

# COLLEGE OF CENTRAL LONDON

73 Great Eastern Street, London EC2A 3HR Tel: +44 (0)20 7739 5555 ccl@btinternet.com www.central-college.com Fax: +44 (0)20 7739 9005

## BIFM APPLICATION FORM

Please complete or tick boxes as appropriate

Personal details		Level 5	
		Level 6	
Title	Forename(s)	Surname	
Home address			
Home tel number		Personal mobile number	
Personal email address			
<b>Employment details</b>			
Name and address of employer			
Work tel & (ext if applicable)		Work mobile (if applicable)	
Work email			
<b>Invoicing information</b>			
* Please note payment is required prior to course commencement			
I am self funding	Payment in full		Payment by agreed instalments
I am partly employer funded	Payment in full only	√	
I am full employer funded	Payment in full only	√	
<b>Payment Method</b>			
Accounts payable contact name & address			
Contact number	Purchase order No		
Company cheque	Personal cheque	BACS	Cash



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## EQUAL OPPORTUNITIES MONITORING

The information requested is to enable the college and The British Institute of Facilities Management's monitoring of enrolments. Some information may be forwarded to OfQual, but this will be anonymous. All information will be treated as **strictly confidential** and managed in compliance with the Data Protection Act of 1988.

<b>BIFM Course or unit</b>	Level 5 <input type="checkbox"/>	Level 6 <input type="checkbox"/>	
<b>Title</b>	First name	Surname	Date of birth
<b>Marital status</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
<b>Ethnic origin</b>	African	Asian	British
Caribbean	Chinese	European	Mixed
Other	Nationality		
<b>Disability</b>	Under the Disability Discrimination Act (DDA) a disability is defined as physical, sensory or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.		
Do you consider yourself to be disabled? We will be pleased to consider any reasonable arrangements or resources which may support your studies.			
Are you disabled?	YES <input type="checkbox"/>		NO <input type="checkbox"/>
If yes, please detail any special needs you may have, in order to assist your completion of this course			
MIAP (Managing Information Across Partner.) This is a central government data base. Education achievements may be logged, and later accessed by yourself, the College of Central London will apply on your behalf. Once registered MIAP will issue a Unique Learner Number (ULN) for your use.			
If you wish to be MIAP registered please sign.	Signature		
Exemption & Recognition of Prior Learning (RPL). Claims must be supported with appropriate documentation and submitted to the course leader.	If you have studied and achieved success at an equivalent level to one or more units of your BIFM studies it may be possible to claim exemption or RPL. If your RPL claim is successful, your record will show that you were expert from the assessment. If your RPL claim is successful will still need to submit an assignment to BIFM, but you will not need to study for it at CCL.		
I wish to claim	YES <input type="checkbox"/>		NO <input type="checkbox"/>



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## TERMS AND CONDITIONS

All prospective students must read the following conditions before they sign the application form.

1. The College reserves the right to refuse any application for admission for an reason whatsoever.
2. All tuition fees must be paid in accordance with the Procedure for Registration and Enrolment of Students. Should the student make late payment on any installment due, or default on any of these conditions, or fail to attend in class to the satisfaction of the College, then the installment facility will cease at once, and the whole of the balance payable for the tuition fees shall become immediately due, whether or not the student continues in class.
3. All college fees are for tuition only, unless otherwise stated. Examination fees are additional unless otherwise stated.
4. The College reserves the right to change lecture times or to alter or vary at any time from the published course outline.
5. The College reserves the right to merge certain classes with other classes of the same academic level, at any time.
6. The College reserves the right to alter/amend its internal Certificates or Diplomas.
7. In the event of any Act of God, war or political or industrial unrest that may cause the temporary cessation of tuition, the College will ensure that students recommence studies at the College (or its associated colleges) as soon as possible. In such an event, students will be provided with any extra tuition necessary to prepare them for examinations.
8. Irrespective of any information provided verbally by the college staff or authorized representatives to prospective students, all prospective and existing college students will be subject to the conditions herein.
9. The College will not be responsible for any mail or money sent to students who use the College as an accommodation address.
10. Though students' files are confidential, some data is held on computer and may be disclosed to authorized individuals when requested. Central London College will not be liable for any information provided to a third party.
11. The above conditions will be subject to interpretation in English law courts.

NOTE: At the beginning of each course the College carefully plans the number of students for each class and the overheads that will be incurred providing sufficient teachers and other facilities. Accordingly, students appreciate that if they fail to attend classes regularly or abandon their classes, the College is still under an obligation to other students to continue to provide the service with the same facilities. Therefore, the College will have no alternative but to insist that retention is made of all tuition fees payable by students whether or not they continue to attend their classes, otherwise this will have a detrimental effect on other students.



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## Terms and conditions

I have read and accept the above terms and conditions

Name:.....

Signature:.....

## Course commitment

I would like to enrol on the BIFM course level ..... to be held on..... at a total cost of £.....

I confirm that I have read and agreed the attached Terms and Conditions for attendance and course fees on the BIFM course. I am aware that the copyright of all the course material belongs to The College of Central London.

Signed.....

Name.....

Date.....

