



Student Application Form

Croydon School of Accountancy and Management

Personal Details *(TO BE COMPLETED IN BLACK PEN & BLOCK CAPITALS)*

Last Name:						
First Name(s):						
Gender:	Date of Birth:		Start Age:		NI:	
Address:						<i>Attach one photograph here</i>
Postcode:	Home Telephone:					
	Mobile Telephone:					
Email Address:						

Have you been resident in the UK/EU for three years prior to the start date of the course? Yes / No

If 'No' please give previous country of residence and entry date:

Country: Entry Date:

I confirm all of the above details are correct:

Learner Signature: Date:

Next of Kin Details

Name:	<input type="text"/>	Home Telephone:	<input type="text"/>
Email Address:	<input type="text"/>	Mobile Telephone:	<input type="text"/>

Previous School / College

Name of last School and/or college attended:

What would you like to study?

Course:	Start Date:	End Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Where did you hear about the course?

Course Guide Careers Web Family/friend

Press advert Other

Mode:

Please indicate the date you wish to commence your course of studies by ticking one of the following:

Full-time One-day release Part-time (Day) Part-time (Evening) Weekend

Commencement

Please indicate the date you wish to commence your course of studies by ticking one of the following:

September 20 January 20 April 20

Course Duration:

Please indicate the duration of your intended course by ticking one of the following

6 months 1 year 2 years others

Who will pay your fees?

Please tick as appropriate

Parents Family Member Employer (please attach evidence) Self Other (please specify)

English Language Proficiency

Is English your first language? Yes No

Personal Status

Please tick the appropriate box

Able Bodied Registered disabled Non registered disabled

Learning support required

Do you have any illness/disability for which you might need special consideration? If yes please specify:

Black / African / Caribbean / Black British

Asian / Asian British

African	Indian	
Caribbean	Pakistani	
Any other Black / African / Caribbean background	Bangladeshi	

Other ethnic group

Arab	Chinese	
Any other ethnic group, if so please state:		

Privacy Notice (Croydon School of Accountancy & Management Copy)

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Skills Funding Agency") and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education, including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations (including Local Authorities) for education, training, employment and well-being related purposes, including for research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training.

You can **opt out** of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone.
- By e-mail.
- By Croydon Council.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/sfa-privacy-notice>

Croydon School of Accountancy & Management may like to use your image and likeness for our marketing purposes. If you wish to **withdraw** your consent, please tick this box:

I HAVE READ AND UNDERSTOOD THE PRIVACY NOTICES ABOVE AND ACCEPT THE TERMS AND CONDITIONS

Signed (Learner) Date

Signed (Staff) Date

Print Name (CAPITALS) (Staff):

Learner Agreement (Croydon School of Accountancy & Management Copy)

Course: _____ Reference: _____ Start Date: _____ End Date: _____ Hours: _____ EP Hours: _____

Name(s): _____ Ref: _____

Croydon School of Accountancy & Management reserves the right not to proceed with a programme and shall not be liable for any failure to deliver programmes or materials. If the College fails to deliver any programme or materials the learners will be notified in writing and such notice will terminate the College's contract with the learner for the delivery of the affected programme. In such circumstances the College's liability will be limited to the repayment of any programme fees paid to the College by the learner (subject to deduction of any amount which the College is entitled to claim from the learner) and the College will not be liable to compensate the learner for any further or consequential loss or damage.

Your enrolment is subject to you meeting the entry requirements following your examination results including completion of Mathematics and English at the appropriate level.

If you have not previously attained a GCSE grade C or above in Mathematics and English, you will be enrolled on English and Mathematics qualifications at the appropriate level.

I am satisfied that I have been given appropriate information and guidance relating to:

- Programme Content
- Progression Options
- Learning Support
- Fees and extra cost requirements
- English and Mathematics requirements
- Bursary

I understand that Croydon School of Accountancy & Management:

- May use my ID photograph for security and internal reporting purposes.
- May supply attendance, progress and achievement data to third parties.
- May supply attendance and progress data to parents or carers.
- May contact parents or carers of learners if there is a cause for concern or in a medical emergency.
- May invite parents or carers of learners to learner progress review evenings.
- Will not accept responsibility for personal possessions.
- Will respond to reference requests from employers.

I understand that:

- I must abide by the Learner Agreement Contract and respect the rights and responsibilities of every member of the College community.
- I must attend and be punctual to all lessons, including additional learning support sessions and the wider curriculum.
- My behaviour must meet the expected and acceptable standard or I may be asked to leave the College; in these circumstances, I will not be eligible for any refund of monies already paid.
- It is the policy of Croydon School of Accountancy & Management to pursue non or late payment.
- Any fees payable relate to the current year of study only.
- I must inform the College of any change of circumstances which affect my eligibility for tuition fee remission where this has been given.
- The College reserves the right to cancel any programme or course at any time. In such circumstances, the College will offer appropriate guidance and advice.

I certify that the information I have given is accurate and no material information has been omitted. I agree to abide by the College rules, regulations, policies and procedures, and I have read and understood the information above.

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Signed (Learner) Date

Signed (Staff) Date

Print Name (CAPITALS) (Staff):

Enrolment Procedure

Stage 1: Read the college admission policy and our terms and conditions.

Prospective students and their sponsors are strongly advised to read and familiarise themselves with the college admission policies, regulations and conditions before applying for a course.

Stage 2: Select your course.

Stage 3: Complete application form.

Completed application form must be accompanied by:

- Copies of certificates stating your educational qualifications.
- Proof of English language test taken and passed at least at Level B1 of the Common European Framework of Reference (CEFR) (*if applicable*).
- A £30 non-refundable registration fee to the College registrar.
- Copy of the identity pages of your passport

Processing Statement

The Croydon SAM uses this application form to collect information about you for various administrative, academic and health and safety reasons. The Data Protection Act 1998 requires you to sign the following 'consent to process' clause and answer the following question.

Do you have any Criminal Convictions? Yes No

This is personal, sensitive information and we require your consent before we can process your form. You are not obliged to declare spent convictions unless you are enrolling for a course that could lead to a career in teaching or involves working with children or vulnerable adults, healthcare, the law/legal environment, accounting and finance, veterinary practices, taxi drivers. If you require any further information about this, please contact us by telephone or email.

This information may be shared with other government and educational organisations for the purposes of administration, careers and other guidance. Other organisations with which we will share information include educational institutions and organisations performing research and statistical work on behalf of Croydon SAM.

I agree to Croydon SAM processing personal data, including data about my ethnicity, any criminal convictions and my physical health, contained in this form, or other data, which Croydon SAM may obtain from me or other people. I agree to the processing of such data for any purposes connected with my course application or my health and safety, or any other legitimate reason.

Have you read our terms and conditions? Yes No

Signed (Learner) Date

(By signing this document you have indicated that you agree with our terms & conditions)

Section C – OFFICE USE ONLY

Office Use Only

QoE Checked: TICK

Staff Name:

Date:

QoE Checked: TICK

Staff Signature:

Proof of Residency Checked: TICK

Staff Name:

Date:

Proof of Residency Scanned: TICK

Staff Signature:

Paid Amount:

Date:

Method:

Cash		Cheque		Bank Transfer		CCD		Bursary	
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Date:

Staff Signature:

Learner Agreement (Learner Copy)

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