



Please carefully read this guide to avoid delays in the application process.

Deadlines

All students are advised to apply no later than 3 weeks before the course start date.

Personal Information

Please let us know if your contact details such as permanent and term time addresses, telephone numbers and e-mail address change.

Course Details

Please check carefully whether you have met the entry requirements for your chosen course. Most of our courses require students to have a combination of educational as well as employment qualifications (such as work experiences).

Educational Information

Please state your educational qualification starting most recent first. If you have not yet completed your qualification, please state the proposed completion date. We require you to submit copies of all your certificates and mark sheets with your application form. Please do not send the originals; we only require attested copies of your documents. If your documents are not in English, please include a translated copy with your application form.

Minimum IT Requirements

Students are expected to have a good internet connection to access the study platform.

English Language Proficiency

If you are a non-native English speaker, you are required to submit evidence of your ability to communicate in English. This can be done by an independently verified English language test such as IELTS, Cambridge Certificate, etc. Please send the attested copies of such certificates with your application form.

Employment Information

Please provide us details of your work experiences, starting from the most recent. Please mention clearly your duties and responsibilities with specific attention given to any tasks that are relevant for your chosen course. Please also mention clearly the start and end dates of your experiences. Also mention whether they are full time, part time or internships. Please also include copies of any work reference letters to support the activities that you have mentioned under 'Duties and Responsibilities'.

Fee Information

The minimum course fee must be paid before a place is offered. If you are planning to apply for sponsorship or a bank loan, please tick the appropriate box under 'Course Fees'. We will then issue you a conditional offer email confirming your eligibility for your chosen study programme and the fees, enabling you to apply for your funds. Otherwise, tick 'Self-funded'. Please also budget for any potential exam resit fees, as these are not included in the initial course price.

Please send completed form including the relevant documents to

applications@telfordbusinessschool.com



*Please fill in block capitals using blue or black ink

Personal Details

Title: Mr Mrs Miss Ms Dr Other

First Name(s):

Last Name:

Gender: Male Female

Nationality:

Email:

Confirm Email:

Alternative Email:

Date of Birth:

Permanent Telephone
 Landline: +
 Mobile: +

Permanent Address
 Street:
 City:
 Post Code:
 Country: *Permanent Address must match Nationality

Term Time Telephone
 Landline: +
 Mobile: +

Term Time Address
 Street:
 City:
 Post Code:
 Country:

Next of Kin Details

*Please provide details of a contact person in case of emergency

Title: Mr Mrs Miss Ms Dr Other

First Name:

Last Name:

Telephone: +

Email:

Course Details

Mode of Study:* * Please print any of the following mode of study options:
 Distance Learning / Telford / London / International Centre (specify)

Course Name:

Intake: Jan Mar May Jul Sep Nov
 Feb Apr Jun Aug Oct Dec

Year



English Language Level

*For non-native English speakers

IELTS ESOL City & Guilds Other (Specify)

Educational Qualifications

*Please enclose an up to date Curriculum Vitae with detailed information

Qualification 1:
Start Date: dd mm yyyy End Date: dd mm yyyy Grade:

Qualification 2:
Start Date: dd mm yyyy End Date: dd mm yyyy Grade:

Qualification 3:
Start Date: dd mm yyyy End Date: dd mm yyyy Grade:

Work Experience

*Please enclose an up to date Curriculum Vitae with detailed information

Position 1:
Start Date: dd mm yyyy End Date: dd mm yyyy Currently Working
Main Duties & Responsibilities:

Position 2:
Start Date: dd mm yyyy End Date: dd mm yyyy Currently Working
Main Duties & Responsibilities:

Course Fees

Self Funded Company Sponsored Bank Loan

Terms & Conditions

Please tick this box to confirm that you have read and agreed to the
 ➔ Terms and Conditions
 ➔ Student Contract

Please tick to confirm that you expressly consent to the Consents and Warranties and that you understand their effect

Support Requirements

*Please complete this section if you have any disability, medical condition or specific learning difficulty learning.

Do you have a disability, medical condition or specific learning difficulty?
If yes, please e-mail a copy of the medical certificate to support@scbm.org.uk

Date: dd mm yyyy
Signature:



Data Collection Consents

I hereby authorise Admission Manager, to collect appropriate and necessary data, including personal data protected by the Data Protection Act (DPA) 2018, relating to my enrolment ('Enrolment Data') including:

- ➔ Transcripts, degree certificates, and other academic qualification records
- ➔ ID cards
- ➔ Enrolment letters
- ➔ Other

Student Name:

Genie No (existing students only):

Date:

Signature: