



# APPLICATION FORM

Please make sure that you complete all sections of this application form clearly in black or blue ink and block capitals and return to: [admissions@fcge.ac.uk](mailto:admissions@fcge.ac.uk)

## SECTION 1 – PERSONAL INFORMATION

### Personal Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	Other (please specify)	
First name		Middle name(s)	
Family name			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>		
Date of birth	D D / M M / Y Y Y Y <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Nationality		Country of Birth	
N.I.Number			

Contact Details									
Address									
Postal city/town					Postcode				
County					Country				
Telephone number					Mobile Number				
Personal email address (please print very clearly)									

Term Address if different from above:			
Address:			Post Code:

Emergency Contacts					
Name 1			Name 2		
Mobile #			Mobile #		
Email			Email		
Relationship			Relationship		
Address			Address		

SECTION 2 – COURSE DETAILS					
HNC/D Business ( 2 years)	HNC/D Healthcare Practice (2 years)	<input type="checkbox"/> DET (1 year)	<input type="text"/>		
BA (Top-up) BM (1 year)	Fnd Degree e BMS (4 years)	<input type="checkbox"/> BA (Hons) BMS (3 years)	Intake	<input type="checkbox"/>	<input type="checkbox"/>
			Year	<input type="checkbox"/>	<input type="checkbox"/>



### SECTION 3 – ETHNIC ORIGIN

#### White

English / Welsh / Scottish / Northern Irish / British (31) Irish (32)

Gypsy or Irish Traveller (33)

Any other white background

☐
☐
☐
☐

#### Mixed / Multiple Ethnic Group

White and Black Caribbean (35)

White and Black African (36)

White and Asian (37)

Any other Mixed / Multiple ethnic background (38)

☐
☐
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☐

#### Asian

Indian (39)

Pakistani (40)

Bangladesh (41)

Chinese (42)

Any other Asian background (43)

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☐

#### Black / African / Caribbean / Black British

African (44)

Caribbean (45)

Any other Black / African /

Caribbean / Background (46)

☐
☐
☐
☐
☐

#### Other

Arab (47)

Any other ethnic group (98)

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☐

### SECTION 4 – ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Secondary Education to GCE A/AS level, SCE Higher, Irish Leaving Certificate GNVQIII, OND/ONC or equivalent. Please also include GCSE examinations if you are applying for a HND course.

Name of Institution / College	Date of Award MM   YY	Subject	Place of study	Grade

### SECTION 5 – WORK EXPERIENCE

Job Title Nature of work	Name and location of organisation	Full time or Part time	From		To	
			Month	Year	Month	Year



SECTION 6 – DISABILITIES AND LEARNING DIFFICULTIES		
-Do you consider yourself to have a learning difficulty or disability?		Yes <input type="checkbox"/> No <input type="checkbox"/>
- Do you consider that you may need additional support whilst attending?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Learning Difficulty	Disability	
1.Moderate leaning difficulties <input type="checkbox"/>	1.Visual Impairment <input type="checkbox"/>	8.Temporary Disability after illness <input type="checkbox"/>
2.Severe learning difficulties <input type="checkbox"/>	2.Hearing Impairment <input type="checkbox"/>	9.Profound complex disabilities <input type="checkbox"/>
3.Dyslexia <input type="checkbox"/>	3.Disability affecting mobility <input type="checkbox"/>	10. Autism <input type="checkbox"/>
4.Dyscalculia <input type="checkbox"/>	4.Other physical disabilities <input type="checkbox"/>	11.Multiple learning difficulties <input type="checkbox"/>
5.Other specific learning disability <input type="checkbox"/>	5.Other medical condition <input type="checkbox"/>	12.Other (please provide details)
6.Autism spectrum disorder <input type="checkbox"/>	6.Emotional/behaviour difficulties <input type="checkbox"/>	<div></div>
7.Multiple disabilities <input type="checkbox"/>	7.Mental health <input type="checkbox"/>	

SECTION 7 – CRIMINAL CONVICTIONS		
To help the College reduce the risks of harm or injury to students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions an applicant has. Relevant criminal convictions for offences against a 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.		
Do you have any criminal convictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please explain:		
<div></div>		

SECTION 8 – STUDENT SUPPORT ELEGIBILITY CHECK		
Have you studied in any other College/University prior enrolling at FCGE, where your course was funded by Student Finance England?		
<input type="checkbox"/>	<input type="checkbox"/>	
Yes	No	
If so, how many years you were studying?		Years <div></div>

### SECTION 9 – HOW DID YOU HEAR ABOUT US.

Website      Advertisement      **Agent**      Family / Friends      Other

Please provide further details if you have been referred by a friend or an agent

## TERMS AND CONDITIONS

The College is registered as a limited company in England & Wales under the Company House registration number 13623996 with a registered name of "Fintact College of Global Education".

1. Its registered office is situated at 101, Duru House, Commercial Road, London E1 1RD providing information in the application form.
2. By signing the declaration, a student confirms that the information provided is to the best of their knowledge and accurate. They fully understand that providing incorrect or incomplete information may lead to the application being refused and/or suspension/withdrawal from the programme and the College at any time within the duration of the course.
3. FCGE London reserves the right to change the programme start date and tutors at its discretion.
4. The College reserves the right to cancel or postpone a course, or part of a course, if there are an insufficient number of students or make changes to course duration or syllabus content.
5. The College reserves the right not to refund any fee paid after enrolment with the College. Any refund of tuition fees and or reduction in tuition fee liability is at the discretion of FCGE London. If a student is withdrawn/terminated after two weeks from the course commencement date, 100% annual tuition fee is payable. Any student, who withdraws within the first two weeks, will be liable for 25% of the annual fee.
6. Any breaches by the student of the College's Code of Conduct and/or the rules and regulations issued by the awarding bodies, or any associated organisations will be dealt with college's policies and may lead to termination from the programme.
7. It is the students' personal responsibility to ensure that they fulfil the attendance requirements. The College reserves the right to withdraw a student if they fail to attend the required amount of lectures. (Please see the Student Attendance Policy which is published separately)
8. The College has the right to withdraw or suspend a student if they fail to meet progression requirements. (Please see the Student Progression Policy which is published separately)
9. The College shall not be liable for any loss or damage suffered by a student in connection with the provision of any course or service except in the case of death, personal injury or loss suffered as a result of the College's negligence. The College cannot be held liable for any indirect or consequential loss or damage suffered by the student.

10. The students have the opportunity to declare special learning, medical or physical needs.

### 11.1. All Refunds:

- Students will remain liable for any money paid on their behalf and not recoverable by the College, e.g. examination or registration fees.
- Refunds will only be considered once the student's date of leaving is confirmed to the enrolment data department in writing.
- No refund will be made for instalment administration charges or where the value of the claim is less than £100.00

2. Full Refund: Students enrolling early who do not take up their place will be entitled to a refund of all fees paid subject to section 1 above.

3. Full Refund of course fees, no refund of admin fee. Students on a standard XX week study programme, who leave within the first XX weeks (usually half term), will be entitled to a refund of all fees paid subject to section 1 above xx weeks (usually half term), will shorter courses will be calculated on a pro rata basis. No refund will be considered if student has been issued CAS letter from the College.

4. Partial Refund: Students on a standard xx week study programme, who leave between the Xth and XXth week (usually end of 1<sup>st</sup> term) will be entitled to a refund of 60% of the fees paid subject to section 1 above and except for any instalment fee.

5. No Refund: Students on a standard xx week study programme, who leave after the XXth week (usually start of 2<sup>nd</sup> week) will not be entitled to a refund.

12. These terms and conditions will be governed by and construed in accordance with English Law. The English Courts will have exclusive jurisdiction to deal with any dispute which has arisen or may arise out of or in connection with them.

I agree to the college processing personal data contained in this form or other data which the college may obtain from me or other people. I agree to the processing of such data for any purpose connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies. In addition, I agree to the College processing personal data described as "Sensitive Data" within the meaning of the United Kingdom Data Protection Act 2018, such processing to be undertaken for any purposes as indicated in the declaration.

### SECTION 10 – DECLARATION

I confirm that I have read the Guidance Notes and I declare that all information given on this form is correct.

The organisation is committed to preserving the privacy of its students and employees and to complying with the requirements of the General Data Protection Regulations (GDPR) 2018. To achieve this commitment information about our students, employees and other clients and contacts must be collected and used fairly, stored safely and not unlawfully disclosed to any other person.

**SIGNED:**

**DATE:**

## **Fintact College of Global Education**

### **Refund Policy**

#### **Course cancellation**

A full refund will be issued if the college deems it necessary to cancel a course.

Fintact College of Global Education reserve the right not to conduct a programme if there will be no enough students to conduct the classes. The minimum number of students required to conduct classes is 15.

#### **Withdrawals and refunds**

Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below.

The College Policy on refund of fees is as follows:

1. Once a student has been fully enrolled, no refund is permitted or shall be made except in circumstances and situation where the College is advised in writing at least four weeks before the commencement date.
2. No refund is permitted or shall be made when a student withdraws once classes have commenced.
3. In case where a prospective student is refused a student visa, the College will refund all fees paid less a GBPXXXX administration fee. However, in such an event, no refund will be made unless the College has received all original copies of the College letters of enrolment plus an original copy of refusal from the appropriate immigration authority and/or medical certificate forbidding student to study.
4. No refund is permitted or shall be made when a student decides to leave the College for whatever reason after an extension of a student visa has been obtained through College facilitation
5. No refund is permitted or shall be made if a student enters the UK on a student visa obtained on the basis of the College's letters of acceptance and enrolment.
6. Where it is proved that a prospective student has submitted a forged document or documents with a view to obtain entry clearance, such a prospective student will not be his or her fees refunded by the College.

#### **1. All refunds**

- Students will remain liable for any money paid on their behalf and not recoverable by the College, e.g. examination or registration fees.
- Refunds will only be considered once the student's date of leaving is confirmed to the enrolment data department in writing.
- No refund will be made for instalment administration charges or where the value of the claim is less than £100.00
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#### **2. Full refund**

Students enrolling early who do not take up their place will be entitled to a refund of all fees paid subject to section 1 above.

#### **3. Full refund of course fees, no refund of admin fee**

Students on a standard XX week study programme, who leave within the first XX weeks (subject to section 1 aboveXX weeks (usually half term), will be entitled to a refund of all fees paid subject to section 1 above and except for any instalment fee.



Refunds relating to shorter courses will be calculated on a pro rata basis. No refund will be considered if student has been issued CAS letter from the College

**4. Partial refund**

Students on a standard XX week study programme, who leave between the Xth and XXth week (usually end of 1st term) will be entitled to a refund of 60% of the fees paid subject to section 1 above and except for any instalment fee.

**5. No Refund**

Students on a standard XX week study programme, who leave after the XXth week (usually start of 2nd term) will not be entitled to a refund.

**Refund Procedure**

Whenever a student or prospective student decides to initiate a request for a refund, the request must be made in writing to the CEO.

**1. Lead Time**

Although the College will always endeavour to respond to refund requests with sense of urgency, under normal circumstances it takes up to six weeks to process a refund.

**2. Transfer of Fees to another Person**

From time to time, students who fail to attend College for bona fide reasons request the College to transfer the fees to a relative or friend's account. If and when the College decides to accept such a request, the fee will be transferred in full less a GBP150 administration charge. The College is under no obligation to honour such a request and such decisions are at the discretion of management.

- If the transfer is in favour of an existing student, the College will credit the account of the student and under no circumstances will the College refund the money directly to a student when the student account is in debit.
- **Withdrawal Within Four Weeks of Programme Commencement.** In the event that a prospective student withdraws from a course less than four weeks before the commencement date, a refund of fees will be made less a GBP250 cancellation fee