

**APPLICATION FORM FOR MODERN LANGUAGE COURSE 2020/2021**

**UNACCREDITED COURSES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Please complete all sections using BLOCK CAPITALS and typescript or black ink and* ***email*** *to* *ptlanguages@leedsbeckett.ac.uk**.* Please do not write in any shaded boxes.**\* indicates a Mandatory Field** | **OFFICE USE ONLY**Date Received:

|  |  |
| --- | --- |
| **NEW/LANN** |  |
| **CMP**  |  |
| **LANR** |  |

**Student ID:** |
| Programme Code: **PTLPA** Major Code: CRN 1: CRN 2: End Date: **June 2021** |
| 1. **Course Details**

Please complete all fields as fully as possible. For help completing this section, please refer to the Class Timetable on our website. |
| **Class Code & Level:\****Example:* *SP2* | **Language:\****SPANISH* | **Day:\******WEDNESDAY*** | **Time:\****11.00*  | **Location:** *ONLINE*  | Fee\*  |
|  |  |  |  | Online delivery only | £425 |
|  |  |  |  | Online delivery only |  |
| **Total Fees £** |  |
|  |  |
| **2. Personal details**If you have previously studied at Leeds Beckett please supply your Student ID. |
| Have you previously studied at Leeds Beckett (formerly Leeds Metropolitan)? Yes / No\* | Leeds Beckett Student Number if applicable and if known:  |
| Title:\* | **Mr / Miss / Mrs / Ms / Dr / other:**  |
| Family Name (s)\* |  | Gender\* | **Male**/**Female/Prefer not to say** |
| First Name \* |  | Middle Name |  |
| Previous Family Name (s)  |  |
| **Correspondence Email:\* If you do not receive a confirmation email within two weeks, please contact us** | **Mobile No:****Home Telephone:** |
| **Have you ever been refused a visa of any type for the UK or any other country?\****If Yes, you will be contacted for further information* | **YES** | **NO** |

|  |  |  |
| --- | --- | --- |
|  | Home address – permanent residence\* | Term Time Address (if different) |
| Address Line 1 |  |  |
| Address Line 2 |  |  |
| Address Line 3 |  |  |
| City |  |  |
| Post Code  |  |  |
| County |  |  |
| Country |  |  |
| Home telephone (inc dialling code) |  |  |
| Dates at correspondence address |  |  |

|  |
| --- |
| **3. Nationality** |
| I am a permanent resident\*Select the Box which applies to you | In the UK | In the EU  | Outside EU |
| Date of Birth dd/mm/yyyy |  |
| Country of Birth:\* |  |
| Residential Status\* |  |
| Nationality:\* |  |
| If not born in the UK, date of first entry to live in the EU *dd/mm/yyyy\** |  |
| Date of most recent entry to the EU |  |
| Do you have an unrestricted right to live in the UK?\* | **Yes** / **No**  |
|  |  |
| Passport Number: |  |
| **4. Emergency Contact details** |
| Emergency Contact Name | Relationship to you | Contact Number |
|  |  |  |

|  |
| --- |
| **5. Ethnicity**This information is not mandatory to provide. If it is supplied, we treat this information in confidence and may use this information to contact you to discuss whether or not you may require any extra resources or support to undertake your chosen course.  |
| White | Black or Black British | Asian or Asian British | Mixed |
| British |  | Caribbean | Indian |  | White and Black Caribbean |  |
| Other |  | African | Pakistani |  | White and Black African |  |
| Gypsy/Traveller |  | Other Black Background | Bangladeshi |  | White and Asian |  |
|  | Chinese |  | Other Mixed Background |  |
| Other Asian Background |  | Other ethnic Background |  |
|

|  |
| --- |
| **6. Disability Information**This information is not mandatory to provide. If it is supplied, we treat this information in confidence and may use this information to contact you to discuss whether or not you may require any extra resources or support to undertake your chosen course.  |
|  |  |  | Please give details of any support you might need |
| 0 | No Known Disability |  |  |
| 1 | Specific Learning Difficulty e.g. dyslexia |  |  |
| 2 | Blind or Partially Sighted |  |  |
| 3 | Deaf or Hard of Hearing |  |  |
| 4 | Wheelchair User or have mobility difficulties |  |  |
| 5 | Autistic Spectrum or Asperger Syndrome |  |  |
| 6 | Mental Health difficulties |  |  |
| 7 | A disability which cannot be seene.g. diabetes, epilepsy or Heart Condition |  |  |
| 8 | Two or more of the above |  |  |
| 9 | Disability, Special Need or Medical Condition not listed above |  |  |

|  |
| --- |
| **7. Previous Study & Qualifications \***Please provide us with the highest qualification that you have taken previously or are studying (these do not have to be language related). |
| Institution of Study | Location | Subject | Qualification Type | ModeFT/PT | Grade/Score | To mm/yy |
|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **8. Finance & Fees** |
| Who is expected to pay your fees?\* | **Self / Employer / Sponsor**  |

**IMPORTANT INFORMATION**

By submitting this application form you are asking the University to enrol you on the course identified in Part 1 of this form.

The University’s full terms and conditions for students are set out in its [Student Contract](https://www.leedsbeckett.ac.uk/-/media/files/public-information/student-regulations/student-contract.pdf?la=en), available here <https://www.leedsbeckett.ac.uk/public-information/student-regulations/>. The University’s Student Complaints Procedure is available at <https://www.leedsbeckett.ac.uk/studenthub/complaints/>.

You may withdraw from the course and receive a full refund at any time up to the end of the second week of scheduled teaching. For 2020/21, this date is Sunday 18 October 2020. After that date you will be liable for the full fees of the course.

If you wish to withdraw from the course, you must inform the course administrators in writing (email is preferred) or use the [cancellation form](https://www.leedsbeckett.ac.uk/-/media/files/short-courses-and-cpd-virtual-learning-tools/ml-cancelform-v2.docx?la=en). Withdrawals should be sent to ptlanguages@leedsbeckett.ac.uk otherwise you will continue to be enrolled as a student, remain on the mailing list for the duration of the course, and are liable for the full course fee.

The fee for the academic year 2019/20 for unaccredited programmes is £425. Your tutor may ask you to buy an appropriate textbook, depending on the language cost for this ranges from £15 to £30.

The University reserves the right to cancel any unaccredited language courses which are not viable due to insufficient students and/or staff. If the University cancels your course, you will be offered an alternative course or given a full refund.

Please note that the delivery of this course in the academic year 2020/21 will be online due to the ongoing COVID-19 pandemic. Further information on the course content and delivery can be found here on our webpage at <https://www.leedsbeckett.ac.uk/short-courses-and-cpd/part-time-language-courses/>.

The University is continually reviewing all of its modern language programmes. The University will do all that it can to minimise any changes to your studies. However, it is possible this review may result in substantial changes to the modern language programmes, for example fee increases or the discontinuance of programmes in academic years beyond those outlined above.

Please note that this application form is for the academic year 2020/21 only. A new application form is required for each new academic year.

The University believes that everyone with the potential and ambition to benefit from higher education should have the opportunity to do so, regardless of background. This includes for those with criminal convictions. The University equally recognises its duty of care in respect of all stakeholders, including external persons who may come into contact with students in the course of their studies. The University will therefore require you to declare relevant unspent or spent criminal convictions after we confirm your place on a course to ensure that the appropriate guidance and support can be offered and to assess whether your enrolment at the University is compatible with the University’s safeguarding responsibilities. Please refer to the [Criminal Conviction Disclosure Policy](https://www.leedsbeckett.ac.uk/-/media/files/about/governance/student-regulations/policy-for-applicants-declaring-criminal-convictions-final.pdf?la=en) for further information on when this may apply, and the procedure followed when considering any disclosure. A link is included <https://www.leedsbeckett.ac.uk/public-information/student-regulations/>.

|  |
| --- |
| **DECLARATION:****I have read the above information. I wish to apply for the course set out at Part 1 of this application form. I understand that by submitting this application, I am asking the University to accept me onto the course and that if I am accepted, I will be liable to pay £425 in course fees and bound by the Student Contract. I have read and understood the information about how to withdraw from the course and I acknowledge that if I withdraw from the course after the second week of teaching, I will still be charged the full fees.** Signature\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
|  |