

OFFICE USE ONLY:

NCIUL STUDENT REGISTRATION NO.:

ADMISSION MANAGER:

SOURCE:

Application Form (PLEASE USE BLOCK CAPITALS)

Programme Details:

Programme Title:

Start Date: January ☐ September ☐ Year:

Distance Learning ☐ Face-2-Face ☐
Full Time ☐ Part Time ☐

Personal Details

Please ensure that the name on this form matches the name on your passport

Title: (PLEASE TICK APPROPRIATE BOX)

Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Surname / Family name

First name (s)

Previous surname / Family name, if changed

Gender: Male ☐ Female ☐

Date of birth (dd/mm/yyyy):

Have you studied at the NCIUL before? Yes ☐ No ☐

If yes, what is your NCIUL Student Registration Number?

Email Address:

Daytime telephone number:

Evening telephone number:

Mobile telephone number:

Address:	
Correspondence address:	

Passport Number (Please send photocopy of passport):

Language

Is English your first language? Yes ☐ No ☐

Was English the language of instruction at your school/college/university? Yes ☐ No ☐

If you answer 'no' please supply us with evidence of a recent TOFL or IELTS test, with the scores, or a copy of a pass at A-C of an English Language GCSE qualification awarded by a UK examination board.

Residential Information/Visas

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

Country of permanent residence:

If UK, please give County/Borough:

Country of birth:

Nationality (as on passport):

If you are a non-EEA/UK national, please answer the following questions:

Have you ever lived outside the UK/EU? Yes ☐ No ☐

If Yes, please indicate date of entry to the UK/EU:



Do you currently have a UK Visa? Yes ☐

No ☐

If Yes, enter type, expiry date and Visa number:

Have you been granted indefinite leave to remain? Yes ☐

No ☐

If Yes, enter date:

Do you require a Tier 4 Visa to study in the UK? Yes ☐

No ☐

Have you ever studied in the UK on a Student Visa? Yes ☐

No ☐

If Yes, please give details:

Fee Payment

Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

Who will pay your tuition fees?

Self-Funded: Yes ☐

Family member (please specify):

Employer (please specify):

Other (please specify):



Education Qualifications

Please list all qualification with the most recent first. Provide copies of certificates and transcripts where appropriate. For international students, documents need to be submitted in both the original language and as an officially endorsed English language translation.

Qualifications Pending						
Contact Details	Institution & Address	Award Type	Subject(s)	Grade (Including Predicted)	Date From	Date To

Qualifications Achieved						
Institution & Address CATS Points (If applicable)	Degree/Diploma/Certificate / A-level VCE/GNVQ/GCSE	Subject(s)	Grade/ Division/ Class	Date From	Date To	

Relevant Work Experience

Please state any work experience you think is relevant to your application.

Institution/Organisation	Position	Duties and responsibilities	Date From	Date To

Reference

You are required to provide two references if applicable. The first reference should be academic (for example teacher/college lecturer) and the second can be from an employer or other source. We will not accept references from family members or friends. The reference should be sent together with the application form or directly from the referee to the admission office. Please note that mature/work-based applicants need only provide a reference from an employer.

Name:	Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:

Personal Statement

Please describe in no more than 500 words why you want to study this subject and why you think you would be a good student. Take some time with your answer as this information will be used to determine your suitability for the course.

Ethnic Origin

(to be completed only if country of permanent residence is in the UK)

This information is not used in the selection process and is used for statistical purposes only.

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group.

Please tick appropriate box:

White

White ☐
Irish Traveller ☐

Black or Black British

Black Caribbean ☐
Black African ☐
Other Black background ☐

Asian or Asian British

Indian ☐
Pakistani ☐
Bangladeshi ☐
Asian ☐

Mixed

White and Black Caribbean ☐
White and Black African ☐
White and Asian ☐

Other mixed background ☐
Other ethnic background ☐

Information refused ☐

Disabilities/Special Needs

NCIUL encourages you to disclose any disability/medical condition which could impact on your ability to study. All offers are made on academic grounds only and the information you submit will only be used to help us provide appropriate support.

Please tick all that apply.

No Disability ☐

Learning Difficulty ☐

Blind/Serious Visual Impairment ☐

Deaf/Serious Hearing Impairment ☐

Wheelchair User/Mobility Issues ☐

Personal Care Support ☐

Mental Health Condition ☐

Unseen Disability: e.g. Diabetes ☐

Autistic Spectrum/Asperger's ☐

Other disability not listed here ☐

Information refused ☐

Please detail other disabilities or special needs.

Please supply the name, address and contact details of your next of kin:

Disclosure of Criminal Convictions

Do you have any convictions, cautions, reprimands or final warnings that are not "spent" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Please tick appropriate response.

Yes ☐No ☐

(If Yes, please give details on a separate sheet)

Declaration

Any statements on this form which prove to be untrue or purposely misleading may result in the offer of a place on the programme being withdrawn or prevent the completion of your studies.

Declaration

I confirm that the information given in this form is true, complete and accurate: no information requested, or other material information has been omitted. I consent to the processing of this data by NCIUL for educational purposes under the provision of the 1998 Data Protection Act.

I agree that it may be necessary to disclose personal and sensitive data between relevant organisations during the admission process, and during my studies, only where necessary to do so, and where such disclosures does not contravene legislation.

Applicant's Signature:

Date:

Supporting Documents Checklist:

- ☐ • Copies of all academic documentation including transcripts, certificates, etc.
- ☐ • Resume/Curriculum Vitae (CV)
- ☐ • References (as applicable) enclosed
- ☐ • Additional references (as requested from your programme of study)
- ☐ • Personal Statement
- ☐ • Photocopies of IELTS/TOEFL or other approved English Qualification (if applicable)
- ☐ • Photocopies of Passport (including photograph and personal details page)
- ☐ • Photocopies of Visas (if applicable)
- ☐ • A recent high resolution image file of yourself (for NCIUL student card)
- ☐ • Proof of address (bank statement/utility bill)

Please return this completed application form to:

Admissions Office
NCIUL Limited
7 Skylines Village
Limeharbour
London
E14 9TS

Conditions of Admissions

Students should read the following conditions of admission before signing the application form.

1. The student must pay a deposit of 10% of the annual fees, to secure a place. This can be paid by cheque/ bank deposit to NCIUL bank account. This will be deducted from the total amount owed to NCIUL in the first term.

2. Deposits paid to NCIUL will be considered for a full refund in the following circumstances:

- An applicant cancels their registration within 14 days from enrolment or course start date.
- NCIUL is unable to provide the academic programme originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme.
- An applicant fails to meet the conditions of their offer, unless a place is deferred.
- The institution is unable to issue a CAS to a student who requires a Tier 4 visa.
- Extenuating circumstances include:
 - Serious personal accident or injury of self or close family member
 - Death of close family member (e.g. partner, parent, primary carer, child)
 - Medical emergency or requirements of long term medical care for the applicant or close family member (e.g. partner, parent, primary carer, child)
 - Impact of natural disaster or civil disruption.

Deposits are held for a maximum of 12 months after which the deposit will be non-transferrable and non-refundable. During this time the student is expected to register with NCIUL or provide evidence that one of the circumstances listed above applies. In the event that a student defers their study to a later academic session, the deposit may be transferred to the new academic session.

3. Once the deposit has been received by NCIUL, an acknowledgement will be sent, and the student will receive further details regarding enrolment and payment of fees.

4. If for any reason the student wishes to withdraw their registration with NCIUL after receiving confirmation of acceptance, the student has a legal right under the Consumer Contracts Regulations 2013 to cancel his/her acceptance by informing NCIUL in writing within 14 days.

The following rules apply for students seeking a refund.

Leave Date	Refund
Within 14 days from enrolment or course start date	100% Full Refund
Within 16 weeks of the course start date	50% of fees paid pro rata of academic calendar completed (e.g. if withdrawal is requested 6 weeks into the term, 50% of the 6 weeks will be refunded and 100% of any other fees paid)

Thereafter	No Refund of fees for academic period covered, 100% refund of academic period after withdrawal.
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5. Any debt you may owe to NCIUL will be deducted from any refund of fees. NCIUL, at the discretion of the Director of Finance, make an administrative charge to recover the cost of making the refund.
6. NCIUL may share student information with third parties where obliged or allowed to do so by law.
7. Students who arrive late for their intended programme of study must nevertheless pay the full fee for the course.
8. Inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and enrolment is completed and advise them of the options available in the circumstances.
9. Irrespective of any information provided verbally by the staff of NCIUL, all applicants and students will be subject to the conditions stated herein, as well as regulations provided in NCIUL's prospectus and Student Handbook. These documents are available upon request and are given to each student at the start of his/her course.
10. In the event of closure of NCIUL through an Act of God, War of Political or Industrial unrest that may cause temporary cessation of class schedules, NCIUL will endeavour to ensure students recommence studies at NCIUL or another recognised school as soon as possible.
11. NCIUL reserves the right:
 - To revise class schedules or rearrange classes where this is considered necessary.
 - To not run at its discretion, optional modules of less than five students.
12. Any monies received by NCIUL from the student's sponsor on his or her behalf will, after clearance through the bank used by NCIUL, be paid to the student only and not to any other person and will be paid via a non-negotiable crossed cheque.
13. Should payment of tuition fees be delayed beyond the date of Registration or beyond a specific date agreed by NCIUL, a charge will be made at the discretion of NCIUL.
14. NCIUL will not discuss the particulars of an application with any third party unless the applicant has provided their express written permission for NCIUL to do so or where obliged and allowed to do so by law.
15. Where outside bodies process or hold any of the NCIUL's personal data then NCIUL must be satisfied that the data is held securely and with due regard to the obligations of the Act.
16. While every effort is made to ensure the accuracy of the information provided to applicants, NCIUL will not be liable for any error or omission.

Disclaimer

Information for Applicants

NCIUL undertakes to make every reasonable effort to provide the teaching and academic facilities necessary to deliver courses as described in our prospectus. There may be circumstances outside of its control where NCIUL is unable to provide those services in full or in part for reasons such as fire, flood, pandemic, terrorist acts or industrial disputes. Where those, or similar, circumstances arise we will minimise disruption so far as NCIUL is reasonably able to and, wherever practicable, will offer reasonable alternative arrangements to continue with your studies. NCIUL may suspend or cancel registrations and enrolments for a module where it is unable to guarantee academic standards at the start date of the module, in specific circumstances as set out in the Student Terms and Conditions, Section 4.4.

NCIUL will not normally make changes to a module for students who are enrolled or registered on that module, unless the change is required immediately in order to correct a significant error or omission, as the result of a legal or regulatory requirement or in order to meet the requirements of a validating or accrediting body. Where a change is made to a module, NCIUL will be given as much notice as possible of the change and, if there is any detriment to you as a result of the change, the opportunity to withdraw from that module without penalty.

NCIUL may make changes to the structure of its qualifications. These may include such matters as the balance between core, options and free choice modules, the balance between coursework and examination or other forms and types of assessment, the order of study and rules for progression through the qualification, the requirements for attendance at or participation in specified learning activities. Students will be given the option to continue their studies under the new structure or to carry on under the original structure, subject to the teach-out arrangements set out in any notice given.

In any case, NCIUL will explain the change it is making, the context of the change, and how the change is likely to affect the student.

If you are applying to NCIUL, you will receive all relevant information during the admissions procedure to make an informed choice.

Applicants are advised that data supplied for admissions purposes is held and used according to the Data Protection Act 1998 and the General Data Protection Regulation 2018.

DATA PROTECTION ACT 1998 AND GENERAL DATA PROTECTION REGULATION 2018

NCIUL will need to create and maintain computer and paper records relating to the personal data of its students, both during their course of study and after leaving. This information may also include sensitive personal data. All such data will be held and used by NCIUL in compliance with the data protection principles laid down by the Data Protection Act, 1998, GDPR Compliance 2018 and in accordance with NCIUL's registration/notification recorded with the Information Commissioner. This data is required for academic and administrative purposes connected with students' studies and career at the institution; it may be used in order to fulfil the institution's obligation to return data to the Open University, the government and its funding and other agencies, such as the Higher Education Statistics Agency, and to bodies such as the Student Loans Company, local education authorities in connection with grant, loan and other bursary administration, or in order to provide references to employers and other organisations, or to confirm the validity of qualifications awarded by the NCIUL; it should also be noted that, in accordance with tradition, in many cases examination results are published openly within this institution. By applying to enrol on a programme of study with NCIUL, students consent to the processing of personal data in the way described above and also in terms of the right to privacy under the Human Rights Act, 1998. Students who wish to see

copies of their personal data held by the institution should apply in writing to the NCIUL's data protection officer.

Please confirm you have read and understood the additional "Data Protection and Use of Student Data" information provided.

- ☐ • Please tick to confirm if you have received, understood and consented to the terms contained within "Data Protection and Use of Student Data".

Predicted Grades

In order to consider an application, we require predicted grades. These should be provided by your school/college.

For further information and to download the Predicted Grades Request form please refer to our website, www.nciul.ac.uk.

Applicants with Disabilities

NCIUL welcomes applications from disabled people. All applications are assessed on academic grounds. Any support needs or reasonable adjustments which are required will be considered separately, after the admissions decision has been taken. If you choose not to inform us of your disability at the time of enrolment but choose to inform us with short notice before the start of the programme or examination/assessment start date or do not provide full details during the programme, we will do our best to help you, but we may not be able to provide the full range of support you may need or there may be a delay in providing the support which may impact on your ability to study with us.

Disclosure of Criminal Convictions

All applicants must answer this question. A 'relevant' criminal conviction is defined as criminal offences involving any kind of violence, offences concerning the intention to harm or resulting in actual bodily harm, the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, offences involving firearms, arson or those listed in the Sex Offences Act 2003 or the Terrorism Act 2006. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. Certain professions or occupations such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and professions or occupations involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act (1974) i.e. no convictions are spent.

Serving Prisoners

If you are currently serving a prison sentence you must show the prison address for correspondence in the Personal Details section of your application form, and in addition you must complete the YES box in Disclosure of Criminal Convictions section.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974.



Emails you may receive from NCIUL

NCIUL complies with the Data Protection Act 1998, GDPR 2018 and subsequent regulations including the Privacy and Electronic Communications Regulations. You will retain the right to opt-out of future correspondence at any point.

