

office use only

Application Form (UK Qualifications)

Please complete your application in BLOCK LETTERS.

1. PERSONAL DETAILS

Family name _____

Given names _____

Date of birth (dd/mm/yy) ____ / ____ / ____ Gender M F

Country of birth _____

Passport number _____

2. HOME ADDRESS (You must advise if you change address or contact details)

Number and Street _____

Suburb/Town _____

Country _____ Post code _____

Email address _____

Home Phone _____ Work _____

Mobile _____ Email _____

3. COURSE SELECTION

Course _____

Level: _____

4. COURSE SELECTION

5. COURSE COMMENCEMENT

Choose your start date:

Year _____	Jan	Feb	Mar	Apr	May	Jun
	Jul	Aug	Sep	Oct	Nov	Dec

6. EDUCATION DETAILS

Highest Qualification _____

College _____

Country: _____

Completed	Yes	No	Year Awarded
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Student's name

7. UNIT EXEMPTION

Do you wish to apply for credit or exemption for any units? Yes No

If Yes, please provide details below.

Course Unit	Award/Cert/Dip
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1. _____

2. _____

3. _____

4. _____

8. CURRENT QUALIFICATIONS (PROVIDE CERTIFICATES)

Do you wish to enrol in an English language course? Yes No

9. EMPLOYMENT DETAILS

Position _____

From / / until / /

Employer _____

Address _____

Tel _____ Fax _____

12. DECLARATION

I declare that the information provided by me on this form is true and correct, and I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where legally obliged to do.

Student's signature _____

Date (dd/mm/yy) ____ / ____ / ____

13. APPLICATION CHECKLIST

1. Complete all sections of the Application Form
2. Attached evidence for UNIT achieved
3. Read and understand the Declaration/refund policy
4. Include certified copies of:
 - Birth certificate/two passport photos
 - Qualification currently held
 - English test results

Email: Register@makechangeassociates.com
Or info@makechangeassociates.com

14. METHOD OF PAYMENT:

BACS PAYMENT/CHQEUE
 MAKE CHANGE ASSOCIATES LTD



(Additional Information)

Do You Consider Yourself to Have A Learning Disability?

Please tick to indicate if any one of these applies to you:

Dyslexia Dyscalculia Moderate Learning Difficulties
Other Specific Learning Severe Learning Difficulty
Not Known/Decline to Answer

Payment Information

To enrol on any course offered by the college, full course fee and course registration fee must be made to MCA in the form of a BACS transfer/Cheque. Once the funds have cleared you will be sent a confirmation letter and receipt as proof of payment.

Cheques are made payable to Make Change Associates Ltd. BACS: Santander: Sort Code: 09-01-27 Account Number:86711148

REFUND/CANCELLATION POLICY:

Students who have commenced their course are not entitled to full refund of fees where the decision to leave the college is their's alone. However should the college be unable to offer a place to a student for which he/she has enrolled, then MCA will refund the fees paid, less an administration for the program they have enrolled. Where a student has being on program for over 4 weeks and has not given a formal request to cancel, 70% course fees will be refunded, Cancellation may also incur additional administration costs. Candidates will be advised at the time they withdraw.

Candidates who take up a payment plan will only be fully registered once they have paid their course fee and registration fee in full. All payment terms must be agreed by the college before proceeding. Tutors will be allocated to the candidates once they have confirmed full payment of fees.

Once you have signed your learning agreement and accepted the terms students are expected to abide by the rules.

Important Notice: No funding/scholarships are available for any of our programs.