



B2B EDUCATORS

Application Form

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Email: admin@b2beducators.com Web: www.b2beducators.com

Office Use Only

Application Date:

Local (UK):

EU / Non EU:

Enrolment ID:

Course Status:

Full Time / Part Time

ALL SECTIONS OF THIS FORM MUST BE COMPLETED AND SUBMITTED WITH

1. Valid Passport & Visa copies (If Applicable)
2. All relevant qualification certificates (no provisional)
3. All relevant qualification transcripts (no provisional)
4. Documentary evidence of English Proficiency (i.e. IELTS, PTE)
5. Two (2) recent passport size photographs
6. Current updated CV

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS USING BLUE OR BLACK INK.

PERSONAL DETAILS:

Title: Mr, Mrs, Ms, Miss, Other:	Surname:
Full name (as shown on passport):	
Gender: Male • Female •	Marital Status: Single • Married •
Nationality:	Date of Birth:
Permanent Address:	Correspondence Address (If Different):
Telephone No:	Telephone No:
Mobile No:	Mobile No:
Email Address:	Email Address:

PASSPORT DETAILS:

Passport Number:	Issue Date:
Issuing Authority:	Expiry Date:

STUDENT STATUS:

From where are you applying? <input type="checkbox"/> within the UK <input type="checkbox"/> from overseas
What is your current Immigration Status? (If Applicable)
Course Applying for?

CURRENT AND PREVIOUS UK EDUCATION HISTORY (If Applicable)

Please enter details of all UK qualifications that you have ever studied, including your current one.

Course Start	Course End	Course Title	Level	College/University Name	Completion
DD/MM/YYYY	DD/MM/YYYY				DD/MM/YYYY
DD/MM/YYYY	DD/MM/YYYY				DD/MM/YYYY
DD/MM/YYYY	DD/MM/YYYY				DD/MM/YYYY

ACADEMIC HISTORY:

Please enter details of all qualifications gained to date. If you are a graduate of, or about to graduate from a university outside the UK, please provide transcripts of your academic record.

Qualification	Name of Institution	Start Date	End Date	PT / FT	Result
		DD/MM/YYYY	DD/MM/YYYY		
		DD/MM/YYYY	DD/MM/YYYY		
		DD/MM/YYYY	DD/MM/YYYY		
		DD/MM/YYYY	DD/MM/YYYY		

WORK EXPERIENCE:

Please give details of all past and present employment positions you have held. Do not include temporary or short term appointments unless they are particularly relevant.

Start Date	End Date	Job Title / Designation	Employer	Summary of Duties
DD/MM/YYYY	DD/MM/YYYY			
DD/MM/YYYY	DD/MM/YYYY			
DD/MM/YYYY	DD/MM/YYYY			
DD/MM/YYYY	DD/MM/YYYY			

ENGLISH PROFICIENCY:

Using the accompanying Guidance Notes, please select the option which is relevant to you:

- I am a national of a majority English-speaking country.
- I have gained an academic qualification equivalent to a UK degree from a majority English-speaking country.
- I am a holder of a valid Secure English Language Test (SELT, IELTS, PTE etc.).

If applicable, please provide the results of your most recent English Language Test i.e., SELT, IELTS, PTE etc.

Name of Test	Awarding Body	Award Date	Component Results			
			Listening	Speaking	Reading	Writing
		<i>DD / MM / YYYY</i>				

REFEREES:

Please give the contact details of two referees, at least one of whom should be an educational referee.

Referee 1	Referee 2
Name:	Name:
Address:	Address:
Telephone number:	Telephone number:
Mobile number:	Mobile number:
Fax number:	Fax number:
Email address:	Email address:

MARKETING RESEARCH:

How did you hear about B2B Educators? Please tick as many as apply.

- | | | | |
|---------------------------|---|------------------------------|------------------------|
| Friends / relatives | • | Newspaper advert | • |
| Overseas representative | • | Television advert | • |
| ASIC / British Council | • | Flyer / leaflet | • |
| Social networking website | • | Google / other search engine | • |
| Recruitment fair | • | Other | • Please specify |

PERSONAL STATEMENT

Please answer the following questions as fully as you can. Please attach a separate sheet if you need more space.

- i) Why you have chosen B2B Educators UK ?

- ii) Why you have chosen this course?

- iii) What do you intend to do after completing your course?

- iv) Who is financially supporting you? Please provide complete detail.

AGENT INFORMATION

please enter the information about your agent (If applicable) Name

of agent / Reference No:

Office use only	Date received
Agent verified	Documents & Fees received
Comments	Date & Outcome

EQUAL OPPORTUNITIES AND SPECIAL NEEDS:

B2B Educators is committed to ensuring that applicants are considered on a qualification basis, irrespective of gender, sexual orientation, marital or parental status, disability, religion, social class, nationality or ethnic origin.

In order to monitor the effectiveness of our Equal Opportunities Policy, we require applicants to provide the information outlined below. This information is confidential and used solely for monitoring purposes. In the event of your admission to the course, this information will form part of your student record and will continue to be used for monitoring purposes throughout your studies at B2B Educators.

Such data will be subject to the provision of the Data Protection Act 1998.

I would describe myself as:

- | | | |
|---|---|---|
| <input type="checkbox"/> White (UK) | <input type="checkbox"/> Pakistani | <input type="checkbox"/> African |
| <input type="checkbox"/> White (Irish) | <input type="checkbox"/> Indian | <input type="checkbox"/> Other Black background |
| <input type="checkbox"/> White (European) | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Mixed background (please specify): |
| <input type="checkbox"/> Other White | <input type="checkbox"/> Other Asian background | <input type="checkbox"/> Other background (please specify)..... |

If you are disabled, have a specific learning difficulty or long term medical condition that may require adjustments to be made to the curriculum or the environment, please let us know and provide evidence for your condition (e.g. Statement of Educational Needs).

I would describe myself as having/being:

- | | |
|--|---|
| <input type="checkbox"/> No Disability | <input type="checkbox"/> Autistic Spectrum Disorder/Asperger's Syndrome |
| <input type="checkbox"/> Dyslexia/Dyspraxia/ADHD | <input type="checkbox"/> Mental health difficulties |
| <input type="checkbox"/> Deaf/hearing impairment | <input type="checkbox"/> Unseen disability e.g. diabetes, epilepsy |
| <input type="checkbox"/> Blind/partially sighted | <input type="checkbox"/> Multiple disabilities |
| <input type="checkbox"/> Wheelchair user/mobility difficulties | <input type="checkbox"/> Disability not listed above |

If appropriate, please briefly list any reasonable adjustments you think you may require and complete a Special Needs Request Form:

If you have a relevant criminal conviction, please tick this box:

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens' Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders).

At a later stage you may also be asked to provide more details.

TERMS AND CONDITIONS

- 1 All courses at B2B Educators are open to applicants aged 17 and over.
- 2 Minimum entry requirements for the course must be met and proven with genuine documentation.
- 3 Applicants must be able to prove their eligibility for permission to study in the UK.
- 4 Application for a course constitutes a binding agreement on the student to follow and abide by all of the Terms and Conditions of the College.
- 5 The registration fee is non-refundable.
- 6 Anyone supplying false information to the College on the application form or at any other point is liable to rejection or expulsion.
- 7 Enrolment for a course, together with the payment of the fee/required deposit, constitutes a binding agreement for the student to follow the courses and pay the remainder of the tuition fees.
- 8 All tuition fees must be paid in full from the period of commencement of the course. At the discretion of the College principal/director, students may be allowed to pay their fees in installments. Fee installment plans must be set up and signed on the day of registration for the course, before the student is permitted to commence his/her studies.
- 9 Fees may be paid by cash, bank transfer or cheque. Cheques should be made payable to B2B Educators.
- 10 If a payment is made via cheque, but in any case the cheque could not be cleared, the student will be charged a fee of £ 35.
- 11 It is the student's responsibility to ensure that external applications for registration and examination entries are submitted on time to the appropriate examination body, and that registration / examination fees for the examination board is fully paid.
- 12 In the event that a student cancels his/her enrolment, for whatever the reason, the following rules shall apply:

- a) The cancellation must be made in writing and will only be considered with valid reasons to have been made on the date on which it is received by the registrar;
- b) For cancellations received more than eight weeks before the course commencement date, an administrative charge of £ 250 will be deducted from the deposit and any balance held may be refunded, depending upon the reason for which cancellation is being made;
- c) Where a cancellation is received less than eight weeks before the course commencement date the deposit will not be refunded;
- d) Where the cancellation is received after the course commencement date, for whatever the reason, no refund will be given. In addition, any outstanding fees on the student's account must be paid in full.

13 An offer of a course place is for a specific intake. Fees paid will not be carried forward if a student wishes to transfer to the next intake unless the reason for seeking such a transfer is that the student applied from outside the UK and delays were experienced.

14 Where students change their course of study during the term, no refund will be given for the revised course if it involves fewer subjects. Additional fees will be payable for the revised course if it involves an increased number of subjects and/or a higher stated tuition fee than that for which the original enrolment was accepted.

15 If any local, EU and Non EU immigrant is required by the immigration office to leave the UK, because of any breach of law, tuition fees paid will not be refunded.

16 The College reserves the right to cancel or extend a course within four weeks' notice prior to the commencement date where it considers that is not viable, where upon an alternative subject will be offered or a pro-rata refund of the course fee will be given.

17 If a course is canceled due to the closing of the College, a pro-rata refund of the remainder of the course will be given, assuming that the full fee has already been paid by the student.

18 Students should request a deferral of studies in writing, giving the reason for deferral and all relevant dates (e.g. date of visa application).

19 Students should endeavor to obtain a UK visa (if required) and arrive in London before their course commencement date, although students have until the latest joining date to register for their course, which is often two weeks after the course commencement date.

20 The College will not facilitate any UK/ immigrant who are in breach of the immigration rules.

21 The information in the College prospectus/website is correct at the time of going to print but is subject to alteration. The College reserves the right to change the college regulations, course timetable, fees, etc. without prior notice.

22 The contractual relationship between a student and the college shall be governed by and constructed in accordance with the laws of England and Wales.

APPLICANT DECLARATION:

I certify that all of the information given in this application is correct and true. I understand that it is my responsibility to obtain the relevant documentation requested by B2B Educators by any given deadline and I authorize B2B Educators, where necessary, to obtain further information from appropriate educational institutions and referees.

I understand that this information will be retained on a database and used for administrative purposes in compliance with the Data Protection Act 1998. I understand that admission to College of Advanced Studies is conditional upon my acceptance and compliance with the rules and regulations of B2B Educators as now established or hereafter revised.

I hereby agree, if admitted as a student of B2B Educators,, to observe and comply with all ordinances, rules and regulations of the College.

Signature

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D

M

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