution	Country	Start Date	End Date	Qualifications and Result

English Qualifications

Is English your first language? ☐ Yes ☐ No

Have you completed English language qualifications? ☐ Yes ☐ No

IELTS Band

Test Date

TRF Number

How did you hear about us?

☐ Education Agency ☐ Career and education Expo

☐ Career Advisor ☐ Word of Mouth

☐ Google or other search engine ☐ Social Media

If other, name of education Agency/Recruiter

Agent Details

Agent Code:

Address:

Contact Name:

Email:

Phone No (include international code):

Postcode:

**Due to the Government regulations we are required to obtain the following information.
Please tick the option that applies to you:**

Gender Identity

Is your gender identity the same as you were originally assigned at birth?

☐ Yes

☐ No

Sexual Orientation

☐ Bisexual

☐ Homosexual

☐ Heterosexual

Religion

☐ No religion

☐ Christian

☐ Jewish

☐ Sikh

☐ Other

☐ Buddhist

☐ Hindu

☐ Muslim

☐ Spiritual

☐ Information refused

UK Immigration:

Do you require a visa to study in the UK?

☐ Yes

☐ No

Have you ever held or applied for any type of UK Home Office visa or residency permit?

☐ Yes

☐ No

Have you previously studied in the UK?

☐ Yes

☐ No

Have you previously been refused a UK visa?

☐ Yes

☐ No

Disability

Tick if any of the below applies to you:

(0) Not known disability

☐

(51) Specific learning difficulty:

(53) Social / Communication impairment:

(54) A long standing illness or health condition:

☐ AD/HD

☐ Asperger's Syndrome

☐ Cancer

☐ Dyslexia

☐ Autistic Spectrum Disorder

☐ HIV

☐ Dyspraxia

☐ Emotional difficulties

☐ Diabetes

☐ Dyscalculia

☐ Behaviour difficulties

☐ Chronic heart disease

☐ Other

☐ Other

☐ Epilepsy

(55) Mental health condition:

(56) Mobility issues:

(57) Hearing impairment

☐

☐ Depression

☐ Wheelchair user

(58) Visual impairment

☐

☐ Schizophrenia

☐ Crutches user

(96) Other disability:

☐ Anxiety Disorder

☐ Difficulty using arms

☐ Other

☐ Other

(98) Information refused

☐

Criminal Conviction

Have you ever been convicted of crime?

☐

Yes

☐

No

If you have declared **yes**, you will be required to provide details. Centre for Skills & Professional Development can obtain these data and is obliged by Data Protection Act 1984 (1998) and GDPR 2018 to store the information securely.

Finance

Who will sponsor your education?

What is your relation to this person?

Email:

Address:

Contact No (incl int. code):

Terms and Conditions

- For the purpose of this agreement the terms **the College**, **We** and **Our** mean or refer to **Centre for Skills & Professional Development**, and the term **You** refers to the applicant, whenever it is used.
- Anyone supplying **false information** on the application form will be suspended or expelled from the College after enrolment and no fee refund will be given.
- The College requires all its Students to **attend all lectures and classes, tests and exams** and **submit all the written work when required**.
- The Student is required to provide a **written notice** at least **24 hours in advance** to the College if for any reason he/she is unable to attend the class as published on the timetable for reasons other than medical or unforeseen emergency.
- For programmes leading to qualifications awarded by External Awarding Bodies, Students must **agree to be bound by the relevant Awarding Body regulations** and any subsequent amendments made thereto from time to time.
- We may **terminate** or **suspend** any Student without a refund at any stage of a programme if the Student fails to fulfil any of the requirements stated herein or any further requirements or amendments that we may publish from time to time; achieve the satisfactory attendance; submit the course work on time or meet the financial obligations.
- We reserve the right to **expel without the right to appeal** any Student who demonstrates conduct or behaviour that is deemed unacceptable to the College, and no refund will be given.
- The College may be required to inform the appropriate authorities, if the Student has been **removed, suspended** or **withdrawn** from the course.
- We reserve the **right to change or alter the timetable or the composition** of our teaching staff whenever the expediency of the situation requires so.
- We reserve **the right to change or alter the timetable or the composition of our teaching staff** whenever the expediency of the situation requires so.
- We reserve the **right to cancel any programme** within 4 weeks' notice prior to its published commencement date, in which case any fees paid will be refunded in full.
- We reserve the **right to withdraw any programme** up to 4 weeks after its commencement date where we consider that it is not viable to run that programme, whereupon an alternative programme will be offered.
- The Student has a **right to submit a written request** to the College for his/her **personal data not to be used** for media or promotion purposes. If such a request is not received, **the College will have the full right to use the Student's name and / or photographs** for its publications and any promotional materials.
- The **purpose** of these Terms and Conditions is to set out a **contractual relationship** between you and the College.
- The **contract** is made of:
 - » These Terms and Conditions
 - » [The Unconditional Offer Letter \(offer\)](#)
 - » [The College's Policies and Procedures published on our website, Moodle and in Student Handbook](#)
- The College provides all the information about the **course content and structure** to the Applicant. The Applicant should **read** the course content and **understand** the course structure to ensure they know all the information **before the start of the course**.
- By accepting the offer **you enter into contract** with the College. You enter into contract **even if** the fees are paid on your behalf by a third party.
- As part of accepting these Terms and Conditions, you should refer to the College's **Fee Policy** and **Refund and Compensation Policy** for full information.
- The College may decide to apply **reasonable changes** to the course provision either before or after the enrolment date.
- [The College will collect and use your information in accordance with the principles set in the College's Fair Processing Notice.](#)
- If you have any complaint you should follow the **College's Complaint Procedures** available on our website (www.cspdlondon.com).
- You have the **right to cancel** your contract **within 14 days** of the course start. The **refund** of fees paid will be made **within 10 working days** after receiving the completed Course Withdrawal Form. There will be **no refund** available if you **fail to notify** us in writing about the cancellation of this contract within 14 days of your course start. An administration fee will be deducted from the full fees.
- We pay your Awarding Body **course registration fees** on your behalf. If at any time during the course you decide to withdraw, or are withdrawn due to non-compliance with our procedures, you will be required to **reimburse the course registration fee** made on your behalf to the College. You are required to contact our Finance Department at info@cspdlondon.com to arrange the payment.
- By accepting the Terms and Conditions **you agree to comply with the College's policies and procedures** whenever reviewed. These include the policies and regulations concerning your **studies, conduct and behaviour including regulations related to harassment, health and safety and data protection** requirements.

Limitations to liability

- **Nothing** in these Terms and Conditions **limits any liability** which cannot be legally limited, including – but not limited to – liability for:
 - Death or personal injury caused by negligence
 - Fraud or fraudulent representation
- Subject as above, **the College's total liability to the student** shall not exceed the **limit of the College's insurance cover** in place at the time of any incident. The College's total liability includes **liability in contract, tort (including negligence), breach of statutory duty, or otherwise arising under, or in connection with the Contract.**
- The following types of **loss** are wholly **excluded**:
 - Loss of use or corruption of **computer software, data or information** which results from linking to the College IT system, unless this damage is caused by the College's gross negligence.
- **Indirect or consequential loss**, which means any loss other than that directly caused by the action of the College.
- Unless the **student notifies the College** that he/she intends to make a claim in respect of an event within the notice period, the College shall have **no liability** for that event. The notice period for an event shall **start on the day on which the Student became – or ought reasonably to have become – aware of the event having occurred**, and shall **expire 6 months from that date**. The notice must be in writing and must identify the event and the grounds for the claim in reasonable detail. In some cases we may be able to accept a complaint after the time limit. The student will have to include a **compelling personal reason statement**.
- In **exceptional circumstances** we may be able to accept a complaint letter after the time limit. If you feel that the time limit should not apply to your complaint, you should inform us of the reasons.
- This Limitation of Liability clause shall continue after the course or other connection with the College has ended, and will also cover any claims brought by you after that time.

Declaration

- I confirm that I have completed this form and to the best of my knowledge the information provided is complete and accurate.
- I have read and understood the Terms and Conditions.
- I am aware of the College's Policies and Notices.
- I am fully aware that failure to comply with the College's Rules and Regulations may lead to my admission being revoked.

Signature:

Date:

For Office Use Only - Documents Checklist

☐ Passport ☐ EU ID Card ☐ Birth Certificate (**British Nationals Only**)

Educational Documents	☐
Educational Documents Translation (if applicable)	☐
CV	☐
Personal Statement	☐
Work Experience / Reference Letter (if necessary)	☐
2 x Passport Photos	☐
Other:	☐



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