

COLLEGE OF CENTRAL LONDON

Tower Bridge Business Centre 46-48 East Smithfield London E1A 1AW Tel: 020 3667 7607 ccl@central-college.com
www.central-college.com

BIFM APPLICATION FORM

Please complete or tick boxes as appropriate

Personal details		Level 2	
		Level 3	
		Level 4	
		Level 5	
		Level 6	
Title	Forename(s)	Surname	
Home address			
Home Tel number		Personal mobile number	
Personal email address			
Employment details			
Name and address of employer			
Work Tel & (ext if applicable)		Work mobile (if applicable)	
Work email			
Invoicing information			
* Please note payment is required prior to course commencement			
I am self funding		Payment in full	Payment by agreed instalments
I am partly employer funded		Payment in full only	
I am full employer funded		Payment in full only	

Payment Method			
Accounts payable contact name & address			
Contact number		Purchase order No	
Company cheque	Personal cheque	BACS	Cash

How did you hear about the college?

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EQUAL OPPORTUNITIES MONITORING

The information requested is to enable the college and The British Institute of Facilities Management's monitoring of enrolments. Some information may be forwarded to OfQual, but this will be anonymous. All information will be treated as **strictly confidential** and managed in compliance with the Data Protection Act of 1988.

BIFM Course or unit	Level 2 <input type="checkbox"/>		
Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>	Level 6 <input type="checkbox"/>
Title	First name	Surname	Date of birth
Marital status	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Ethnic origin	African	Asian	British
Caribbean	Chinese	European	Mixed
Other	Nationality		
Disability	Under the Disability Discrimination Act (DDA) a disability is defined as physical, sensory or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.		
Do you consider yourself to be disabled? We will be pleased to consider any reasonable arrangements or resources which may support your studies.			
Are you disabled?	YES <input type="checkbox"/>		NO <input type="checkbox"/>
If yes, please detail any special needs you may have, in order to assist your completion of this course			
LRS – The Learning Records Service - The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK. https://www.gov.uk/government/publications/lrs-privacy-notice			
If you wish to be LRS registered please sign.	Signature		
Accreditation of Prior Learning (APL) & Recognition of Prior Learning (RPL). Claims must be supported with appropriate documentation and submitted to the course leader.	If you have studied and achieved success at an equivalent level to one or more units of your BIFM studies it may be possible to claim APL or RPL. If your RPL claim is successful, your record will show that you were expert from the assessment. If your RPL claim is successful will still need to submit an assignment to BIFM, but you will not need to study for it at CCL.		
I wish to claim	YES <input type="checkbox"/>		NO <input type="checkbox"/>

TERMS AND CONDITIONS

All prospective students must read the following conditions before they sign the application form.

1. The College reserves the right to refuse any application for admission for an reason whatsoever.
2. All tuition fees must be paid in accordance with the Procedure for Registration and Enrolment of Students. Should the student make late payment on any installment due, or default on any of these conditions, or fail to attend in class to the satisfaction of the College, then the installment facility will cease at once, and the whole of the balance payable for the tuition fees shall become immediately due, whether or not the student continues in class.
3. All college fees are for tuition only, unless otherwise stated. Examination fees are additional unless otherwise stated.
4. The College reserves the right to change lecture times or to alter or vary at any time from the published course outline.
5. The College reserves the right to merge certain classes with other classes of the same academic level, at any time.
6. The College reserves the right to alter/amend its internal Certificates or Diplomas.
7. In the event of any Act of God, war or political or industrial unrest that may cause the temporary cessation of tuition, the College will ensure that students recommence studies at the College (or its associated colleges) as soon as possible. In such an event, students will be provided with any extra tuition necessary to prepare them for examinations.
8. Irrespective of any information provided verbally by the college staff or authorized representatives to prospective students, all prospective and existing college students will be subject to the conditions herein.
9. The College will not be responsible for any mail or money sent to students who use the College as an accommodation address.
10. Though students' files are confidential, some data is held on computer and may be disclosed to authorized individuals when requested. Central London College will not be liable for any information provided to a third party.
11. The above conditions will be subject to interpretation in English law courts.

NOTE: At the beginning of each course the College carefully plans the number of students for each class and the overheads that will be incurred providing sufficient teachers and other facilities. Accordingly, students appreciate that if they fail to attend classes regularly or abandon their classes, the College is still under an obligation to other students to continue to provide the service with the same facilities. Therefore, the College will have no alternative but to insist that retention is made of all tuition fees payable by students whether or not they continue to attend their classes, otherwise this will have a detrimental effect on other students.

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Terms and conditions

I have read and accept the above terms and conditions

Name:.....

Signature:.....

Course commitment

I would like to enrol on the BIFM course level to be held on.....at a total cost of £.....

I confirm that I have read and agreed the attached Terms and Conditions for attendance and course fees on the BIFM course. I am aware that the copyright of all the course material belongs to The College of Central London.

Signed.....

Name.....

Date.....