



**Application Form
BTEC HND Business
(UK & EU Students)**

PERSONAL DETAILS		
Surname		
First Name(s)		
Title: Mr/Mrs/Ms/Miss/Other	Date of Birth	Gender male/female
Permanent Address		Correspondence Address (if different)
Country	Country	
Daytime telephone number	Fax	
Evening telephone number	Mobile number	
Email address		
Nationality (as in passport)		
Country of Birth		

FINANCIAL INFORMATION	
Please let us know how would you intend to fund your study (delete as appropriate)	
Student Finance / Self-funding	
Apex College Student Finance Institute code	
Have you applied for student finance for higher education previously?	YES/NO
Have you applied for student finance for September 2016?	YES/NO
If yes ,please provide your Customer reference number (CRN) _____ Student Support Number (SSN) _____	
Please state how long have you been living in the United Kingdom? (Please note you might be asked to provide evidence of length of residence in the United Kingdom)	
Date from	Date to



ENGLISH PROFICIENCY

Is English your first language?

YES/NO

If English is not your first language and you do not have recognised and valid English Language test results, you will be required to take Apex College's English Language Test.

EDUCATION AND QUALIFICATIONS

A. GCSE results or equivalent

Subjects	Grade	Date achieved
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

B. A levels results or equivalent

Subjects	Grade	Date achieved
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

C. Further education studies / Post A level study or equivalent

Subjects	Qualification level	Date achieved
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____



WORK EXPERIENCE

Employer (give name and address)	Position Held	From	To

DECLARATION OF A CRIMINAL RECORD

Rehabilitation of Offenders Acts.

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the rehabilitation of offenders Act 1974).

Have you ever had a criminal conviction?

YES/NO

If yes, please provide further details, including date(s), nature of conviction and punishment imposed

STUDENTS WITH SPECIAL NEEDS

The information you provide will be held in confidence, and will not be seen by any third parties. It will be used only to monitor the operation of our equal opportunity policy, and for normal academic and administrative purpose in accordance with the principles set out in the 1998 Data Protection Act.

Apex College is committed to ensuring that every student is as comfortable as possible during their time with us.

Do you have any medical conditions that may require special adjustments or arrangements? *YES/NO*

If *YES*, please describe your condition(s) and adjustments/arrangements that Apex College would need to make to support your studies.



Personal Statement

Please provide a personal statement of about 250 words stating: your interest and motivation to study the HND Business programme; your career aspirations once you have obtained the qualification; and, your commitment to studying full time for the duration of the two year HND Business programme.

Note: Use additional sheet to write your personal statement if necessary

Thank you for your interest in Apex College. Please read the following information carefully.



APPLICATION PROCEDURE

STEP 1

Complete the application form. You will need to include the following in your application :

- A coloured copy of your passport personal information page
- Certified copies of your qualifications, Certificates and transcripts;
- One passport size photo
- Residence evidence for the last three years – utilities bills or bank statements showing your address

STEP 2

Ensure that you have enclosed all supporting documents. These are listed throughout the application form and a Checklist is provided below to ensure you have all the required documents needed to support your application

STEP 3

Please send a completed copy of your application form to Programme Director or Senior Administrator at Apex College. Please note that you have the option of sending your application by email or through the post. In either case, you are required to attach copies of the relevant documents listed in your application. Students applying through the post must complete the application form in **BLOCK CAPITALS**, using black ink. Once you have completed the form, please send it to the following address:

Apex College
Marketing and Admissions
21-25 Beehive Place
Brixton
London
SW9 7QR

Email: admissions@apexcollege.co.uk

Study Period: Our HND course starts in September each year with one intake each academic year. The normal period of full time study is two years.
Apex College provides an induction programme at the start of the programme.

Checklist

Before you submit your application form, please make sure you have enclosed all the necessary information. Note that applications cannot be processed without the specified documents.

Please carefully read the Terms and Conditions of Apex College provided below

Application checklist – Please ensure you have included the following in your application to study the HND Business programme at Apex Colleg

- A completed application form ()
- Certified copies of your qualifications, certificates and transcripts ()
- A colour copy of the full photo page of your passport. If you do not have a passport, please provide another photographic ID ()
- One passport size photo (jpeg* 150x150 pixels) ()
- A valid email address ()
- References ()
- Evidence of residence in the UK (if required) ()



Declaration

I have read the Terms and Conditions and I certify that the information provided and the statements provided by myself are, to the best of my knowledge, true and accurate.

- I hereby agree, if admitted as a student at Apex College, to observe and comply with all terms and conditions, the student charter, policies, procedures and guidelines.
- I agree to Apex College processing my personal data contained in this form, as well as other personal data that may be obtained from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.

Date

Signature

FOR OFFICE USE ONLY

Student Id Number	
Programme of study	Start date
Admission decision	
Admissions Officer	



Terms and Conditions

Before completing this form, please ensure that you have read the full Apex College's General Terms and Conditions. This is a legal contract between you, the student and the College (Apex College, the trading name of HY Education Ltd)

By signing this form and registering for Apex College's BTEC HND Business Management Programme, I acknowledge that I have read, understood and agree to fully abide by general terms and conditions.

Student Warranties

- You agree that all documents and information you provide are true and correct.
- You agree that if you give us incorrect, untrue or misleading information, you may be withdrawn from the programme, and if this happens you will not be given a refund of any fees paid (whether those fees were paid directly by you or by someone else on your behalf), including any tuition fee loan from Student Finance England).
- You state that you are a UK/EEA/Swiss national, and you are not subject to immigration control in the UK, and you ordinarily reside in England.

Disclosure to Student Finance England

- If you are in receipt of tuition fee loans and/or other funding from Student Finance England (SFE), the College reserves the right to disclose your details, including academic progress and attendance rates, to SFE.

Programme Fees

At the start of the course we require the following payments:

- If you are funded through Student Finance, we will require your fee instalments to be paid by them in accordance with their arrangements at that time.
- If you are self-funded then we require the first termly fee (which will be the whole year fee split into three equal amounts) to be paid on enrolment. Future termly fees must be paid before the start of that term. You can, of course, also pay for the entire year upon enrolment.

All deposits you pay are **non-refundable**, This means that if you change your mind after enrolling on a course, the deposit paid (either by you or on your behalf) **cannot** be refunded.

- If you do not pay your fees as agreed, the College can report you to the authorities, including credit reporting agencies and the Student Finance England Fraud Department;
- Stop you from study and remove you from studying at the College. If you are withdrawn from your course of study by us because of non-payment of fees or breaking your student contract, you will not receive any refund of fees paid.
- You may ask us to defer your place on a programme by us to one academic year. If you ask us to defer your start date and we agree, **you cannot then withdraw and receive a refund.**

Refund Policy

- Once you have been accepted and enrolled on the course you become immediately liable to make payment of the fees and no refunds or course transfers are allowed, other than in exceptional circumstances and at the college's sole and absolute discretion.
- If you decide to withdraw from your course, you must tell us immediately. If you have already paid us in full, you will receive a partial refund, this depends on when you tell us you want to withdraw.

When will you tell us?

- (a) More than 45 days before the start date
(b) Less than 45 days before the start date

Amount which we will refund

- 100% of the full fees paid less £25
No refund

Programmes

We reserve the right to alter published programmes, course dates, programme start dates timetables, change tutors, course specifications, the content of lectures and/or study materials and locations. PROVIDED



THAT if we make a significant change to your course, we will give you advance notice and the opportunity to withdraw from the course and receive a refund if you do not agree with the change. The availability of all programmes is subject to student demand.

Access to online resource

We do not guarantee the availability of the online resource and other added-value services due to reasons beyond our control, including technical faults and limitations.

Student Code of Conduct

You are expected to conduct yourself, at all times, in a manner which shows respect to the college and its staff, fellow students, member of the public and College property. If you break the student code of conduct, we may view this as gross misconduct, which may lead to your expulsion from the college without any refund.

Attendance

- You must attend 100% of your scheduled classes (as per your personal timetables). You must provide documentary evidence to excuse any absences due to ill health or personal circumstances. Such as a note from your doctor.
- You may be withdrawn from the programme and will not be entitled to any refund if you do not follow the attendance requirements fail to start the course as scheduled without prior notification to the college.

Withdrawal

You agree that you cannot change, defer or withdraw from the programme without prior consent from the college. If you want to change, defer or withdraw from the course, you must tell us immediately. We will tell you if we agree to your request to change, defer or withdraw. Any failure to start the course as scheduled, without our prior approval, may lead to your expulsion from the course without a refund.

Exclusion and limitation of Liability

To the extent permitted by law, we and other members of our group of companies and associated parties exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity. Our maximum liability to you in contract or tort shall be limited to the amount of fees you paid us (or was paid to us on your behalf).

Data Protection

Your enrolment on a course of study requires sharing of personal information about you (including "sensitive personal information") between us and other members of our group and service providers. You give your express permissions for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.

Regular Updates

Please see our website for full Terms and Conditions, the attendance policy and the complaint procedure. The College Term and Conditions are subject to change. We communicate changes through updates to our websites. You are advised to regularly check for updates. We will always tell you of any significant changes which affect your enrolment.