



Application Form for Distance Learning

Please complete all sections as fully as possible in block capitals.

The completed form should be returned to the Admission Office with (1) Passport copy (2) Passport size photograph and (3) Qualification documents

Name of course:	
	Start Date:
Surname:	Date of Birth:
Forename:	Country of Birth:
Title:	Nationality:
Address:	Telephone:
	Mobile Telephone:
	E-mail:

Please ensure that you complete your highest qualification to date in the section below.

Higher / Professional / Vocational / Other Qualifications (most recent first)				
Year of Examination	Awarding Body	Subject	Level	Grade Achieved

Employment History Last 10 Years (most recent first)			
Dates (start & end)	Employer	Position held	Nature of work

Declaration

I certify that to the best of my knowledge the information contained in this application form is correct and complete.

Signature Student: Date:

Terms & Conditions

The terms and conditions laid out below are the basis of the contract between Severn Business College and yourself. Please read them carefully.

- 1) Application must be made on this application form.
- 2) This application will only be accepted with the deposit or full fee. The deposit, or 20% of the full course fee plus awarding body fees, is non-refundable.
- 3) Students who have made an agreement to pay in instalments and who are not up to date with those instalments, will not have their course work marked until payments recommence.
- 4) The full course fee is payable at time of booking. If you cancel within 28 days, the deposit, or 20% of the full course fee plus awarding body fees, is non-refundable.
- 5) If you cancel or don't appear for an exam you will be liable for a £50 administration fee.
- 6) It may be necessary from time to time to change/cancel course dates, content and prices from those published. Whilst we will make every effort to transfer your booking, together with any payment made, to the next available course, it should be noted that we will not be held liable for any costs/losses incurred as a result of any such changes.
- 7) Severn Business College reserves the right to remove from any course, students that fail to comply with its standard practices and procedures. Severn Business College also reserves the right to refuse enrolments, or suggest alternative arrangements, if it believes it will not be in the best interest of the company, other participants or the individual concerned to attend a Severn Business College course.

Course Assessment

Once you are enrolled with us, you are provided with the course materials. You then read through the course materials in your own time and give exams at Severn Business College and/or complete the assignments and send to us for marking.

Upon verification of exams and/or assignments, a certificate of achievement will be awarded by the awarding body, as confirmation that your exams and/or assignments has meet the learning outcomes and assessment criteria for the programme.