

CONTACT INFORMATION:

Name (in full)		
Title & Date of birth <i>(For title, please circle the most appropriate)</i>	Mr / Mrs / Miss / Ms / Other	Date of birth:
Home or work address (please provide the address to which you would like us to contact you)	Home	Work
Postcode		
Job title		
Email		
Home phone no.		
Work phone no.		
Mobile phone no.		
CIM Membership no:	<i>(This may be added after interview/induction)</i>	
In the event of emergency, please provide someone we can contact for you:	Emergency contact name: <i>(If under 19 years of age, please note that you must give us details of your next of kin)</i>	
	Relationship with you:	Emergency contact tel no:

Which CIM course are you planning to study?

Course level (please tick as appropriate)	Which modules? (please tick as appropriate)	Fees summary £	Fee to be paid
CIM Certificate <input type="checkbox"/>	ME AME MIR SM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£475 per module or £1750 for 4 modules*	£
CIM Diploma <input type="checkbox"/>	MPP CV MM PMM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£495 per module or £1800 for 4 modules*	£
CIM PG Diploma <input type="checkbox"/>	ET A&D MLP MCR <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£495 per module or £1800 for 4 modules*	£

* includes Early Bird discount, provided fees are paid prior to course start. All prices plus VAT.

PLEASE TELL US ABOUT YOU:

What do you hope to achieve from this course?

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Existing academic qualifications

(Please provide information on the academic and professional qualifications already obtained, starting with the most recent first)

Qualification name	Course or subject title	Completion date	Grade or result achieved	Part-time or full-time

Current employment status

(Please include the name and type of organisation you work for and when you started work there. If you are not currently working, please tell us what role you would like to seek following this course.)

Name of organisation : Type of organisation : <input type="checkbox"/> private sector <input type="checkbox"/> public sector Date started: If not working, what role do you seek next:

PRE-COURSE INTERVIEW

The CIM requests that all new students are invited to a pre-course interview. At this informal meeting, we will initial your CIM application form to confirm your course entry level. **Please ensure that you bring with you to the interview the following items:**

- Completed - CIM 'Get qualified' brochure and forms (inside)
- 2 copies of your CV (one copy for Goldcrest Academy and one for the CIM)
- 2 copies of your qualification / academic certificates (originals ideally, but photocopies are fine)
- 2 copies of your current job description. Thank you.

EQUAL OPPORTUNITIES - please indicate your ethnic origin – please tick one box only

White	Mixed – White and Black	Asian or Asian British	Black or Black British	Chinese or other ethnic group
<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other	<input type="checkbox"/> Caribbean <input type="checkbox"/> Asian <input type="checkbox"/> African <input type="checkbox"/> Other mixed background	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background	<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black background	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group

PHYSICAL STATUS

Please tick one box only

- Able-bodied (no disability) Disabled but not in receipt of disability benefit
 Disabled and in receipt of disability benefit
 Have a visual impairment Have a hearing impairment Have special access needs.

EMPLOYER FUNDING OF TUITION FEES

Is your employer funding your course? Yes No

If yes, please provide the contact name, company name, address and telephone number below so we can address the invoice or receipt for payment correctly.

Employer details for invoicing purposes

Contact name

Tel:

Company name

Address

Postcode

SELF-FUNDING OF TUITION FEES

If you are funding the course, please complete the following payment details:

Payment by cheque

I enclose a cheque for £ _____ made payable to Goldcrest Academy Limited.

Payment by credit card

Please bring your credit card to the interview and payment details will be taken then.

Payment by instalments

Modules can be paid for on an instalment basis, this can be discussed at interview.

DATA PROTECTION

Student information will be retained for the purpose of communication and support during their time of studying with Goldcrest Academy Limited and for pastoral care. We will not disclose your details to third parties, without prior approval. Please advise us if you are willing to receive communications through the following channels:

Please tick all which apply

Post

Email

Telephone

DECLARATION – to be completed by the applicant

The information supplied above and on my curriculum vitae is correct. I confirm that no information asked for or other material information has been omitted. I confirm that I have read and understood the CIM 'Get qualified' application brochure and the Goldcrest Academy Limited Terms and Conditions (please see overleaf).

Signature _____

Date _____

THE NEXT STEP

Please post your completed application form and payment made out to Goldcrest Academy Limited to:

Goldcrest Academy Limited
Victoria House
The Moor
Hawkhurst
Kent TN18 4NR

t: 0870 44 63 411

e: info@goldcrestacademy.co.uk

w: www.goldcrestacademy.co.uk

And we will then contact you for a suitable interview date.

TERMS AND CONDITIONS – GOLDCREST ACADEMY LIMITED

Please read the following information before signing and returning the application form to Goldcrest Academy. Your signature on the application form will confirm that you have understood and accept the following:

1. Students must complete the Goldcrest Academy application form and send this with payment or an employer's letter of authorisation in order to book a place on the relevant CIM course. The employer will then be invoiced and the invoice must be settled within 14 days of issue. The employer is fully responsible for the payment of fees due in all circumstances, including termination of employment.
2. A minimum deposit of £100 is required to guarantee a place on the course or, if students apply for a course less than 14 days prior to the start date, the full fees or an employer's letter of authorisation must accompany the application from.
3. Goldcrest Academy tuition fees exclude amounts payable to the CIM for student registration and assessment entry fees (for exams or assignments). It is the student's responsibility to ensure they are registered with CIM as a member and have paid for the assessment entry fees by the CIM stipulated deadline dates. Goldcrest Academy will endeavour to advise students of these dates on the website and course information, but students must ensure that they have completed all relevant documents and paid the necessary fees on time.
4. Requests for deferral – provided the course fees have been paid in full, a student can defer for one semester as long as Goldcrest Academy receive written notice at least 2 weeks before the course start date.
5. Dishonoured cheques will attract an administrative charge of £50.
6. Students are expected to behave professionally, courteously and considerately at all times. Students are expected to hand work in on time to their tutors.
7. If a student cancels a course in less than 14 days to the course, then fees will not be refunded. If a student cancels a course in less than 28 days prior to the course commencement, then 50% of fees will be refunded. In the event Goldcrest Academy cancel a course prior to it starting, then a full refund of tuition fees will be given to the student.
8. Goldcrest Academy reserve the right to change these terms and conditions as necessary. Any such changes will be published on the website for all students to see. Should a student have a query on these terms and conditions, then they must contact Goldcrest Academy immediately.

Donation to The Prince's Trust

As part of Goldcrest Academy's commitment to business and education, from September 2006 we will donate 5% of net training course profits to The Prince's Trust. The Trust has a proven ability to help those aged 18-30 to set up businesses with the support of experienced business advisers. *All that we ask is that students tick the box on the Goldcrest Academy course application form below, so that you can help us, help others achieve too.*

- I confirm that I would like a percentage of my course fees to be donated to the Prince's Trust.
Please tick as appropriate

For marketing purposes

Please tell us where you heard about Goldcrest Academy – please tick as appropriate

- CIM study centres list Kent Messenger Kent & Sussex Courier
 Referral by a friend Advertisement Mailing from Goldcrest Academy
 Internet Search engine Exhibition or careers fair

If you were recommended to us by a friend, please let us know who it was so that we may thank them. Thank you. Friend's name who recommended you: