



APPLICATION FORM

Applicant No. Date Received

Personal Details

Gender ✓

Male:

Female:

Family Name:

Mr/Mrs/Miss/Other:

First Name:

Date of Birth: (DD/MM/YY)

Nationality:

Country of Birth

Home Address:

Post Code:

Mobile:

Telephone:

Email:

Your Choice of Course

UCAS Code:

Intake: (MM/YY)

Mode of study: (select one) Full Time:

Part Time:

Next of Kin:

Address:

Telephone:

Email:

Academic Qualifications

Please list the most recent qualifications that meets the entry requirement and at which institutions studied, in date order. Provide copies of certificates and transcripts where appropriate. (Continue on a separate sheet if necessary)

Title of Qualification	Awarding Body	Date of Award and Grade

English Language Proficiency

Do you have GCSE/IELTS or Equivalent

Yes:

Score/Grade:

No:

Work Experience

Yes:

No:

Employer Name	Role / Responsibility	Start Date & End Date

Statement of Purpose (700-1000 words)

CV

Reference 1 (Academic Reference/Recommendation Letter)

Reference 2 (Employer / Professional Individual)

Name: Position:

Name: Position:

Email: Telephone No.

Email: Telephone No.

Learning Agreement

This application form is the formal learning agreement between you and the institute it is part of and includes the student terms and conditions, student charter, course handbook, academic appeals, complaints policy, access and participation statement, other documents available on the website www.globalallianceacademy.co.uk/policies/

Learning Agreement

- You must attend all the classes as per your timetable.
- You must sign the attendance register available to register your attendance.
- You must study attentively; participate appropriately at all lectures, classes, seminars, tutorials and other activities related to your programme.
- All coursework and assessment should be submitted with a plagiarism report using Turnitin where appropriate.
- You must comply with any professional standards and requirements which are applicable to your programme.
- You must co-operate with all members of staff and fellow students in a polite and professional manner and be a respectful, responsible student.
- You must not cause any harm or damage to Institute property.
- You must act in accordance with any instructions or requirements issued to you from time to time by or on behalf of the Institute.
- If you fail to attend classes without genuine reasons, or fail to submit assignments or pay tuition fees, you will be withdrawn from the course.
- You must inform us of any change in your circumstances i.e. change of address, telephone or email.
- You must pay the re-sit fee for any assessment you may have to retake.
- You must wear your GAA ID on the lanyard provided at all times whilst in the building.

Student's Application Agreement

- You must co-operate with all requests for documentation from the institute.
- You must sign the application form yourself.
- You must inform us of any change in your circumstances i.e. change of address, telephone or email.
- You must adhere to the refund policy of the institute as per the terms and conditions
- You must produce evidence of qualifications, academic reference, letters from employers. Anyone found to have given false information or forged documents will be expelled from the Institute pending investigation.
- The Institute and its validating partners are the only authorising body for changes of course.
- The terms are in addition to documents at www.globalallianceacademy.co.uk/policies/ and any published terms and conditions in the admissions policy and on our website.

Terms and Conditions

- The offer and acceptance of a place at the Global Alliance Academy is made on the understanding that you undertake to observe the terms and conditions of the Charter, Statutes, Ordinances and Regulations of the Institute. These cover, among other things, payment of fees, attendance, submission of work, attendance at examinations, student discipline, complaints procedure, freedom of speech and equal opportunities policies.
- The Institute will make every endeavour to deliver courses as described in the prospectus. However, changes may be necessary at times.
- In accordance with the Consumer Contracts Regulations 2014, consumers will have the right to cancel their contract to study with GAA within 14 working days after the commencement of the programme on Induction Day.
- The fee will not be refunded after 14 working days after the commencement of the programme on Induction Day.
- Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the Institute or any authorised visitor to the Institute will not be tolerated.
- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on Institute premises will not be tolerated.
- Students should be professionally dressed at all times.

Supporting Documents

- Passport
- Utility bill in your or parent or guardian name if you are living with parent or guardian
- Original certificate of qualifications

Ethnic Origin: The Institute is committed to the pursuit of equality and social justice and has a policy of equal opportunities. Please help us to evaluate the effectiveness of this policy. Please tick to indicate which you feel best reflects your ethnic origin.

- | | | | |
|-----------------------------|---|---|------------------------------|
| (11) White (British) | (21) Black or black British – Caribbean | (33) Asian or Asian British – Bangladeshi | (43) White and Asian |
| (12) White (Irish) | (22) Black or black British – African | (34) Chinese | (49) Other mixed background |
| (13) White (Scottish) | (29) Black other | (39) Asian other | (80) Other ethnic background |
| (14) Irish Traveller | (31) Asian or Asian British – Indian | (41) White and Black – Caribbean | (98) Information refused |
| (19) Other white background | (32) Asian or Asian British – Pakistani | (42) White and Black African | |

Disability Monitoring

The Institute welcomes and supports students with learning difficulties and disabilities. To help us to provide appropriate support services, please tick to indicate which term is descriptive of your disability.

- | | | | |
|------------------------------|--|--|--|
| (00) No Disability | (03) Deaf/hearing impairment | (06) Mental health difficulties | (10) Autistic Spectrum Disorder |
| (01) Dyslexia | (04) Wheelchair user/mobility disability | (07) Unseen disability eg diabetes, asthma | (09) A disability or special need not listed |
| (02) Blind/partially sighted | (05) Require personal care support | (08) Multiple disabilities | |

Please indicate any support the Institute can provide to help you in your studies or examinations.....

Criminal Convictions Please tick this box if you have any criminal convictions. Yes: (please give details) No:

Paying for Your Course Please tick the box below to confirm how you wish to pay for the course. If your employer or family member is paying your fees, please enclose a letter of confirmation from them with this application.

Yourself: Family Member: Employer: Other:

Declaration and Data Protection

I confirm that, to the best of my knowledge, the information given on this form is correct and complete. I have read the terms and conditions of the Institute and understand and agree to abide by the conditions and regulations set out therein. I understand that my admission will result in this application form being the 'Student Contract' between myself and the Institute and both parties must adhere to the terms of the contract.

You confirm that you have read and accept the data Protection Policy at www.globalallianceacademy.co.uk/policies/ and information given on this form will only be used in accordance with terms of registration. It may be necessary to pass information on this form to official UK bodies such as the Home Office to assist them in their duties. Information provided will also be shared with Validating Universities and other organisations for the purpose of administration, careers, statistical and research purposes, e.g. the Police.

Applicant's Signature:

Date:

Please carefully complete each section of the form in black ink or typewritten
Global Alliance Academy., 40 Bloomsbury Way, Lower Ground Floor, London, WC1A 2SE
Tel: +44 (0) 20 32883105 Email: Admissions@globalallianceacademy.co.uk. Web: www.globalallianceacademy.co.uk/