|  |  |  |
| --- | --- | --- |
|  | Diagram  Description automatically generated   |  | | --- | | **Please Attach One**  **Passport size**  **Photograph** | |

Student Application Form

|  |  |  |
| --- | --- | --- |
| For Office Use Only | Student No. | Date Applied: |
| Course Applied for: | Decision: |
| Total Fee  Attached: | Acknowledgement Sent: |
| Contact Name: | Contact Number: |

Please write clearly using BLOCK CAPITALS and complete the form in black ink.

# PERSONAL DETAILS / Student over 18 years of age

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FIRST NAME(S): |  | | | | SURNAME: |  |  | | |
| TITLE: | MR/MRS/MISS/MS/  OTHER | | |  | GENDER | MALE |  | FEMALE |  |
| DATE OF BIRTH: |  | | | | NATIONALITY: |  |  | | |
| PASSPORT NO.:  (IF FROM EU, OTHER) |  | | | | EXPIRY DATE: |  |  | | |
| DO YOU HAVE GDC  NUMBER | YES | | | NO | DATE VISA EXPIRES: |  |  | | |
|  | | | |
| YOUR GDC NUMBER: |  | | | | UK ENTRY DATE: |  |  | | |
| UK  ADDRESS: |  | | | | OVERSEAS ADDRESS: |  |  | | |
| UK POSTCODE: |  | | | | COUNTRY: |  |  | | |
| TELEPHONE NUMBER |  | | | | E-MAIL  ADDRESS: |  |  | | |
| MOBILE NUMBER |  | | | |
| DO YOU HAVE ANY  SPECIAL NEEDS? | YES | NO | PLEASE STATE: | |  |  |  | | |
|  |  |

# PERSONAL DETAILS parents or guardians in charge of the minor under 18 years

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FIRST NAME(S): |  | | | | SURNAME: |  |  | | |
| TITLE: | MR/MRS/MISS/MS/  OTHER | | |  | GENDER | MALE |  | FEMALE |  |
| DATE OF BIRTH: |  | | | | NATIONALITY: |  |  | | |
| PASSPORT NO.:  (IF FROM EU, OTHER) |  | | | | EXPIRY DATE: |  |  | | |
| DO YOU HAVE GDC  NUMBER | YES | | | NO | DATE VISA EXPIRES: |  |  | | |
|  | | | |
| YOUR GDC NUMBER: |  | | | | UK ENTRY DATE: |  |  | | |
| UK  ADDRESS: |  | | | | OVERSEAS ADDRESS: |  |  | | |
| UK POSTCODE: |  | | | | COUNTRY: |  |  | | |
| TELEPHONE NUMBER |  | | | | E-MAIL  ADDRESS: |  |  | | |
| MOBILE NUMBER |  | | | |
| DO YOU HAVE ANY  SPECIAL NEEDS? | YES | NO | PLEASE STATE: | |  |  |  | | |
|  |  |

# COURSE DETAILS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COURSE(S)  APPLIED FOR: |  |  |  | |  |  | | |
| PROPOSED COURSE  START DATE: |  |  | METHOD OF STUDY (MINIMUM OF 15  HRS/WEEK) | | FULL TIME: |  | PART TIME: |  |
| IS ENGLISH YOUR  FIRST LANGUAGE? | YES | NO | IF NO, DO YOU HAVE TOEFL, IELTS, ETC | | YES: |  | NO: |  |
| TYPE OF ENGLISH  CERTIFICATE: |  |  |  | | |
|  |  | SCORE: |  | PASSING DATE: |  | | |

1 of 5

# EDUCATIONAL AND QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| INSTITUTION/TRAINING ORGANISATIONS | DATE OF STUDY FROM - TO | QUALIFICATION/SUBJECT TAKEN | CLASS/GRADE DATE OBTAINED |
|  |  |  |  |
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# PROFESSIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUALIFICATION/CERTIFICATE | DATE  FROM - TO | STATUTORY BODY | REGISTRATION NO. (IF APPLICABLE) | RENEWAL DATE |
|  |  |  |  |  |
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Please attach with this application certified copies of all Certificates/Qualifications including English Certificates where applicable (copies of officially translated documentations if originals are not in English).

# EMPLOYMENT HISTORY TO DATE

|  |  |  |
| --- | --- | --- |
| ORGANISATION NAME & ADDRESS | DATE: FROM - TO | POSITION HELD AND DETAILS OF DUTIES |
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**FURTHER INFORMATION**

|  |
| --- |
| PLEASE USE THIS SPACE TO TELL US ABOUT ANY RELEVANT INFORMATION YOU WISH TO ADD |
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# NEXT OF KIN

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| --- | --- |
| FIRST PERSON | SECOND PERSON |
| NAME: | NAME: |
| RELATIONSHIP TO APPLICANT: | RELATIONSHIP TO APPLICANT: |
| ADDRESS: | ADDRESS: |
| TELEPHONE: | TELEPHONE: |
| E-MAIL: | E-MAIL: |

# FINANCE

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME AND  ADDRESS OF  SPONSOR IF NOT YOURSELF: |  | | |  | | SPONSOR’S RELATIONSHIP TO STUDENT: | | |
| COURSE FEE(S), IF APPLICABLE: | TOTAL  AMOUNT  PAID: |  | AMOUNT IN  CARD  PAYMENT: |  | AMOUNT  IN  CHEQUE: |  | AMOUNT IN CASH : |  |
|  | | | |  | |  | | |
|  | | | |  | |  | |  |
|  | | | |  | |  | | |
| REFERENCE NUMBER: |  | | CONTACT PERSON: |  | |  | | |
| ADDRESS: |  | | |  | |  | | |
| TELEPHONE: |  | | FAX: |  | | EMAIL: |  | |

Payment preferably in pounds sterling (£), Euro or US Dollars must be made for the correct amount calculated as the GRAND TOTAL.

Please be advised that any payment made to the account will be receipted and allow 4 days for clearance. Details of accounts shall be forwarded at the time of payment.

**DATA PROTECTION NOTICE**

# COLEGIO ONLINE APARICIO (COA) IS COMMITTED TO A POLICY OF PROTECTING THE RIGHTS AND PRIVACY OF INDIVIDUALS, INCLUDING LEARNERS, STAFF AND OTHERS, IN ACCORDANCE WITH THE

**GENERAL DATA PROTECTION REGULATION (GDPR) MAY 2018. LWA WILL, THEREFORE, ENSURE THAT ALL INFORMATION ABOUT INDIVIDUALS IS COLLECTED AND USED FAIRLY, STORED SAFELY AND SECURELY, AND NOT DISCLOSED TO ANY THIRD PARTY UNLAWFULLY.**

The information given on this application form will be electronically stored and used for administrative purposes by the School Academy in accordance with the provisions of the Data Protection Acts 1984 and 1998, and the General Data Protection Regulation (GDPR) 2018. The Academy may send you details of relevant courses and qualifications & services you may be interested in. If you do not wish to receive such information, please tick this box: ❑.

The Academy needs your consent to take and use photographs and/or video of your personal image. If you do not wish to give permission for COA to use your personal image in our printed and on-line publicity, please tick this box: ❑.

If you do not wish to grant COA full rights to use the images resulting from photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the School Academy’s aims, please tick this box: ❑.

# DECLARATION

I have checked all the details given above carefully and give my consent to the School Academy to record and process the information which I declare to be accurate.

SIGNATURE OF APPLICANT: DATE:

# Terms and Condition

Please carefully READ the following Terms and Conditions before signing the application form for admission

1 The Colegio Online Aparicio (COA) undertakes to provide to the students information and guidance on appropriate learning programmes, an introduction/induction to the School Academy and the learning programmes; access to an agreed learning programme in a safe, healthy, working environment in the own online and staff environment ; an excellent learning programme delivery system that includes tutorials, marking and returning work by suitably qualified staff to an agreed timetable; an appropriate learning programme subject to the resources available at its disposal.

1. A completed Application Form for Admission is required together with payment of the initial NON-REFUNDABLE of week courses £40 fee and £15 for any private individual lessons or equivalent towards Registration before assessment of applicant’s suitability can proceed. COA can be modify prices and feeds administrative.
2. Upon acceptance on a chosen course by or Non-EU students subject to immigration control, the School requires payment for full the tuition fee for the course paid before they issue any official documentation/paper work that may support student’s application. *At the Academy’s discretion students may be allowed to pay a deposit towards full course tuition fee but all tuition fees MUST be paid in full before commencement of the course.* Where official documentation/paper work are issued to the student applicants, admission for a course is deemed complete and is viewed by the Academy as an abiding agreement with the student to follow the courses and to pay the full tuition fee and course.
3. Tuition fees are non-refundable before or after commencement of the course. Students who withdraw their application before the commencement of their course will have their tuition and course.
4. Tuition fees are non-refundable before or after commencement of the course
5. The courses are short intensive weekly and students will have to pay for the course five days in advance before starting the course, to do the administrative management and lead the square and arrival of the payment to the school.
6. Colegio Online Aparicio reserves the right to accept, withdraw, amend its offer or terminate registration at any stage of the programme should they discover that the applicant had made a false statement/examination results or omitted significant information during the enrolment process.
7. The registration/examination fees are not included to the Tuition Fees. The applicant shall pay extra fees towards external examining body.
8. The Academy reserves the right to change the timetables of any course, make changes in regulations, and alter tuition fees\* structure or, if resources and/or students fail to maintain financial viability, cancel a programme without prior notice to the student. In such rare instances’ students will be offered alternative courses or a refund of the full tuition as well as registration fees.

1. The applicant undertakes to:
   1. Conform to School policies and procedures on enrolment, payment of fees\*, examinations, smoking, health and safety, equal opportunities, code of behaviour, disciplinary and complaints; etc.
   2. Take responsibility to ensure the fulfilment of all parts of this Contract whilst engaged in activities associated with the School provision.
   3. Accept responsibility for their learning with the support of a named tutor, assessor, mentor.
   4. Abide by the School attendance requirements which will be agreed at the start of the programme (attend classes regularly 15 hours per week day-time study and tutorials punctually) making sure that attendance shall not fall below 80% or two consecutive months without notice (unless through ill health in which case must bring supporting medical certificates) as failure to do so will result in a dismissal from the School and forfeiture of any remaining fees;
   5. You have to use your own equipment to connect Online (computer equipment, printers etc)
   6. Accept action recommended by the School Academy provision as a result of not fulfilling the above conditions, including the cancellation of this Contract resulting in withdrawal from the School provision if any of the above conditions are not met.

\* Fees are subject to change at the School discretion.

**DECLARATION**

I have carefully read all information above and undertake to honour my part by the signing of this contract.

|  |  |
| --- | --- |
| Signature of the Applicant or their Representative:    Date: | Signature of the Academy Representative:    Date: |

## **EQUAL OPPORTUNITIES & DIVERSITY MONITORING**

Colegio Online Aparicio aim is to provide its services equally to all. This form helps us to monitor the extent to which we are achieving this objective. Any information you give is strictly confidential.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AGE, GENDER AND DISABILITY.** (Please tick one box)     |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | 25 – 44 |  | 45 – 54 |  | 55 Plus |  |   **Which Age Group do**  16 – 24  **you fall into?** |
| |  |  |  | | --- | --- | --- | |  | Are you Female? |  |   Are you  **Gender**  Male? |
| |  |  |  | | --- | --- | --- | |  | Yes: |  |   **Do you have**  No:  **Disability?**     |  | | --- | |  |   If Yes, please give  details of any requirement: |
| **ETHNIC ORIGIN** (Please tick one box) |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Irish: |  | Any other White background: |  |   **White** British: |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | White & Asian: |  | White & Black African: |  | Any other Mixed background: |  |   White & Black  **Mixed**  Caribbean: |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Pakistani: |  | Indian: |  | Any other Asian Background: |  |   **Asian or Asian British** Bangladeshi: |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Caribbean: |  | Any other Black background: |  |   **Black or Black British** African: |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Any other Far East: |  | Pleas e state: |  |   **Chinese or Other**  Chinese:  **Ethnic Group** |
| |  |  |  | | --- | --- | --- | |  | Refused to disclose: |  |   None of the    Above: |
| Colegio Online Aparicio  Address: Online Head Office 3 Maynards Road. Hemel Hempstead. London HP24TR  Skype Name: Ana Aparicio.  Skype e-mail: [colegioonlineaparicio@colegioonlineaparicio.com](mailto:colegioonlineaparicio@colegioonlineaparicio.com)  E-mail: [colegioonlineaparicio@colegioonlineaparicio.com](mailto:colegioonlineaparicio@colegioonlineaparicio.com)  WhatsApp: +447901905746 (International) |