

Student Application Form (Please complete this form in **BLOCK CAPITALS**)

Please email your completed application and supporting documents to admissions@icassacademy.co.uk

YOUR COURSE

Level & Title of course		Month/Year of entry	Jan/Feb <input type="radio"/>	Apr/May <input type="radio"/>	Sep/Oct <input type="radio"/>
		Year			
		Mode of Study	FT <input type="radio"/>	PT <input type="radio"/>	DL <input type="radio"/>

PERSONAL DETAILS

Surname/ Family name		Forename(s)		Title	
<i>(these should be the names you are formally known by as they will be used on your certificate)</i>					
Gender	<input type="radio"/> Male	<input type="radio"/> Female	Previous family name (if changed)		
Date of birth			Nationality		
Is English your first language or the language you were educated in?	Yes <input type="radio"/>	No <input type="radio"/>	If No, please attach a copy of your English language qualification certificate/s.		
Do you have any disabilities which may affect your studies?	Yes <input type="radio"/>	No <input type="radio"/>	ICA will contact you to discuss this further if applicable.		
Have you previously studied at ICA?	Yes <input type="radio"/>	No <input type="radio"/>			
Permanent Address			Correspondence Address (if different)		
Your phone/mobile number					
Your whatsapp/skype number					
Your email address					

QUALIFICATIONS

Please list all academic and professional qualifications starting with your highest level qualification and attach a copy of your qualification certificate which demonstrated that you meet the entry requirements

Qualification	Grades/ Percentage	Completion date	Name of educational establishment

Further Information about you, required by the International CASS Academy

Do you have any criminal convictions (excluding a motoring offence for which a fine and/or a maximum of three penalty points were imposed) or a spent conviction?	No <input type="radio"/>
	Yes <input type="radio"/> (ICA will contact you for further details)

continued

What is your ethnic origin?

<input type="radio"/> Arab	<input type="radio"/> Black - other
<input type="radio"/> Asian - Bangladeshi	<input type="radio"/> Gypsy, Traveller or Irish Traveller
<input type="radio"/> Asian - Chinese	<input type="radio"/> Other
<input type="radio"/> Asian - Indian	<input type="radio"/> Other mixed
<input type="radio"/> Asian - Other	<input type="radio"/> White
<input type="radio"/> Asian - Pakistani	<input type="radio"/> White and Asian
<input type="radio"/> Black - African	<input type="radio"/> White/Black African
<input type="radio"/> Black - Caribbean	<input type="radio"/> White/Black Caribbean

Any English Language Qualification/Test (IELTS or Equivalent)?

If yes, overall result?

Are you applying through an agent or educational representative? Yes No

Agent/Educational representative name / email

DECLARATION

- I understand that the information given on this form will be treated in strictest confidence and I consent to the details being used for ICA and Institute internal record-keeping purposes and procedures.
- I confirm that the information I have given in this form is true and accurate.
- I understand that giving false information will forfeit my right to the award.
- I understand that the course fees are neither transferable nor refundable once submitted.

We take your participation in this programme as evidence of having read and made a commitment to abiding by the course regulations

Signature Date

NEXT STEP

Please tick the boxes and attach the documents which support your application.

Passport/ID: (Please attach a copy of your current passport/ID)	Yes <input type="radio"/>	No <input type="radio"/>
Academic Transcripts: (Attach all your academic transcripts & degrees from your education since the age of 16)	Yes <input type="radio"/>	No <input type="radio"/>
Work Experience: (Provide details of all the jobs you have held (if any) since the age 18. CV is also acceptable)	Yes <input type="radio"/>	No <input type="radio"/>
English Language Evidence:	Yes <input type="radio"/>	No <input type="radio"/>

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Privacy Policy: This is the privacy policy for International CASS Academy describes how we treat personal data received about you when you visit the college website or otherwise. Please read the privacy policy carefully, because by visiting or using the site or contacting with us, you agree to its terms. We may revise this Privacy Policy from time to time. We will notify you of any important changes by posting a notice on all Privacy Policy links. If you see a notice of change, please check the Privacy Policy, because your continued use of the site after we post the change means you have agreed to the new terms.

Sharing Data: We will need to use your data to perform our obligations and exercise our rights under agreements made with you and to inform you of feedback and exam results. If you have enrolled in our programmes through your sponsor or employer, we may share your data and course attendance and test results with your sponsor or employer. Otherwise, we will share your personal data only with the service providers who help us run the college site. We may also need to disclose your personal data to third parties when we, in our sole discretion, believe it is necessary to comply with the law, to enforce our User Agreement or this Privacy Policy, or in connection with a sale or transfer of the college's business.

Your Right to Choose: As noted above, we may use your email or postal address to send you information on obtaining or maintaining your professional qualification, or other services might interest you. If you do not wish to receive such information from us or you do not wish us to share your data in this manner, you can let us know by emailing us or sending your request by post to Privacy Inquiry.

Data Registration: Pursuant to the Data Protection Act of 1998, the college has registered as a Data Controller with the United Kingdom Information Commissioner.

Review & Correction: You may review and update the personal data you have provided to us by emailing us at admissions@icassacademy.co.uk or sending your request by post.

DECLARATION:

I confirm that all the information provided in this application form is complete and correct. I understand that I must submit all required credentials along with official transcripts and educational record with this application form to facilitate the decision for my admission. I confirm and agree to abide by the rules and regulations of International CASS Academy as set out in the prospectus/brochure/website, which I accept as a condition of this application. I also understand that the rules and regulations can be changed at any time without any prior notice and I abide myself to follow them.

Signature of Applicant: _____ **Date:** _____

FOR OFFICE USE ONLY:

Deposit received: _____ Date of payment: _____

Mode of payment: _____

Application received Direct/ Through Representative: _____

Details of Representative:

Name: _____ Address: _____

Payment: £
Course fee: £
Registration fee: £
Accommodation: £ Yes / No
Airport pick up: £
Total: £
Offer: Conditional/Unconditional

Entry:

Admissions Officer:

Date:

Notes:

