

Certificate in Student Services Management 2019-2020

Application form

Thank you for your interest in the Cert SSM qualification. Please complete this form and [email it to Eleanor Thomas](#). Places will be allocated on a first-come, first-served basis.

1. Personal information

First name:		Surname:	
Job title:			
Institution:			
Work address:			
Tel:			
Email:			
<p>Please describe your current role in your organisation and responsibilities. This helps the tutoring team know a bit more information about the group. Please include any future plans related to taking this course.</p>			

2. Reasons for taking the course

Your aims for the course (i.e. particular areas of focus, what you hope to get out of the course)

3. Employment and educational history

Please give details of your previous roles and any qualifications or training (up to a maximum of 3 roles or the years, whichever is shortest). This is NOT part of the selection criteria but helps the tutors to understand the group.

Role	Institution	Dates

Title of qualification	Institution	Date obtained	Grade

Course selection and fees

Course selection and prices:

- English UK member rate (£1,550)
- Non-member rate (£2,150)

Upon acceptance onto the Cert SSM, an invoice will be sent to your centre unless otherwise directed by you.

Please note any requirements (e.g. diet/ mobility) _____

Terms and conditions

Fees

1. The course fee covers the provision of the course, all written materials and refreshments.
2. English UK reserves the right to refuse any bookings.
3. English UK reserves the right to refuse entry to the course if payment has not been received in full by Friday 27 September 2019.
4. Places on the course are offered on a first-come-first-served basis.

Refund and cancellation policy

5. English UK reserves the right to cancel or curtail any course. On the very rare occasion that this is necessary, a full or partial refund of course fees only will be made.
6. English UK will refund in full, minus an administration fee, should the participant cancel within 14 days of booking. In the case of booking within 14 days of the course start, you are entitled to a refund minus administration fees up until the start date, after which, no refund will be given.

Important note

7. By signing this form, the applicant confirms that they have read a copy of the course outline document (at www.englishuk.com/cert-ssm) detailing session topics and dates and agrees to be bound by the terms and conditions as set out in the introductory information.
8. By counter-signing this form, the applicant's manager confirms that the applicant is suitable for the course and will attend all sessions. Please see the introductory information 2019-20 for replacements policy.

Applicant signature _____ Date _____

Manager name _____ Manager position _____

Manager signature _____ Date _____

We require the above information for your application to be approved, we will keep this information for one year from date of the qualification ending and a record of registration is kept on our database until you request otherwise. Only your name and organisation will be shared with relevant English UK staff, event organisers and trainers.

Please tick this box below to confirm that you accept these terms

Upon receipt of the signed form and your acceptance, your organisation will be invoiced unless otherwise directed by you.

Please return the completed registration form by post/ email to:

Post: Eleanor Thomas, English UK, 47 Brunswick Court, London, SE1 3LH

Email: eleanor.thomas@englishuk.com