

**F/APP-2011/12**

## APPLICATION FORM / FULL-TIME COURSE

You should use this form if you are applying for a full time taught postgraduate programme. Applicants are reminded that they can also apply online at [www.sirm.ac.uk](http://www.sirm.ac.uk), please check your chosen course on our website for details or contact one of our regional offices or sole representatives where appropriate.

### IMPORTANT

It is important that you complete ALL sections and give as much information as possible. Your application may be delayed if the form is incomplete. Remember to attach all relevant additional information to your application. Please complete in black ink. USE BLOCK CAPITALS.

### COURSE DETAILS

Course	Duration	Fee
<b>LEVEL 7</b>		
<input type="checkbox"/> Postgraduate Diploma in Business Studies (PGD BS)	1 year	£5,250
<input type="checkbox"/> Postgraduate Diploma in Information Security and Assurance (PGD ISA)	1 year	£5,250
<b>LEVEL 6</b>		
<input type="checkbox"/> Integrated Graduate Diploma in Computing	3 years	£5,050/ per year
<input type="checkbox"/> Integrated Graduate Diploma in Business Studies	3 years	£5,050/ per year
<input type="checkbox"/> Professional Higher Diploma in Tourism and Hospitality Management	1 year	£5,050
<input type="checkbox"/> Professional Graduate Diploma in IT	1 year	£5,050
<b>LEVEL 5</b>		
<input type="checkbox"/> Level 5 Diploma in Business and Administrative Management	1 year	£4,750
<input type="checkbox"/> Professional Diploma in Tourism and Hospitality Management	1 year	£4,750
<input type="checkbox"/> Diploma in IT	1 year	£4,750
<b>LEVEL 4</b>		
<input type="checkbox"/> Level 4 Diploma in Business & Administrative Management	1 year	£4,450
<input type="checkbox"/> Professional Certificate in Tourism and Hospitality Management	1 year	£4,450
<input type="checkbox"/> Certificate in IT	1 year	£4,450

**Intended Start Date:**      Month      Year

### PERSONAL DETAILS

Your name should appear as it does in your passport. Please do not use abbreviations.

<b>Male/ Female</b>	
<b>Mr./ Mrs./ Miss/ Ms / Other</b>	
<b>First Name:</b>	
<b>Middle Name (s):</b>	
<b>Surname:</b>	
<b>Date of Birth: dd/mm/yyyy</b>	
<b>Passport Number:</b>	
<b>Passport Issue Date:</b>	
<b>Passport Expiry Date:</b>	
<b>Country of Birth:</b>	
<b>Country of Permanent Residence:</b>	
<b>Nationality:</b>	

Home (Overseas) Address	Current Address (if different from Home(Overseas) address)
Telephone/ Mobile Number:	Telephone/ Mobile Number:
Email Address:	Email Address:
Have you ever been refused a visa to UK?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If 'Yes' – attach a copy of the refusal letter)
Do you have any criminal convictions which will be unspent at the time of your admission to the college? You should not include any motoring offences.	Yes <input type="checkbox"/> No <input type="checkbox"/> (If 'Yes' – College may ask you for further details)

### DISABILITY/ SPECIAL NEEDS

Do you have a disability or specific learning difficulty? Yes  No

Please tick the appropriate box to which your disability/special need applies:

<input type="checkbox"/> Specific learning difficulty (e.g. dyslexia)	<input type="checkbox"/> Autistic Spectrum Disorder/ Asperger Syndrome
<input type="checkbox"/> Blind/ visually impaired	<input type="checkbox"/> Mental health difficulties
<input type="checkbox"/> Deaf/ hearing impaired	<input type="checkbox"/> Not listed above (please provide details below)
<input type="checkbox"/> Wheelchair/ mobility related disability	<input type="text"/>

We strongly recommend that you disclose your disability so we can ensure that appropriate adjustments can be put in place before you start the course.

### NEXT OF KIN

Name:
Relation:
Address:
Telephone/ Mobile Number:
Email:

### ACADEMIC QUALIFICATIONS

Institution	Dates Attended	Examinations taken with main subject	Class / Grade	Date of Award	Verified (Official use only)
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Do you hold UK degree or qualification? Yes  No

If 'Yes', please provide copy of the certificate

## ENGLISH LANGUAGE ABILITY

Is English your first language?

Yes

No

If no, please provide evidence of your English language ability below. You must attach copies of your certificates. Please note that the certificates should be valid.

Name of the Test/ Examination	Date of Test	Result	Verified (Official use)
			<input type="checkbox"/>
			<input type="checkbox"/>

## WORK EXPERIENCE

Give details of work experience, training and employment if relevant. (This information will be taken into account for particular programmes, for example PGD BS). Continue on a separate sheet if necessary.

Employer's Name	Job Title	Date From	Date To

## PERSONAL STATEMENT

*(Approx 200 words, continue on a separate sheet if necessary)*

Please give your reasons for choosing this course and any additional information that may be relevant to your application.

## FINANCIAL ELIGIBILITY

How will your studies and maintenance be financed?

- Self
- Family
- Bank Loan
- Other (please give details)

## CHECKLIST

- Completed Application Form
- Scanned copy of your passport (every page)
- Scanned copy of educational certificates, mark sheets
- Evidence of English language ability
- Scanned copy of bank statement/ letter
- Scanned copy of passport size picture

## COURSE FEE PAYMENT TERMS

A minimum deposit of £4000 is payable on acceptance of the unconditional offer letter. Any balance is due on enrolment to your course. The deposit is only transferable/ refundable in accordance with the Terms & Conditions of Enrolment.

## DECLARATION

Please read this declaration carefully before signing.

I confirm that, to the best of my knowledge, the information is given on this form is correct and complete.

The College is registered under the Data Protection Act 1998 and information given on this form will only be used in accordance with the terms of the registration.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please send/email your completed application form together with all required documents to **Admissions, SIRM, New Enterprise House, 149-151 High Road, Chadwell Heath, RM6 6PJ, United Kingdom / info@sirm.ac** or submit it to the authorised representatives.

## OFFICIAL USE ONLY

TOTAL FEE PAYABLE: £ \_\_\_\_\_

CONDITIONAL OFFER ISSUED: YES  NO

COURSE FEE PAID: £ \_\_\_\_\_

BALANCE REMAINING: £ \_\_\_\_\_

UNCONDITIONAL OFFER ISSUED: YES  NO

DATE: \_\_\_\_\_

OFFER ACCEPTED: YES  NO

DATE: \_\_\_\_\_

CAS ISSUED: YES  NO

DATE: \_\_\_\_\_