

Personal details

AAT Registration Number (if known) Mr Mrs Miss Ms Other (please state)

Surname Forename(s)

Date of Birth Place/Country of Birth Nationality

National Insurance Number ULN Number

Address Postcode

Telephone Mobile E-mail

Contact details in case of emergency

Contact Name Relationship to You

Mobile Telephone

Address:

Employment details

Employment status: Employed Unemployed Student Position/Job role

Employer-Sponsored: Yes (fill in details below) No (move to employment history)

Company Name

Employer/Sponsor Full Name Job title of Employer/Sponsor

Company Address Postcode

Employer/Sponsor Telephone Number Employer/Sponsor Email Address

Previous Employment History

Start date	End date	Company Name	Position

Qualifications

Please list any examinations/qualifications taken or to be taken

Have you studied for a qualification you are applying to do here anywhere before, even if you did not complete it? Yes No

If yes, please state qualification, and where you studied this

Title/Subject	Place of Study	Start/End Date	Level	Qualification gained

Declaration & data protection

I understand that I have a responsibility to provide accurate information, and that the information I have given is correct to the best of my knowledge. I will update the Training centre if any of my personal details (eg address) change. I consent for the personal information about me provided on the application and reference forms to be held, recorded and processed by Arrow Training Centre. This will include information of a sensitive nature, eg ethnicity, religious belief and medical condition. I understand that the information will be treated in confidence and used internally for specific purposes as laid out in the Arrow's Data Protection Policy. My consent is conditional upon Arrow Training centre complying with its obligations and duties under the Data Protections Act 1998.

I confirm that I have read, understood and accept the Terms & Conditions and Privacy Policy detailed on the form.
I give an undertaking to abide by the rules and regulations of Arrow Training centre.

Date Student Signature

Payment

Total amount payable £

I am making a cash payment of £ to Business Coaching 4 You Ltd Date

I am making a bank transfer of £ to Business Coaching 4 You Ltd t/a Sepera Date

HSBC Bank plc - Sort Code: **40-36-21** / Account Number: **91527916**

How did you hear about Sepera?

An Event Hot Courses / Similar Listings

Leaflets Radio

School Social Networking

Returning Learner Word of Mouth

Newspaper (please specify)

Outdoor Media e.g. billboard/bus/tube (please specify)

Other (please specify)

Our Centre values include respect for each other and for learning. The Student Code of Conduct is designed to ensure that behaviour mirrors these values.

As a student at Sepera we expect you:

1. To show respect to all students and staff, to keep to the Equalities policies, never to discriminate against or harass others, and not to wear or display logos or slogans that could offend other people.
2. To respect the well-being and property of the other members of the Centre and the wider community, and treat Centre property with care.
3. To be polite and courteous at ALL times and follow any reasonable instructions given by a member of the Centre staff or security.
4. Not to behave in a way which could damage the good name of the Centre (inside or outside Centre grounds and premises, this includes not posting images or words on websites which may give a bad impression of the Centre).
5. To make sure you understand the Centres Health and Safety regulations, and pay attention at all times to your own and other peoples' health and safety. This includes not spitting anywhere on Centres premises.
6. To attend all Centres sessions punctually and as required for successful completion of your course.
7. Not to wear anything covering the head and/or face, other than for religious reasons. A member of staff may ask for religious headwear to be taken off so that a student may be identified. This may include security staff, or staff in exam rooms.
8. Not to bring or use (or ask anyone else to bring) illegal drugs or any equipment for drug use, weapons and/or alcohol onto Centre premises - (this is gross misconduct, and will result in suspension from the Centre)
9. Not to smoke, except where it is allowed outside
10. To keep the Centre clean, tidy and free from litter and graffiti, and not to eat or drink in any learning areas.
11. To keep mobile phones switched off in all learning areas and not to use any facilities on mobile phones, personal stereos or similar equipment to cause trouble or affect another person's right to privacy.
12. To agree to the student "Acceptable Use Policy", and use computer facilities only to support your learning.
13. During examinations, all mobile phones must be placed in the student's bag at the front of the examination room.

DO NOT access any site that goes against Centres policies only the allocated Logo that your tutor has told you to click on.

By signing you agree to follow the above Code of Conduct that relevant information may be passed on to third parties if appropriate. If you fail to follow this Code, disciplinary action will be taken in accordance with the Centres Disciplinary Procedures. This may lead to exclusion from the Centre.

Please be aware that rude and I or abusive behaviour will not be tolerated.

TERMS AND CONDITIONS

When you enrol, you agree to Sepera's rules and regulations.

1. You agree to pay your fees in full. Refunds will only be made if you cancel your course within seven days of booking. Refunds will not be made after seven days.
2. All Fees are payable on enrolment. Details of methods of payment can be obtained from the office. Students who do not meet their obligation to pay Fees at the commencement of their Course may incur interest charges on the Fees outstanding at a rate determined annually by Sepera.
3. Sepera may, at its sole discretion, allow payment of Fees to be made in instalments.
4. Liability for Fees is incurred at enrolment and Sepera reserves the right to suspend any Student who has not paid or arranged, to the satisfaction of Sepera, payment of Fees within a reasonable time.
5. Students and their Sponsors shall be jointly and severally liable for payment of the Fees and Sepera reserves the right to pursue either the Student or any of its Sponsors, or both, for any arrears of Fees.
6. If your employer is sponsoring you to do a course, Sepera may share with your employer details of your attendance and progress. If a sponsor fails to pay, liability for the unpaid fees will be transferred to the student.

7. If you leave your course before it ends, you will still be liable for your course fees to Sepera and to the Student Loans Company, if applicable.
8. 24+ Advanced Learning Loans - if you leave or change your course within two weeks of starting your course Student Finance England will cancel your loan; however, you will still be liable to Sepera for these course fees.
9. No person shall be permitted to enrol as a Student of Sepera or receive any qualification conferred by Sepera, unless all, if any, arrears of Fees and any other sums due to Sepera are paid in full or arrangements for the payment of Fees have been made to the satisfaction of Sepera.
10. You give permission to Sepera to process information about your enrolment under the terms of the Data Protection Act (1998).
11. Sepera is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.
12. If you are aged 17 or under, Sepera may contact your parents, training provider or school where there are concerns about your progress, attendance or welfare.
13. You agree to abide by Sepera Code of Conduct for students. In particular, you are agreeing to:
 - Follow the Student Code of Conduct
 - Give us the information we need to deal with your enrolment and fees
 - Pay your fees in full and on time
 - Attend all parts of your course, including additional accounting practice training at Sepera
 - Take responsibility for entering the correct assessments for your course

CHANGES TO TERMS AND CONDITIONS

Sepera reserves the right to update or amend these Terms and Conditions, or any of Sepera policies, codes or regulations incorporated and referred to herein, at any time without notice.

Signed by Student: Print Name: Date

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Signed by Personal Tutor: Print Name: Date

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