****

Please attach passport photo



APPLICATION FOR ADMISSION

Please read our Terms and Conditions (found in Section 10) before starting this
application form, and email all completed forms to info@iqe.academy

**SECTION 1: PERSONAL DETAILS**

**First Name(s**):

**Surname:**

**Date of Birth: (DD/MM/YYYY) Gender:** [ ]  **Male** [ ]  **Female**

**Marital Status:** [ ]  **Single** [ ]  **Married** [ ]  **Other**

**Nationality:**   **Passport Number:**

**Place of Passport Issue:**   **Passport Expiry: (DD/MM/YYYY)**

**Address:**

**Country:**  **Post Code:**

**Telephone:**  **Mobile:**

**Email:**

**SECTION 2: PROPOSED COURSE OF STUDY**

**Title of Course(s) you wish to apply for**

**1st Course:**

**2nd Course:**

**Course Start Date: (DD/MM/YYYY)**

**Please state your previous qualifications, most recent first. Please ensure you attach copies of your transcripts and certificates.**

**SECTION 3: EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification Title** | **Awarding Organisation** | **Start Date** | **Award Date** | **Grade/Marks** |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |
|   |    | (DD/MM/YY) | (DD/MM/YY) |   |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |

**SECTION 4: WORK EXPERIENCE**

**Please state your work experience, most recent first.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Position** | **Start Date** | **End Date** | **Reason for Leaving** |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |
|   |    | (DD/MM/YY) | (DD/MM/YY) |   |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |
|   |   | (DD/MM/YY) | (DD/MM/YY) |   |

**SECTION 5: ENGLISH LANGUAGE PROFICIENCY**

**In what language were you taught and examined in for your highest qualification?**

**Please state your first language:**

**Do you have any English Language qualifications? (E.g. ESOL, IELTS, TOEFL)** [ ] Yes [ ] No

**Name of Test:** **Score:**

**Place of Test:** **Date:** **(MM/YYYY)**

**Please briefly provide the reason for your interest in your selected course(s) and what you hope to gain from it. Use separate sheet if necessary.**

**SECTION 7: DISABILITY MONITORING**

**SECTION 6: STATEMENT IN SUPPORT OF YOUR APPLICATION**

**Do you consider yourself to have any disability?** [ ] Yes [ ] No

**Do you have any special requirements?** [ ] Yes [ ] No

**If ‘Yes’, please detail the requirements:**

**SECTION 8: EMERGENCY CONTACT DETAILS**

**Name:**

**Address:**

**Country:**

**Telephone:**

**Email:**

**Relationship:**

**How did you hear about iQe Academy?** [ ] Social Media [ ] Website [ ] Seminar [ ] Friend [ ] Email [ ] Other

**SECTION 9: MARKETING**

**If ‘Other’ please specify:**

**Are you using a representative to assist you with your application?** [ ] Yes (Please specify below) [ ] No

**Name:**

**Address:**

**Country:**

**Telephone:**

**Email:**

**SECTION 10: TERMS AND CONDITIONS OF ENROLMENT**

**By enrolling for a course, you accept that you have read and agreed to the terms and conditions of enrolment and that you are subsequently bound by these terms.**

1) Admission to iQe Academy shall only be deemed secured and accepted upon payment of the registration fees, which once paid, are non-refundable under any circumstances.

2) All fees can be paid either by cheque, cash or by bank transfer to the Centre.

3) iQe Academy is not responsible for any charges related to dishonoured cheques. All dishonoured cheques will be liable for an AED 100 bank charge.

4) All documentation shall be provided to iQe Academy before the course starts. The centre has the right to refuse admission if documentation is missing.

5) A learner will not be allowed to attend the course, until due fees have been paid. If fees agreed to be paid by instalments are overdue, then workshop attendance and access to the learning platform may be suspended.

6) Regular attendance is beneficial to the learner and hence encouraged and monitored. Learners are requested to attend all scheduled workshops for their course to receive the full benefit of their learning experience and value for money.

7) It is the learner’s responsibility to ensure that their personal details and contact details held by iQe Academy are always up-to-date and accurate.

8) A learner’s application form and all supporting documents will be held on file and remain confidential.

9) iQe Academy reserves the right to dismiss any learner at any time for behaviour which is deemed to be unprofessional, inappropriate or disruptive to other learners and also in case of failure to meet educational or financial requirements set by iQe Academy. No fees will be refundable for any learner dismissed under this section.

10) iQe Academy maintains the right to make changes to the timetable, tutors, or venues, without prior notice. Any alterations will not affect your subjects or qualification.

11) At the discretion of iQe Academy, we reserve the right to reschedule or cancel courses if iQe Academy deems there to be insufficient enrolments. The learner will be offered a refund if the course cannot be rescheduled within 3 months.

12) If for reasons outside of iQe Academy’s control the class or course is cancelled, the class will be rescheduled.

13) iQe Academy is not liable for loss or damage to learner belongings when on iQe Academy’s property.

14) Payment: A learner’s place at iQe Academy will not be held unconditionally without receiving the initial payment.

15) Course Transfer: Any learner who wishes to change course, must put their request in to the admin team within the first 3 weeks of the course. The final decision will be made by the head of the department.

16) Certificates: Where a learner passes a course and is entitled to a certificate, iQe Academy reserves the right to withhold the certificate where course fees are still outstanding.

17) Non-Payment of Fee’s: iQe Academy maintains the right to terminate a learner’s enrolment at any time during the length of the course if they have defaulted on agreed payment instalment.

18) Learners attending classes must adhere to all iQe Academy policies.

19) An administrative fee will be charged for any refund processed.

20) iQe Academy is not a recruitment agency and, therefore, is not accountable for full-time employment of any students upon completion of the selected course.

**SECTION 11: REFUND POLICY**

All requests for refund must be made in writing by the applicant addressed to iQe Academy and should clearly state the following:

\* Details of the applicant to include reference number & course details.
\* Total fees deposited and the reason for request of tuition fees.
\* Applicants bank details including swift codes to receive refund.
\* All supporting and relevant documents to be returned to iQe Academy.

The applicant shall be entitled to cancel the provision of the Training Course(s) in writing before the delivery date by serving a notice to iQe Academy. However, in recognition of the preparation and time spent in preparing the delivery of the Training Course(s) by iQe Academy, upon notice of cancellation of the Training Course(s), the applicant shall thereby become liable to a cancellation charge equal to a percentage of the Charges as set out below, which percentage shall be determined as follows:

On cancellation more than 120 days before delivery of the first Training Course: 20% of the fees already paid will be charged.

On cancellation 120 – 61 days before delivery of the first Training Course: 40% of the fees already paid will be charged.

On cancellation 60 – 31 days before delivery of the first Training Course: 60% of the fees already paid will be charged.

On cancellation 30 – 4 days before delivery of the first Training Course: 80% of the fees already paid will be charged.

On cancellation 3 days or less before delivery of the first Training Course: 100% of the fees already paid will be charged.

For the avoidance of doubt, an application to change the specification of the Training Course(s) or to reschedule any Training Course(s) will be treated as a cancellation of an existing booking and a new booking will be made, unless otherwise agreed by iQe Academy. If iQe Academy has contracted to provide a series of Training Course(s), it is acknowledged that if the applicant cancels any one or more Training Course(s) after the delivery of the first in the series of Training Course(s), the applicant shall be liable for 100% of all Charges. Without affecting any other right or remedy available to it, iQe Academy may terminate the Contract with immediate effect by giving written notice to the applicant if the applicant fails to pay any amount due under the Contract on the due date for payment; or there is a change of control of the applicant. Without affecting any other right or remedy available to it, iQe Academy may suspend the provision of the Training Course(s) under the Contract or any other contract between the applicant and iQe Academy if the applicant fails to pay any amount due under the Contract on the due date for payment.

**SECTION 12: DECLARATION**

**I hereby confirm that the information I have given is correct and complete, and that I have read, understood and agree to the terms, conditions and refund policy stated on this form.**

**Signature of the Applicant:**   **Date: (DD/MM/YYYY)**

**Name of the Applicant:**

**APPLICATION CHECKLIST**

Please use the checklist below to ensure that the application is completed:

[ ]  Fully completed & signed Application Form

[ ]  Passport sized photo

[ ]  Up-to-date CV

[ ]  Copies of Passport pages

[ ]  Copy of UAE visa and Emirates ID

[ ]  Copies of Academic Certificates & Transcripts

[ ]  English Qualifications (if any)

[ ]  Appropriate fees stated on Conditional Offer Letter

If you are currently employed in the UAE, please also provide the following:

[ ]  References from your current employer

[ ]  No Objection Letter from your current employer

**NOTES**