

OFFICE USE ONLY:

NC IUL STUDENT REGISTRATION NO.:

ADMISSION MANAGER:

AGENT:

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 NC IUL before? Yes No

If yes, what is your NC IUL 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:
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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 Other mixed background
 White and Black African Other ethnic background
 White and Asian

Information refused

Disabilities/Special Needs

The University 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 NC IUL 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
- References (as applicable) to follow
- 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 NC IUL student card)
- Proof of address (bank statement/utility bill)

Please return this completed application form to:

Admissions Office
NC IUL 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 NC IUL bank account. This will be deducted from the total amount owed to the university in the first term.
2. Deposits paid to NC IUL 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.
 - The University 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 University 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 NC IUL 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 NC IUL, 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 NC IUL after receiving confirmation of acceptance, the student has a legal right under the Consumer Contracts Regulations 2013 to cancel his/her acceptance by informing NC IUL 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 NC IUL will be deducted from any refund of fees. NC IUL, at the discretion of the Director of Finance, make an administrative charge to recover the cost of making the refund.
6. NC IUL 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 NC IUL, all applicants and students will be subject to the conditions stated herein, as well as regulations provided in NC IUL'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 NC IUL through an Act of God, War of Political or Industrial unrest that may cause temporary cessation of class schedules, NC IUL will endeavour to ensure students recommence studies at NC IUL or another recognised school as soon as possible.
11. NC IUL 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 NC IUL from the student's sponsor on his or her behalf will, after clearance through the bank used by NC IUL, 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 NC IUL, a charge will be made at the discretion of NC IUL.
14. NC IUL will not discuss the particulars of an application with any third party unless the applicant has provided their express written permission for NC IUL to do so or where obligated and allowed to do so by law.
15. Where outside bodies process or hold any of the NC IUL's personal data then NC IUL 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, NC IUL will not be liable for any error or omission.

Disclaimer

Information for Applicants

NC IUL 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 NC IUL 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 NC IUL is reasonably able to and, wherever practicable, will offer reasonable alternative arrangements to continue with your studies. NC IUL 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.

NC IUL 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, NC IUL 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.

NC IUL 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, NC IUL 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 NC IUL, 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

The University 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 the University in compliance with the data protection principles laid down by the Data Protection Act, 1998, GDPR Compliance 2018 and in accordance with the University'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 University; it may be used in order to fulfil the University'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 University; it should also be noted that, in accordance with tradition, in many cases examination results are published openly within this University. By applying to enrol on a programme of study with the University, 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 University should apply in writing to the University's data protection officer.

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.org.

Applicants with Disabilities

The University 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 NC IUL

NC IUL 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.