

APPLICATION FORM

- Please return the Application form with copies of your passport - if applying for funding, also include your national insurance number and proof of address.
- Please read the Terms and Conditions of Application. Completion and submission of this application assumes you agree with the Terms and Conditions.

1. COURSE DETAILS:

Course Title: _____

Start Date: _____

2. PERSONAL DETAILS:

Title: _____

First name, Middle name: _____

Last name (Surname): _____

Marital Status: Married / Single / Divorced

Sex: Male / Female

Date of Birth (*dd/mm/yy*): ___/___/_____

Country of Birth _____

Nationality: _____

Passport No: _____

Do you require a VISA to study in the UK? Yes NO

3. CORRESPONDENCE ADDRESS

House No, Street: _____

City/Town: _____

County: _____

Postcode _____

Mobile : _____

Tele: _____

Email: _____

Country: _____

4. HOME ADDRESS (*If different*)

House No, Street: _____

City/Town: _____

County: _____

Postcode _____

Mobile : _____

Tele: _____

Email: _____

Country: _____

5. EMERGENCY ADDRESS/NEXT OF KIN

Person to be notified: _____ Relation to you: _____

Phone: _____ Mobile phone: _____ Email: _____

6. EDUCATION BACKGROUND (List of most important qualification –with most recent first)

| Qualification (diploma/certificate) | Awarding Body | Grade | Duration of Course | Date of Completion |
|--|---------------|-------|-----------------------|-----------------------|
| | | | | |

7. HEALTH AND DISABILITY OR SPECIAL NEEDS INFORMATION

If you have any known health issue, please state them _____

If you have any special needs such as disability, please state them.

8. If You Do Not Qualify For Funding, How do you intend to finance your Studies?

Self-Finance Employer Sponsorship Other

9. DECLARATION:

I confirm that the information provided above is correct to the best of my knowledge and I agree to abide by the rules and regulation of the Centre. I have also read and agreed to the Centre’s terms & conditions of registration.

Applicant’s Signature:.....Full Name:.....

Date:.....

Terms and Conditions

Payment Terms & Conditions

You are expected to read & comply fully with the Centre's Payment Terms & Conditions outlined below. Applies to all students. Students are reminded that any fee deposits must be made payable to 'Philip Training Centre UK'.

1. The Centre will not be responsible for fee payments made to any party other than the Centre.
2. Students are liable to pay any bank or credit card charges (including refund transactions).

Cancellation & Refunds

1. Cancellations are only accepted in writing and are based on the day they are received.
2. Fees will be refunded to the original payment.
3. If a student cancels their course at least 28 days or more before the start of their course, the Centre will refund fees in full less £100 registration fee.
4. If a student cancels Dental nursing course within 3 months of the start of the course due to visa refusals or any other reasons, the Centre will refund fees in full less £550 NEBDN and administration costs.
5. There is no refund after the course has started

Terms and Conditions of Admission

Learners are advised to read in full the Centre's terms and conditions before submitting an application. Learners who submit an application to the Centre will be subject to the terms and conditions detailed below. If you are unsure about any information contained within this page, please speak to a member of the Admin Team who will be able to advise you further.

1. Enrolment Policy

1.1 To reserve a place on a programme at PTC applicants must either pay the full programme fee or the minimum enrolment deposit as indicated in the offer letter.

1.2 Learners will be liable to pay all necessary bank or transfer charges from any application process.

2. Payment of fees

2.1 All learners are encouraged to pay their programme fee in full

2.2 Learners have the option to pay their fees by installments

2.3 Eligible learners can apply 24 plus Loan subject to availability in the Centre for the course fee. Please contact admin office for more details. The fee payment under this provision is treated as instalment.

2.4 The Centre reserves the right to suspend or expel any learner who has overdue fees.

2.5 Learners who have overdue fees may be refused entry to the Centre premises and suspended from attending classes and or using the Centre facilities.

2.6 The Accounts department will advise learners on the methods available for the payment of fees.

2.7 Learners are not permitted to withdraw from their programme of study or changes programme s without prior written consent from the Centre. Any learner who decides to withdraw or expelled from a programme is not entitled to a refund of any fees paid; he/she will also be liable to pay the remainder of the fee, in is entirely.

2.8 The Centre will take such action, including recourse to the legal process, as it deems necessary to recover all outstanding debt. Any such action will also include the recovery of reasonable costs incurred by the Centre in relation to the recovery procedures.

3. Additional charges

3.1 Some programmes require an additional registration examination fee to be paid (this indicated in the programme fee document). Ay such fees are payable directly by the learner; the Centre does not accept any responsibility for non-payment of registration or examination fees.

4. Refund policy – UK/EU learners.

4.1 All applicants for refunds must be made in writing at least 28 days prior to the programme start date.

4.2 Where the Centre is unable to provide the programme of study for which the learner originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme offered, the applicant will be considered for a refund.

4.3 Refunds will only be made via the original payment method.

4.4 Learners are liable to pay any bank/transfer charges associated with processing of a refund application.

5. Attendance:

A record of attendance is kept for each learner. The Centre reserves the right to withdraw a learner's candidature from examinations and withdraw them from their course if the learner's attendance record shows that they have attended fewer than 80% of their scheduled lectures. The Centre reserves the right to suspend or expel such learners. In the event of unforeseen circumstances that prevent the learner from attending their lectures, the Centre must be informed immediately. (Please refer to the Centre attendance policy published separately).