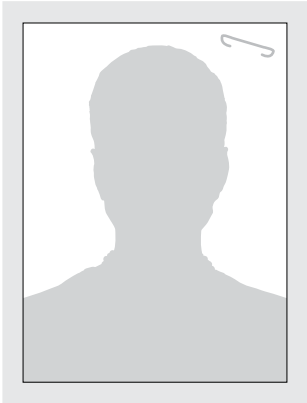


STUDENT APPLICATION FORM

Please complete all sections carefully in **BLOCK CAPITALS** in black / blue ink only, and attach certificates and/or other required documentation. You can also download an application form online for all courses at www.nelsoncollege.ac.uk.

Please attach two colour passport-size photographs. These must be less than six months old. Please write your full name on the back of both.



PERSONAL DETAILS

Preferred title: Mr Mrs Ms Miss other (specify) _____

Surname / Family name _____

First / Given name(s) _____

Previous Surname / Family name (if applicable) _____

Date of Birth: / / Gender: Male Female Country of Birth: _____

Nationality: _____ Domicile (i.e. place of permanent residence) _____

National Insurance no: - - - -

This will be the main method of communication with applicants, please ensure details below are legible and accurate

Telephone: Mobile:

Email address: _____

ADDRESS

Have you lived in the UK for at least 5 years or more before the course start date? YES NO

Current Address

(Where you permanently reside)

City _____ Postcode _____

Duration

/ To: /

Previous Address 1

(if you have lived at current address for less than 3 years)

City _____ Postcode _____

Duration

/ To: /

Correspondence Address

(if different from current address)

City _____ Postcode _____

Duration

/ To: /

Previous Address 2

(if you have lived at the current address and at the previous address (1) for less than 3 years)

City _____ Postcode _____

Duration

/ To: /

COURSE DETAILS

Courses approved by Pearson BTEC

HND Hospitality Management HND Business

Courses validated by London Metropolitan University

Foundation Degree in Hospitality Management Foundation Degree in Business

BA (Hons) Hospitality Management Top-up BA (Hons) Business Top-up

Intake

Year

PROOF OF IDENTITY**Verification of Identity:** ID Card No: Expiry Date: / / 20 Passport No: Expiry Date: / / 20 Driving Licence No: Expiry Date: / / 20 Other: No: Expiry Date: / / 20 **FEES INFORMATION: WHO WILL PAY YOUR FEES?****Please provide evidence of finance, if available** You Student Loans Company Employer Other: _____**DETAILS OF STUDENT LOANS:****Have you previously received a student loan:** Yes No

(if answered yes, please provide further details):

Period: Qualification: Institution attended: **If this course has not been completed, please provide reasons below:****ACADEMIC QUALIFICATIONS - ACHIEVED**

Completion Date (mm/yy)	Institution (including country of study)	Qualification Achieved	Qualification Level (UK equivalent)	Grade/Result

OTHER QUALIFICATIONS AND TRAINING

Completion Date (mm/yy)	Institution (including country of study)	Qualification Achieved	Qualification Level (UK equivalent)	Grade/Result

ENGLISH LANGUAGE QUALIFICATION (IF ANY):

Title of Qualification (e.g. O Level, IGCSE, TOEFL, IELTS)	CEFR Level (e.g. B1, B2, C1)	Grade (including scores for individual skills if applicable)	Verification ID (if applicable)	Date (mm/yyyy)

EMPLOYMENT

Please provide details of current and previous employer (if available), with dates. If the course you are applying for requires professional/work experience as part of the entry criteria, please provide curriculum vitae (CV) / resume which should include an outline of the responsibilities associated with each position.

Please tick here if you have attached CV

Organisation	Position held	Dates	
		From (mm/yy)	To (mm/yy)

REFERENCE

At least one of the referees should be a course tutor if you have been in education within the last two years or your current or most recent employer. Candidates applying on the basis of work experience alone must provide at least one reference from their most recent employer. The referee should not be a friend or family member.

REFEREE 1

Name _____

Address _____

_____ Postcode _____

Tel: _____

Email: _____

REFEREE 2

Name _____

Address _____

_____ Postcode _____

Tel: _____

Email: _____

NEXT OF KIN CONTACT DETAILS:

(Your next of kin will be contacted in case of any emergency)

Relationship with Applicant _____

Name _____

Address _____

_____ Postcode _____

Tel: _____

Email: _____

GP DETAILS

GP Name _____

Address _____

_____ Postcode _____

Tel: _____

Email: _____

LEARNING SUPPORT REQUIREMENTS

Please complete this section if you have any disabilities, medical conditions or specific learning difficulties. If you require further advice please contact the Student Welfare Officer.

Do you have a disability, medical condition or any specific learning difficulties? Yes No

No known disability

Blind or serious visual impairment

Deaf or a serious hearing impairment

Two or more impairments and/or disabling medical conditions

Specific learning difficulties (e.g. Dyslexia)

Autistic Spectrum Disorder/Asperger's Syndrome

Long standing illness or health condition

Mental health condition

Wheelchair user/mobility difficulties

Other disability not listed above

I am in receipt of the Disabled Students' Allowance Yes No

I am applying for or intend to apply for, the Disabled Students' Allowance Yes No

Please detail below any additional support, adjustments or changes you may need to your studies

HOW DID YOU HEAR ABOUT US?

Website Advertisement Agent Family/Friends Other

Please provide further details

PERSONAL STATEMENT / FURTHER INFORMATION

Please tick here if you have included a Personal Statement separately

The personal statement is an important part of your application. Please ensure you address the following:

- Why you want to undertake this course
- Your long term personal and professional goals
- Any relevant experience you have had including paid or unpaid voluntary work
- Why you feel that your skills and abilities make you suitable for this course
- How the course will help with your career development

Continue on separate sheet if required

Do you have any unspent criminal convictions? Yes No

A criminal record will not necessarily be a bar to obtaining a place at the college.

A satisfactory Disclosure and Barring Service (DBS) report will be required for successful applicants to enrol in courses where students work with children or vulnerable adults.

Applicants who have a previous conviction will not be automatically excluded from the application process. However, if you have ticked Yes, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Nelson College London in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The College may request further disclosure from you and your offence may affect your application.

Data Protection Act 1998

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 1998, such processing to be undertaken for any purposes as indicated in the declaration. If my employer/sponsor is supporting my studies by paying my fees/allowing me study time, I agree to my employer/sponsor being informed of the progress of my application and of my studies if I am accepted onto the course.

Information from this form, including equality monitoring information, may be sent to the Higher Education Statistics Agency (HESA). This information is shared with public authorities with responsibility for funding and regulating higher education. For information on how your personal data is used by HESA and other public authorities please see the 'Student Collection Notice' at www.hesa.ac.uk/fpn.

DECLARATION

I certify, to the best of my knowledge, the information I have provided is accurate and true. Please note, if any information is withheld or misrepresented, we reserve the right to withdraw your application and/or any admission offer.

Please tick here to confirm if you would like to be contacted by our partners and/or third party organisations about goods and services which we feel may be of interest to you.

Signature of Applicant

Date

Print Name

CHECK LIST

Please ensure that you have completed all sections of the application and have attached all the relevant documentation.

- 2 Passport-size photographs
- Evidence of identity (e.g. Passport, ID, Driving Licence)
- Qualifications (Copies of Certificates)
- Personal Statement / further information
- Learning support requirements (if required)
- References (if available)
- Sign and Date Declaration

FOR OFFICE USE ONLY

Date Received:	Student ID									
Programme of study:										
Start Date:					End Date:					
Conditions:										
Admission Officer's Name & Signature:										

TERMS & CONDITIONS

- 1. The College is registered as a limited company in England & Wales under the Company House registration number 05301926 with a registered name of Nelson College London". Its registered office is situated at 106 Olympic House, Clements Road, Ilford, Essex IG1 1BA*
- 2. By providing information in the application form and 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. Nelson College 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 Nelson College 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, 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. 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.*

EQUALITY MONITORING FORM

Nelson College London is committed to providing equality and opportunity for all. Completion of this equality monitoring form is optional and any information provided will not influence your admission to the College. Information from this form may be provided to the Higher Education Statistics Agency as described in the Data Protection section above (see page 5)

Is your current gender identity the same as the gender you were originally assigned at birth?

Yes No Prefer not to say

ETHNICITY

White

- White Scottish
- White British
- White Irish
- White other

Black, Black Scottish, Black British

- Caribbean
- African
- Any other Black background, please write here:

Asia, Asian Scottish, Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, Please write here:

Mixed

- Any other mixed background, please write here:

Other

- Other ethnic background, please write here:

I choose not to disclose

RELIGION / BELIEFS

Do you identify with any of the following belief?

- | | |
|--|--|
| <input type="checkbox"/> Church of England | <input type="checkbox"/> Hinduism |
| <input type="checkbox"/> Roman Catholic | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Other Christian | <input type="checkbox"/> None |
| <input type="checkbox"/> Buddhism | <input type="checkbox"/> Choose not to disclose |
| <input type="checkbox"/> Islam | <input type="checkbox"/> Other, please specify:
_____ |
| <input type="checkbox"/> Jewish | |

Sexual Orientation

- Heterosexual
- Gay
- Lesbian
- Bisexual
- Choose not to disclose

I choose not to complete the Equal Opportunities Monitoring Form



GANTS HILL CAMPUS

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406-410 Eastern Avenue
Essex IG2 6NQ

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+44 (0)208 518 1154



ILFORD CAMPUS

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28-42 Clements Road
Ilford, Essex IG1 1BA

Tel: +44 (0)208 514 0033
+44 (0)208 478 7695



EMAIL US

info@nelsoncollege.ac.uk



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nelsoncollege.ac.uk



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