

Notting Hill College

Application Form

Business Programmes



Application Number:

COURSES

Please tick the course for which you are applying:

- ☐ MBA two-phase programme
- ☐ Ofqual regulated ATHE Level 4 Extended Diploma in Management
- ☐ Ofqual regulated ATHE Level 5 Extended Diploma in Management
- ☐ Ofqual regulated ATHE Level 4/5 Extended Diploma in Management
- ☐ Ofqual regulated ATHE Level 6 Extended Diploma in Management
- ☐ Ofqual regulated ATHE Level 7 Extended Diploma in Management

Please state your year of entry:

Start Date: ☐ Jan/Feb ☐ Apr/May ☐ Sept/Oct

Mode of Study: ☐ Full Time ☐ Part Time

PERSONAL DETAILS (IN BLOCK LETTERS)

Please insert below the style in which you would like correspondence from Notting Hill College addressed to you:

Title: First Name: Surname:

Nationality: Date of Birth: / /
Day Month Year

Country of Birth: PassportNo:

Address (permanent home address)

Correspondence Address (if different):

City/Town:

Post Code:

Country:

Tel: Mobile:

Email:

EDUCATIONAL QUALIFICATIONS

School examinations taken/to be taken. Kindly attach the relevant attested photocopies of your educational qualifications. Please provide English Language translations of these documents where appropriate. Please include details of any English Academic or Language qualifications IELTS or any equivalent.

Year of Passing	Qualification	Awarding Body	Result or Credit (where relevant)	Marks(%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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ANY OTHER PROFESSIONAL QUALIFICATIONS OR WORK EXPERIENCE

Please list any examination which you have taken for which results are awaited. Also, list any examination which you will be taking in the near future.

NEXT OF KIN DETAILS

Title:		First Name:		Surname:	
Address:				Relationship:	
				Phone:	
				Email:	

EMPLOYER OR ACADEMIC REFERENCE

Name and Address of Referee:

LIST OF ENCLOSURES TO BE SUBMITTED WITH YOUR APPLICATION FORM

I have enclosed the following:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|---------|
| <input type="checkbox"/> Copies of my educational documents. | Checked |
| <input type="checkbox"/> Copy of my Passport/Identity Card (EU National only). | |
| <input type="checkbox"/> Statement of Purpose. | |
| <input type="checkbox"/> One passport sized photograph (Please print your name and intended course on the back of the photo). | |
| <input type="checkbox"/> Proof of the necessary funds for completion of the course. | |
| <input type="checkbox"/> A copy of your CV (mature student entrants only). | |
| <input type="checkbox"/> A proof of address document in the UK. | |

LIST OF ENCLOSURES TO BE SUBMITTED WITH YOUR APPLICATION FORM

Application for admission is made directly to Notting Hill College. Before making the application students must read the brochure and handbook carefully.

It is particularly important that the student understands the entrance requirements for the course of study for which they wish to apply. If you are in any doubt as to your eligibility to join a particular course, our admissions staff will be pleased to advise.

Payment of Fees

All fees must be settled in full prior to the commencement of the course.

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DECLARATION

To be signed by all students:

I declare that the statements made by me are correct to the best of my knowledge and belief, and I agree to be bound by Notting Hill College's Terms & Conditions stated on this application form, which I have read and understood.

Applicant Signature:

Date:

It is the student's responsibility to immediately inform the Notting Hill College administration office of any changes in his or her personal circumstances.

PLEASE RETURN THE COMPLETED FORM TO NOTTING HILL COLLEGE OR YOUR STUDY CENTRE

19 Waters Edge Business Park, Modwen Road,
Salford, Greater Manchester, M5 3EZ,
United Kingdom
Tel: +44 161 872 9271

Kindly courier/post the completed form to the representative below who is handling your application.

FOR OFFICE USE ONLY

Application Reference No:

Receipt Number:

Representative Name:

Head Office

19 Waters Edge Business Park, Modwen Road,
Salford, Greater Manchester, M5 3EZ,
United Kingdom
Tel: +44 161 872 9271



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TERMS AND CONDITIONS

We strongly suggest that you read, and understand, our standard Terms and Conditions. Please contact Notting Hill College if you have any questions relating to these terms.

Deposits and Balance Payments

1. You can, at the discretion of Notting Hill College, pay a deposit at the time of booking, if your course is more than two weeks away. This deposit is non-refundable. The remaining balance will become payable two weeks before the specified start date of your course. If your course starts within the next two weeks you will need to pay the full amount at the time of booking.
2. Receipt of a deposit does not imply acceptance of a booking. Notting Hill College will confirm acceptance of your booking in writing or via e-mail.

Making changes to your classroom courses

3. If a request to change course dates is made:
 - More than 30 days prior to your classroom course start date there will be no fee to re-schedule.
 - Between 30 days and 14 days before the classroom course start date the fee to re-schedule will be £40. The fee must be paid at time of re-scheduling.
 - Within 14 days of the classroom course start date no changes or cancellations can be made.
 - If a classroom course is booked within 14 days of the classroom course start date no changes or cancellations can be made

Prices

4. Notting Hill College reserves the right to change any of the prices, services or other provisions contained on the website at any time.
5. If you receive a discount in relation to a classroom course for a specific location and date, rescheduling is only possible once payment for the full amount of the course is taken.

Cooling Off Period

6. If for any reason you are not satisfied with the course you have purchased you are entitled to a full refund within 14 calendar days from the date you made the purchase of the course, unless this is within 14 days of the start date of a classroom course. If you have purchased an online or combined course and have started the course and submitted the learner agreement, you are not entitled to a refund, as per the legislation on digital content (please see section 11). In this case, no refund is possible. After 14 calendar days, you are outside the 'cooling off' period and you are not entitled to a refund if you wish to cancel. If you have purchased a classroom or combined course by initially paying a deposit, we are only able to refund the balance payment, as deposits are non-refundable (see section 1).

Course cancellation by Notting Hill College

7. We reserve the right to change or cancel the course. The very nature of the courses we offer, requires flexibility by all parties. For this reason, the outline itinerary and description must be taken as an indication of what may take place on the course, and not as a contractual obligation.
8. If the minimum number of bookings required to run a course is not met, and if Notting Hill College should cancel a course for this reason, they will endeavour not to do so less than 14 days prior to the course date.
9. In the event of a Notting Hill College trainer being unable to attend due to trainer illness or other circumstances beyond their control, the course may be cancelled. Notting Hill College will endeavour to provide an alternative trainer but this is not always possible. Refunds of any fees paid will be made but no liability shall be taken for travel or accommodation costs incurred by you.

Course cancellation by students

10. Course cancellations will only be accepted in writing or via e-mail.

Online/Combined Courses

11. You cannot get a refund on online courses outside the 14-calendar day cooling off period. By starting your online course and submitting the learner agreement you are deemed to have begun your course and to have acknowledged that your right to cancel your course and receive a refund will be lost. You have from one to six months to complete the course from date of purchase, depending on which course you have bought.

Extensions

12. The design of the courses offers a great deal of flexibility. An extension can also be arranged free of charge for the first time (it grants you 4 extra weeks) after, you would pay £25 for every extra 4 weeks. After 12 months of inactivity, your course will be deleted and you will not be able to access your grades or course work. Please contact manchester@nottinghillcollege.co.uk to extend your course.

Classroom courses

What is included?

13. A printed course handbook, qualified Notting Hill College trainer and refreshments, such as tea or coffee, are provided during the course.

What is not included?

14. All food and other related costs, accommodation and parking at the venue are not included in the price of our courses. Neither is transport to and from the class venue.

Admissions Policy

15. Notting Hill College will not accept any student refusing to take part in an identity check. An identity check must be carried out on all prospective students. An identity check can involve any of the following:

1. Skype Interview
2. Video Conferencing
3. Photographic ID (Valid passport, valid identity card, valid driver's licence)
4. Proof of address
5. Proof of qualifications

16. Notting Hill College reserves the right to refuse admission or eject any student deemed to be behaving in an unacceptable manner [without a refund]. We do not tolerate any form of unsociable or unacceptable behaviour, and will act upon any behaviour reported to us. All students on classroom courses must follow the Notting Hill College policies set out at <http://nottinghillcollege.co.uk/index.php/policies/>.

17. In the unlikely event of a threatening or inappropriate situation occurring on one of our classroom courses, we request that the student bring any issues to the attention of the tutor as soon as possible. Within reason, we will do our utmost to investigate, take action and resolve the situation, in the best interest of all parties.

Non-completion/non-attendance at the weekend or weekday courses

18. Non-attendance without warning is non-refundable and non-transferable to another course.
19. If an emergency, prior or during your classroom course days, prevents your course attendance, you must notify Notting Hill College within 24 hours (preferably by email – manchester@nottinghillcollege.co.uk) to request consideration for re-scheduling of your course dates. Written proof of the reason will be required within 7 days of the notification (e.g. Doctor's note) before any changes can be considered. Changes are subject to the discretion of the courses manager. If re-scheduling is permitted, then a fee of £75.00 will be charged. The above process applies when a student is not able to attend all or part of the classroom courses.
20. If a student arrives an hour or more late for the start of a course (whether at morning or afternoon periods) then Notting Hill College reserves the right for the tutor to refuse entry to the course for the student.

Failing the course

21. In most cases, students pass the course. However, if the tutor feels you have not participated fully on the course or that you have not grasped the content of the course sufficiently then you may be asked to resubmit your work. For every resubmission, you will be charged £25 per assignment. If you have dropped-out, please contact the Course Officer to state your reasons. Once accepted, you will be charged £50 as re-enrolment fees.
22. If you do not have the required level of English to complete the course, we reserve the right to fail you without expectation of a refund. As a guide, we recommend that non-native speakers have a minimum Cambridge level 4, CEFR level B2 or IELTS 6.0 score. If you are unsure, you should take our online placement test and must be able to score 85% on your first attempt.
23. Plagiarism is copying either entirely or almost word for word from any of our tutors' answers, other students and/or from other sources. While we encourage our students to search for alternative content, your answers must be your own work. This means that they must be adapted to your own ideas. The examples and information we provide are resources you are encouraged to read to widen your knowledge but when applying these to your own work, they must be changed, adapted to your own words & interpretation and referenced accurately. If a student plagiarises he/she will be given a warning, but if the plagiarism continues you may fail the course without a refund.

Reassessment

24. Our reassessment procedure will be initiated should a student be unhappy with their final grade, or should they want further clarification on why they were awarded their final grade. Once the student has agreed to the terms & conditions outlined in this document, the reassessment procedure can begin. This will involve an assessor (different from the assessor who originally graded their work) reading through the student's assignments/quizzes/final exam.
25. The next step will be for the assessor to create a report for each piece of work using the Grading Rubric which all students will have received (as it is detailed in each Programme Handbook). Once the reports are complete, relevant grades will be awarded. Once all pieces of work are graded, a final grade will be awarded. Once the procedures have been completed, there will be one of three outcomes. These are as follows:

• Increase in Grade

If once the procedure has been completed, the student is awarded a higher grade than they originally received, the student will be sent their reports and a new grade book via email. They will be sent a new certificate which displays their higher grade by post, as well as a new verification number to confirm the certificate's authenticity. Once this new certificate has been issued, the original certificate and verification number will become invalid.

• Grade is Maintained

If once the procedure has been completed, the student is awarded the same grade as they originally received, the student will be sent their reports and a new grade book via email. The student will keep their original certificate and verification number.

• Decrease in Grade

If once the procedure has been completed, the student is awarded a lower grade than they originally received, the student will be sent their reports and a new grade book via email. They will be sent a new certificate which displays their lower grade by post, as well as a new verification number to confirm the certificate's authenticity. Once this new certificate has been issued, the original certificate and verification number will become invalid.

Certificates

26. Every endeavour is made to ensure that certificates reach the successful student within 1 month of completion of the course. Notting Hill College, however, cannot be responsible for certificates that are not received due to postal issues. If you have not received your certificate within 6 weeks of passing your course, please contact Notting Hill College for assistance. Certificate issuance is free of charge for the first attempt. If the package bounced back, graduate will pay £40 for resending.
27. All students can request a new certificate to replace a lost certificate for the administrative fee of £50 within the United Kingdom and £75 outside the United Kingdom. This fee includes first class postage and packaging within the UK, and standard international mail respectively. Tracked international mail can be arranged for a fee of £20. If the student requires alternative postal arrangements, this will solely be at the cost of the student.
28. Notting Hill College does not accept liability for any loss or additional expense caused by delay or interruption to travel services, weather conditions, civil disturbance, industrial action, strikes, wars, floods, sickness or force majeure. Such losses or additional expenses are your responsibility. Force majeure represents unusual and unforeseeable circumstances such as war or the threat of war, riots, terrorist activity, civil strife, industrial disputes, natural or nuclear disaster, fire, flood or adverse weather conditions.
29. Notting Hill College does not accept responsibility or liability for death, bodily injury or illness caused to the client or any other person included on the application form. Any claims shall be subject to English law in respect of any question of liability or quantum, and all proceedings shall be within the sole domain of the English courts.
30. Under no circumstances does Notting Hill College accept responsibility or liability for loss of personal possessions while attending the course.
31. Notting Hill College does not accept responsibility or liability for any other event which may affect you or your course.
32. In order to register and receive or use the services on our website, you will be required to submit some personal information, such as your name, your postcode and email address. We have a legal duty to ensure that we keep your personal data safe and secure, in accordance with the Data Protection Act 1998. We will not share your personal information with anybody else without your knowledge, unless we are required by law to do so.

Acceptance of Terms and Conditions

33. By signing the application form, verbally agreeing on the telephone, having clicked 'Register' on the website or making an online payment, you are agreeing to accept all these conditions. The person who signs the booking form, does so on behalf of all the individuals included on it, so that all are bound by the booking conditions.

Signed

Dated