

APPLICATION FOR ADMISSION

Please complete all sections using BLACK INK and BLOCK letters and send your completed application form together with two passport sized photos to:

**Course Administrator
 The Adult Learning Academy
 Ground Floor,
 197-205 High Street,
 Ponders End,
 Enfield, EN3 4DZ.
 Tel: 0845 468 7070**

Attach
 Photographs
 Here

(Incomplete application forms will not be forwarded for admission process)

PROGRAMME OF STUDY

Title of Programme

PERSONAL INFORMATION

Title Mr Ms Mrs Dr Other

Family Name First Name

Date of Birth Nationality

Permanent Address Correspondence Address (if different)

Post Code Country

Telephone Number Fax Number

Mobile Number Passport Number

Email Address Religion

Date of Entry to UK (if applicable) Gender Male Female

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Qualification	Examination Board/ Institution	Subject	Date of Award
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EMPLOYMENT HISTORY

Job Title	Name of organisation	Full/Part Time	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ENGLISH LANGUAGE PROFICIENCY

Name of Exam

Date of Exam

Results or Score (IELTS/TOEFL)

PERSONAL STATEMENT

Please write here a personal statement outlining why you would like to apply for this study programme and what kind of career you would like.

Please attach additional sheets if required.

CRIMINAL CONVICTIONS

Do you have any criminal convictions?

Yes

No

If yes, please outline details here, including dates of conviction.

DECLARATION

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

I agree that the information given on this form may be processed by The Adult Learning Academy in accordance with the Data Protection Act 1998 for the purpose of the application and selection process and any subsequent admissions process. The data given is also subject to the Freedom of Information Act 2000. I consent to the storage of this and additional information obtained from me and other persons in manual and computerised files.

I accept that if I do not comply with these requirements, The Adult Learning Academy has the right to cancel my application and I shall have no claim against the School.

Signature

Date

GENERAL TERMS AND CONDITIONS

1. If applying for SHORT Courses, you will be required to pay a NON-REFUNDABLE Deposit of £35 when booking the course. The rest of the payment can be made on the day before the start of the course.
2. If booking LONG Courses, then you will be required to pay the Registration Fee (£75), which is NON - REFUNDABLE. You can pay the fee on the day the course starts or pay the course in weekly or monthly instalments. Instalments will be calculated until the end of your course. By the end of the course ALL instalments would have to been paid. No Certificate will be issued if fees have not been paid. Long courses are for courses which are 4 weeks or more and there is a 10% charge for paying in weekly or monthly instalments.
3. In the event of cancelation for whatever reason, the following will apply:
 - **The deposit is NON REFUNDABLE**
 - **Course FEES are NON REFUNDABLE**
 - **Course Fees are NON REFUNDABLE after the commencement of the course**
4. Any cancellations must be made in writing
5. If learners do not attend, they lose their deposit. They cannot be put on another course UNLESS they have notified us **14 days beforehand**.
6. If you are unable to attend the course, then The Adult Learning Academy must be informed **14 days** before and an alternative date will be given and this will be according to course availability. **If the centre is not informed 14 days beforehand, then you will lose your deposit.**
7. If you choose to do another course then the academy must be informed in writing **14 DAYS before the commencement of the course.**
8. Courses will ONLY take place if justified by demand and dates/ times may change, you will be informed about this in good time.
9. You will be required to attend all classes, submit written work and complete the required tests.
10. The website, prospectus, fliers and any other marketing and promotional materials are correct at the time of printing but subject to amendments.
11. Eligibility Criteria may apply
12. Credit Card Payments will incur a £2 charge
13. The Adult Learning Academy does not accept payment by cheque
14. All trainees are subject to the terms and conditions as mentioned here
15. There are NO PRAYER FACILITIES currently available at the centre.

The student should pay all the fees strictly either in the form of Card Authorisation (Credit Card or Debit Card). Electronic transfer can be made to The Adult Learning Academy account, please ask for details. Payments that are made through any **other mode of transaction**, The Adult Learning Academy will **NOT** be responsible for such funds.

Declaration

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

Applicant's Name: _____

Signature: _____ Date: _____

TO THE APPLICANT

Please forward this reference form to your referee. Upon receipt of the completed, sealed references please forward them on to us.

TO THE REFEREE

The named person on the form has applied to be admitted to a programme at The Adult Learning Academy, London and has given your name as a referee. We would be most grateful if you could provide us with a reference on the applicant's academic and general ability to undertake the proposed programme of study named above.

Please complete the questions on this form or attach a written statement of reference on letter headed paper. Your reply will be treated in confidence by the college..

1. How long have you known the applicant and in what capacity?

2. What do you consider to be the applicant's main strengths and weaknesses?

3. Bearing in mind the specialisation chosen, what is your opinion of the applicant's suitability for this programme?

4. Is there any information which you feel is relevant? Please continue on a separate sheet (if necessary)

5. Please rate the applicant with respect to the following categories:

	Outstanding	Above average	Average	Below Average	Poor
Academic excellence					
Analytical skills					
Ability to produce new things					
Communication skills (Oral and written)					
Diligence					
Overall rating					

Name and position

Address

Tel

Email

Fax

Signature

Date