

# Application for Admission

(Student Contract)

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## Section 1: Course Applied For

**Course Title:** .....

**Awarding / Validating Body:** .....

**Mode of Study:**  Full-time  Part-time  Blended  Online

**Proposed Start Date:** .....

**Location of Study:** .....

## Section 2: Applicant Personal Details

**Title:** .....

**First Name(s):** .....

**Surname:** .....

**Date of Birth:** .....

**Nationality:** .....

**Home Address:** .....

**Postcode:** .....

**Telephone / Mobile:** .....

**Email Address:** .....

## Section 3: English Language Proficiency

Is English your first language?  Yes  No

If no, have you taken an approved English language test?  Yes  No

If yes, please provide details: - **Test Name:** .....

**Awarding Body:** .....

**Date Taken:** .....

**Result / Score:** .....

#### Section 4: Academic Qualifications

Please list qualifications that meet the entry requirements for the course. Certified copies of certificates and transcripts must be provided.

Qualification Title	Awarding Body	Date Awarded	Grade

#### Section 5: Additional Information (if applicable)

- Previous higher education study (if any): .....
- Relevant work experience: .....

#### Section 6: Key Consumer Information (OfS & CMA Compliance)

By submitting this application, you confirm that **before accepting any offer**, you will be provided with: - Clear course information, including learning outcomes, assessment methods, and contact hours - Tuition fees and any **additional mandatory costs** - Information about teaching staff, facilities, and learning resources - Entry requirements and admissions criteria - Completion, progression, and award information

This information forms part of the **student contract** once an offer is accepted.

#### Section 7: Fees, Cancellation and Refunds

- Tuition fees and payment schedules will be confirmed in the **offer letter**.
- You have the right to cancel your contract **within 14 calendar days** of accepting an offer or from the start of the course (whichever is later), in accordance with consumer protection law.
- Refunds and withdrawals are governed by the Institute's published **Refund and Withdrawal Policy**, available on the website.

### Section 8: Changes to Course or Delivery

The Institute will not make material changes to your course unless required by law, regulation, or circumstances beyond reasonable control.

Where a **material change** is necessary, you will:

- Be informed promptly and clearly
- Be offered a suitable alternative or
- Have the right to withdraw without academic or financial penalty

### Section 9: Student Protection and Complaints

- The Institute operates a **Student Protection Plan**, available on its website.
- Complaints can be raised through the Institute’s **Complaints Procedure** at no cost.
- If unresolved, you may refer your complaint to the **Office of the Independent Adjudicator for Higher Education (OIA)**.

### Section 10: Data Protection and Privacy

Personal data provided on this form will be processed in accordance with the **UK GDPR** and the Institute’s **Data Protection and Privacy Policy**. Data may be shared with validating partners, regulatory bodies, or government agencies where legally required.

### Section 11: Declaration and Applicant Consent

I confirm that the information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that:

- This application does **not** constitute acceptance onto a course
- A legally binding contract is formed **only when** an offer is made and formally accepted
- My rights under consumer protection law are not affected by this declaration

I confirm that I have read and understood the published policies, including:

- Terms and Conditions
- Refund and Withdrawal Policy
- Student Protection Plan
- Complaints Procedure
- Data Protection Policy

**Applicant Signature:** ..... **Date:**.....