

Application form

You must complete this form to enrol on an iQualify UK course or qualification. Some sections are not relevant if you are enrolling for a course. You can add additional sheets and or a CV/resume if necessary, but all relevant sections must be completed.

Personal details

First name (in CAPITALS)	
Surname (in CAPITALS)	
Gender	Male [] Female []
Date of birth (dd/mm/yyyy)	
Email address	
Telephone number (including country code)	
Preferred contact address (including postcode and country)	
Work address (if different, including postcode and country)	
Nationality and passport / ID card number	

Course or qualification applied for

Discount code (if applicable)	

How do you fulfil the entrance requirements (if required)?

These are shown on the specific page on the website (www.iqualifyuk.com/courses-and-qualifications). Note that this section does not need to be completed if you are applying for a course or a qualification with no entry requirements.

--

Please provide details of your education

Note that this section does not need to be completed if you are applying for a course, but does need to be completed if you are applying for a qualification. (We will also need to have copies of all your certificates)

Institution (name and country)	Dates attended (from-to)	Qualification awarded

English language proficiency

English language proficiency tests are required before enrolment for students who are not a national of a majority English speaking country. Have you taken a recognised Secure English Language Test (e.g. IELTS, Cambridge ESOL)?

[] Native English speaker

Name of test		Overall score	
Speaking	Listening	Reading	Writing

Personal statement

Please indicate the reasons why you have chosen to study this course or qualification with iQualify UK and how you hope to benefit from your studies.

Employment history

Note that this section does not need to be completed if you are applying for a course, but does need to be completed if you are applying for a qualification. You can enclose a copy of your CV/resume as an alternative.

--

Learning Contract

This learning agreement is a 'partnership' between you, the student, and iQualify UK to help you understand the roles and responsibilities of each party during the learning process. Please take the time to read this Learning Contract and to confirm your commitment.

I, the undersigned, have read iQualify UK's Terms and Conditions and agree:

- To abide by the policies and regulations of iQualify UK
- Be responsible for my own learning
- Attend and participate in scheduled learning when required
- Not to tolerate cheating by giving or taking improper academic aid, and not to plagiarise
- If I witness any infringements of this contract, I will handle the situation with responsibility by either addressing the situation directly, or discussing it with the student support team
- To consult with the student support team or personal tutor when policies toward academic assistance are unclear
- To iQualify UK exercising its right in respect of withdrawal and refund

I declare that the information I have supplied with this form is complete and correct. I have read, understood and agreed to the terms and conditions. Please note that by registering with us you agree to our use of your personal information to provide you with our services (and we cannot provide you with our services unless we have your agreement).

Signed	
Name (in CAPITALS)	
Date	

Do you consider yourself to have a disability?

No [] Yes [] (If you answer 'yes' we will contact you to discuss the support you need)

You now need to return this completed application form:

Either by post to iQualify UK, Olympia Mews, Queensway, London, W2 3SA, UK
Or by email as a scanned copy to studentsupport@iqualifyuk.com

We will then contact you regarding payment.

If you have any questions please phone us on +44 (0)20 7221 1662 or email studentsupport@iqualifyuk.com.

Terms and Conditions

PARTIES - "iQualify UK" means iQualify UK Limited; Registered in England number 082525590 at Olympia Mews, Queensway, London, W2 3SA. iQualify UK is a provider of training courses to students.

- "we" means iQualify UK and "our" shall have the corresponding meaning.

- "you" shall mean you the customer and "your" shall have the corresponding meaning.

DEFINITIONS

1.1 In these Terms and Conditions ("Terms") unless specified the following words shall have the following meanings:

"Brochure" means brochure of Courses published by iQualify UK from time to time;

"Course" means a course identified in an Order and consists of associated learning guides, tuition, support services and access to on-line materials.

"Materials" means items associated with the Course either issued at the commencement of the course or at a later stage;

"Intellectual Property Rights" means patents, designs, trademarks, service marks, trade names, logos, get-up, domain names, copyright (including rights in computer software), database rights, rights in performances, moral rights, confidential information and know-how, whether registered or not including applications for registration and all similar forms of protection anywhere in the world;

"On-line Access" means access to iQualify UK's on-line learning community and on-line learning material (the "On-line Learning Area" or "Teaching Zone");

"Order" means an order submitted by you to us to procure a Course for you from iQualify UK.

"Price" means the price of the Course, including carriage, packaging and VAT and confirmed in writing;

"Tutor Support" means the tuition relating to the Course and is provided by tutors appointed by iQualify UK.

"Tutor Support Period" means the limited period after enrolment on a Course during which Tutor Support which is available.

"Site" means the iQualify UK website;

"Software" means software which is required for the completion of certain Courses, for example Sage Accounts software for accounting courses, and in certain circumstances is included in the Price;

2. GENERAL

2.1 These Terms (together with the documents referred to in it) set out the terms and conditions on which we agree to supply you with any Course(s) ordered by you by telephone, online or post. You should understand that by ordering any of our Course(s) you agree to be bound by these Terms. You should retain a copy of these Terms for future reference.

2.2 For your information our full company details are set out in the definition of iQualify UK above. Our main trading address is our Registered Office address.

2.3 By placing an Order you warrant that you are legally capable of entering into binding contracts and you are at least 18 years old but under 76 years of age and in good health.

2.4 You agree to be entirely responsible for any activities made using your account details and password. In this respect you shall ensure that any password you choose to gain On-line Access remains confidential at all times. In the event that you either lose your password or account details or become aware that a third party may have access to or is using your password or account details you shall notify us immediately.

2.5 You should ensure that any information you provide to us (including without limitation your name, address and bank details) is complete, accurate and current and that you notify us immediately of any changes in the details with which you registered to gain On-line Access or purchase Course(s).

2.6 We reserve the right to:

(a) suspend or terminate access to On-line Access and/or cease to provide the Services where you are in breach of these Terms; (b) delete, vary or change any content in our Brochure or Site at any time; and (c) terminate or cancel Orders (although we will not charge you for any Orders which we cancel for reasons which are not due to your default).

3 PAYMENTS

3.1 These Terms shall govern the sale of Course(s) to you as well as the provision of the Services and any further Materials by us.

3.2 The Price for the Course is payable by you prior to delivery, and shall be payable by you in full by credit/debit card or by you paying over no more than eleven monthly payments. Prices are liable to change at any time, but changes will not affect Orders already accepted in accordance with clause 4.2.

3.3 Under no circumstances shall we be deemed to have received payment until payment has actually been received by us in full.

4 ORDER AND DELIVERY OF THE COURSE

4.1 An Order shall be deemed to be an offer by you to purchase the Course on these Terms, which we shall be free to accept or decline at our absolute discretion.

4.2 No Order relating to a Course shall be deemed to be accepted by us unless and until we have confirmed acceptance of your Order and by us providing the Course via Online Access or any part of the Materials relating to this Course to you.

4.3 If applicable, Course(s) will normally be available online within five (5) working days of your Order. Although we make every effort to ensure that the Course will be made available via On-line Access at the time of Order please note that Access times are estimated. Should a Course be unavailable we will notify you as soon as possible.

4.4 The contract between us will relate only to those Courses whose online availability we have confirmed in accordance with clause 4.2.

4.5 Where necessary we will send Materials and Software comprised in a "Course" to you in one dispatch. However we reserve the right to send you the Materials and Software in instalments depending upon availability.

4.6 The Materials and Software, if applicable, will be sent by post or courier to the last address provided to us. On-line Access will be granted and login details will be sent to the last email address provided to us. Proof of delivery of Materials, Software or login details (or use of the On-line Learning Area) will bind you to these Terms.

4.7 You agree that you will inspect the Materials and Software (or any part thereof) upon delivery and tell us immediately if any parts of the Materials and Software are defective or missing save where you have been notified that the Materials and Software will be provided in instalments and you have not yet received part of the delivery.

4.8 Except in the case of a clear defect in the Courses (or any part thereof), you will be deemed to have accepted the Course if you do not notify us within seven (7) working days after delivery that you wish to cancel or are returning the Materials and Software (or any part thereof). Nothing in these Terms shall be deemed to affect your statutory rights as a consumer.

4.9 When you return the Materials and Software to us:

(a) Without prejudice to your rights under clause 11.1, because you have cancelled the Order within the period mentioned therein, we will process the refund due to you as soon as possible and, in any case; within thirty (30) days of the day you have given notice of your cancellation. In this case, we will refund the Price of the Course minus any costs as described in 11.4 (if applicable). You will not have the right to cancel your Order, by giving written notice of cancellation, if the Materials have been used and (or) defaced and (or) Software has been supplied and the supplier's seal has been broken by you (unless the Software is deemed to be defective).

(b) Because the Materials and (or) Software are defective, we will examine the returned Materials and (or) Software and, if satisfied they are defective, notify you of replacement via e-mail within a reasonable period of time. You will be sent replacement goods, including a refund of the cost incurred by you in returning the item to

us. Should you request to cancel the Course, we will usually process the refund due to you as soon as possible and, in any case, within thirty (30) days of the day we confirmed to you that you were entitled to a replacement for the defective Materials and (or) Software. We will usually refund any money received from you using the same method originally used by you to pay for your purchase.

4.10 If applicable, risk of damage or loss in the Materials and Software will pass to you upon delivery. Title in the media on which the Materials and Software are provided will only pass to you when we receive full payment of all sums due in respect of the Course. Nothing in these Terms will be deemed to vest any of the Intellectual Property Rights in the Course in you.

5 SERVICES

5.1 By accepting these Terms, you also agree to the provision by iQualify UK of the Services set out in this Clause 5.

5.2 We may sub-contract our obligations under these Terms (including without limitation the provision of the Tutor Support) to any other party. The sub-contracting by us of any of our obligations under these Terms shall not in any way relieve us of our liabilities and obligations to you.

5.3 The Services include Tutor Support, assignment marking and examination administration and are for the Tutor Support Period. The Tutor Support Period may be extended for an agreed fee.

5.4 If you opt to sit an external examination, we will use reasonable endeavours to provide you with such information to assist you in making such examination arrangements.

5.5 Where 3rd party course membership is applicable it is limited to 12 months only.

5.6 Any Exams must be taken within 6 months of the expiry date of your Tutor Support Period.

6 INTELLECTUAL PROPERTY RIGHTS

6.1 The Intellectual Property Rights in the Course(s), Materials and the Software are owned by and shall remain vested by iQualify UK or its licensors.

6.2 Save as expressly stated in these Terms, you shall not acquire any interest in any of the Intellectual Property Rights in the Courses, Materials and/or the Software. You agree that you will not rent, lease, sub-license, loan, copy, modify, adapt, translate, reverse engineer, decompile, disassemble or create derivative works based on the whole or any part of the Course(s) or use (other than as permitted under these Terms) reproduce or deal in the Course(s) or any part thereof in any way.

6.3 By agreeing to these Terms we grant you a limited, non-exclusive, non-transferable and revocable licence to use the Course only for your own personal use and for completing the Course.

6.4 Where Software is provided as part of the Course or On-Line Access is granted you agree that:
in respect of the Software:

(a) the licence granted shall remain personal to you and you shall not be permitted to load the software on to a network server for the purposes of distribution to one or more other computer(s) on that network or to effect such distribution; (b) upon termination of the agreement set out in these Terms for any reason you shall erase the Software from your computer or any other media storage device; (c) although title in the physical media on which the Software is provided shall be yours, ownership and all Intellectual Property Rights in the Software (and any copies thereof) shall remain vested by iQualify UK or its licensors.

in respect of the On-line Access:

(a) the licence granted to you to access the content on the On-line Learning Area shall be personal to you and you should take all reasonable precautions to ensure that your log-in details are kept secure and not provided to any other party. You shall comply at all times with the rules of the On-line Learning Area as applicable from time to time; (b) upon termination or in circumstances where payment has not been received by us in respect of the Course in full we may suspend or terminate your On-Line Access.

6.5 We do not warrant that the Software or On-Line Access will be uninterrupted or error-free or that defects in the Software will be corrected.

7 TERMINATION

7.1 We may terminate the agreement set out in these Terms if:

(a) you are in material breach (including non-payment) of any provision of these Terms which is not remediable or, if remediable, is not remedied with a period of thirty (30) days after we have given notice to you requiring such breach to be remedied. In such circumstances we will be permitted (without liability) to suspend the provision of the Services to you and your On-Line Access until such a breach has been remedied;

(b) you appear to be unable to pay your debts (whether within the meaning of section 268 of the Insolvency Act 1986, or upon any other reasonable grounds including without limitation where a debt owing by you to us or to a third party has become due and payable and has not been met on the due date therefore), or you present or you have presented against you a bankruptcy petition or a bankruptcy order is made against you, or you take any formal step to implement an individual voluntary arrangement (within the meaning of the Insolvency Act 1986);

(c) you carry out any unauthorised act with regard to the Course which infringes our Intellectual Property Rights.

7.2 You will be entitled to terminate the agreement set out under these Terms under Clause 11 below.

7.3 If either party terminates the agreement set out in these Terms, you must (a) return the Materials and Software to us; (b) destroy all copies of the Software including any Software stored on the hard disk of any computer under your control; and (c) cease using the Services and On-line Access immediately.

8 LIMITATION OF LIABILITY

8.1 Our liability to you for any direct losses arising out of our negligence breach of contract or any other cause of action arising out of or in connection with these Terms shall be limited to the Price. This does not exclude or limit in any way our liability to you in respect of:

(a) death or personal injury caused by our negligence;

(b) under section 2(3) of the Consumer Protection Act 1987;

(c) for fraud or fraudulent misrepresentation; or

(d) for any matter for which it would be illegal for us to exclude, or attempt to exclude or limit, our liability.

8.2 Other than in respect of liability referred to in Clause 8.1 (a) to (d), we shall not be liable for any indirect or consequential loss or damage whatsoever of for any loss of profits, loss of data, loss of revenue, loss of opportunity or your liabilities to third parties which you or any third party may suffer however arising and whether caused by tort (including negligence), breach of contract or otherwise.

8.3 The information in our Brochure or Site may be updated from time to time and may be out of date when read or viewed by you. No responsibility for keeping such information in these pages up to date is taken by us or liability for not doing so.

8.4 We cannot guarantee that the On-line Learning Area or the Software is free from computer viruses or any other malicious or impairing computer program. You should therefore ensure that you employ all reasonable precautions when accessing the On-line Learning Area or downloading the Software. Technical inaccuracies and typographical errors may appear on the pages the On-line Learning Area from time to time.

8.5 We shall have no liability (including liability for negligence) for the acts or omissions of telecommunications service providers or for failures of, or faults in their networks and equipment.

8.6 We reserve the right to change prices, information and specifications relating to the Courses from time to time subject always to our commitments set out in Clause 3 above.

9 OTHER TERMS

9.1 These Terms and any documents expressly referred to in them represent the entire agreement between us and supersede any prior agreement, understanding or arrangement between us, whether oral or in writing.

9.2 If we fail, at any time, to insist upon strict performance of any of your obligations under these Terms, or if we fail to exercise any of the rights or remedies to which we are entitled under the Terms, this shall not constitute a waiver of such rights or remedies and shall not relieve you from compliance with such obligations. A waiver by us of any default shall not constitute a waiver of any subsequent default.

9.3 If any of these Terms are determined by any competent authority to be invalid, unlawful or unenforceable to any extent, such term, condition or provision will to that extent be severed from the remaining terms, conditions and provisions which will continue to be valid to the fullest extent permitted by law.

9.4 Any notices required to be served on us shall be served at our Registered Office. We may give notice to you at either the e-mail or postal address you provide to us when placing an Order, or we may post the notice on our Site (where of general application). Notice will be deemed received and properly served immediately when posted on our Site, twenty-four (24) hours after an e-mail is sent, or three days after the date of posting of any letter. In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that such letter was properly addressed, stamped and placed in the post and, in the case of an e-mail, that such e-mail was sent to the specified e-mail address of the addressee.

9.5 The agreement set out in these Terms is binding on you and us and on our respective successors and assigns. You may not transfer, assign, charge or otherwise dispose of the agreement set out in these Terms, or any of your rights or obligations arising under it. We may transfer, assign, charge, sub-contract or otherwise dispose of the agreement set out under these Terms, or any of our rights or obligations arising under it, at any time during the term of the agreement set out under these Terms.

9.6 These Terms are governed by English law. Any dispute arising from, or related to, these Terms shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.

10. USE OF YOUR DATA

Any personal information collected by us will be used by the relevant party in accordance with the General Data Protection Regulation (GDPR) 2018. We will take reasonable and appropriate measures to keep students' personal information secure. Any disclosures of information will be made only with your permission. We may use your name, e-mail address, home address and telephone number to contact you for any matter relating to other courses in which they feel you may be interested in. We will process the data which you provide to us, or other information that we obtain about you during any of our dealings with you, to provide credit, to help us make credit decisions about you, to prevent fraud, to check identity, to prevent money laundering and to assess your application, to administer the Agreement, to collect instalments (including via 3rd party collection agencies) We may search the files of credit reference agencies who will record such credit searches (whether or not the application is successful). If you wish to be removed from this list at any time please send written request to our registered office address.

11 CANCELLATION

11.1 Without prejudice to your rights mentioned under 4.9(a), under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have a right to cancel this agreement and your Order at any time up to the end of the 14th day after you received the Course.

11.2. If you wish to cancel an Order you should, as soon as possible, contact the 'Student Support' department by telephone, by email or in writing to its registered address - or email studentsupport@iqualifyuk.com (such emails will be responded to between 10 am and 4 pm, Monday to Friday).

11.3 If you have already received the Course, you must return any Materials and (or) Software in accordance with the returns policy set out in Clause 4 above and this Clause 11. You will not have the right to cancel your Order, by giving written notice of cancellation, if the Materials have been used and (or) defaced and (or) Software has been supplied and the supplier's seal has been broken by you (unless the Software is deemed to be defective).

11.4 If you cancel an Order you must return the Materials (and Software, if applicable) to us by recorded delivery and in their original condition with their original packaging (where applicable) and accompanied by the original delivery note. We will process the refund due to you as soon as possible and, in any case, within thirty (30) days of the day you have given notice of your cancellation. In this case, we will refund the Price of the Course in full.

12 ON LINE ACCESS

12.1 As part of your course you will need to log on to the On-line Learning Area to access Materials and complete your Course. Whilst doing so you agree to abide by the rules of the On-line Learning Area set out therein from time to time. We reserve the right to cease or suspend access to the On-line Learning Area in the event that you breach any of these Terms or the rules of the On-line Learning Area.

13 COMPLAINTS PROCEDURE

13.1 Our standard channel for all complaints is through the "Student Support" department and all such communications should be directed to their registered address - or email studentsupport@iqualifyuk.com or telephone: +44 (0)20 7221 1662. Office hours are 9am-5pm Monday to Friday.