**Application Form**

Paste Your

Picture

Here

 460 Cheetham Hill, M8 9JW, Manchester, United Kingdom

Phone: 0161 8343030

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: Male Female

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: Country of origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Languages spoken/written: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you feel you have any disability Yes No?

*If you answer ‘yes’, please discuss with a member of staff.*

Unfortunately, currently we do not have wheelchair access.

Is English your first language? Yes No

*(If no, please answer the next question)*

Is your Level of English language Entry 3 or above? Yes No

Are you happy to proceed with the course? Door Supervisor Security Guarding

If yes, can you provide any certificate or any other proof? Example: ESOL, IELTS, GCSE, A Level or Degree

Candidate’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Courses:**

|  |  |  |
| --- | --- | --- |
|  | Door Supervision +First Aid | £450 |
|  | CCTV | £250 |
|  | Security Officer +First Aid | £350 |
|  | ESOL/B1-Exam Only | £150 |
|  | ESOL/B1 | £200-£500 |
|  | Life in UK Preparation | £250 |
|  | First Aid  | £90 |
|  | Upskilling door supervision | £250 |

 If you complete the Door Supervision course with us, you could benefit from a discount on the CCTV course. Please ask a member of staff.

(Your level of English proficiency must be adequate to be accepted for any course)

**Fee refund policy**

* Tuition fees are payable in full upon registration at the beginning of every course. The college may grant the authority to pay tuition fees by instalments.
* Students failing to pay their tuition by the relevant date will be subject to further action.
* If college withdraw a course, tuition fees will be refunded or transferred to another course

**1. All refunds**

* Students will remain liable for any money paid on their behalf except the registration and administration fees.
* Refunds will only be considered once the student's date of leaving is confirmed to the enrolment data department in writing by the teacher concerned.
* No refund will be made for instalment administration charges and awarding body registration charges.

**2. Full refund**

Students enrolling early who do not take up their place will be entitled to a refund of all fees paid excluding certain administration fee.

**3. Full refund of course fees, no refund of admin fee**

Students on a standard study program, who leave on the first day, will be entitled to a refund of all fees paid subject to section 1 above and except for any instalment fee. Refunds relating to shorter courses will be calculated on a pro rata basis.

**4. Partial refund**

Students on a standard study program, who leave halfway through the course, will be entitled to a refund of 50% of the fees paid subject to section 1 above and except for any instalment fee. Refunds relating to shorter courses will be calculated on a pro rata basis.

**5. No Refund**

Students on a standard study program, which leave after a third of the course is complete, will not be entitled to a refund.

**Attendance policy**

Attendance for students is necessary to make good progress during the course students should attend all the classes. Tutors keep a record of attendance and record absences. Strict action will be taken against those who fail to attend the classes for consecutive 3 days. If a student is more than 30 minutes late for the lesson, he or she will be marked as absent for the whole lesson

For a student to achieve satisfactory attendance, he or she needs to attend at least 80% of the classes during the full course.

 I have read, understood, and agreed to the terms and conditions above.

Candidate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For office use only:**

**Reference**

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

Profession: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*