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| Course Details | |
| Course Name | Please provide the full name of your chosen programme |
| Course Start Date | Not all courses start on each term start date - check your available course start dates on the [course website page](https://www.eventschool.london/full-time-courses-london) |
| Course Duration | * UK Nationals can choose either a 6-month or 1-year course * International Applicants can only choose a 6-month course  (NB. we are not student visa sponsors for courses over 6-months) |
| Please advise your elective choices  *2 electives on 6-month courses*  *3 electives on 1-year courses* | Elective choices can be found on the course information page on our website.  Search for your course under: [www.eventschool.london/full-time-courses-london](http://www.eventschool.london/full-time-courses-london) |
| Course Fees |  |
| Participant Details | |
| Title |  |
| First Name |  |
| Middle Name |  |
| Surname/Family Name |  |
| Date of Birth |  |
| Nationality |  |
| E-mail |  |
| Mobile Number |  |
| Address |  |
|  |
| Post Code |
| English Language Competency | □ English as a first language  □ IELTS Level 5 or higher  □ TOEFL Score 35 or higher  □ Baccalaureate, English, Pass or higher  □ West African Senior School Certificate English, Pass or higher  □ West Indian Caribbean Secondary Education Certificate or higher  □ Other Equivalent English Language Qualification. Please advise  □ If you hold a degree from a majority English speaking country or your degree has been taught and examined in English, Please advise those course details here |
| Qualifications | Please advise your highest-level qualification here |
| Work Experience | Please advise if you are applying via the Professional Experience Entry Pathway, and if so, please provide a detailed CV |
| Are you a UK Resident who wishes to apply for a monthly payment plan? | UK residents with a UK bank account can apply for interest-free student financing with our [Student Finance](https://www.eventschool.london/payment-plans) Partner Knoma |
| How did you first learn about us? | □ Flyer □ Advert □ Friend / Colleague / Classmate □ EventBrite  □ LinkedIn □ Instagram □ YouTube □ TikTok □ Twitter □ Facebook  □ Google □ Bing □ Yahoo □ Other Web Browser  □ Agent Please provide the Agent’s name.  □ Careers Fair or Industry Event Please advise the Careers Fair or Industry Event  □ Course Directory Please provide the Directory’s name |
| Personal Statement | |
| Please provide a written statement (minimum 400 words) describing why you wish to study in this field and why you have chosen this course. | |
| Documents Required | |
| Please provide the following documents with your application:   * **Photo ID:** Passport, Driver’s License, Government Issued ID Card * **CV:** If you do not have work experience, you can provide information on your CV about volunteer work, internships, work experience, sports or community clubs or participation, musical or art skills, computer skills and any details on short courses or training you have completed. * **Qualification:** Please provide your highest-level qualification * **References**: Please provide 2 references. These can be short statements from employers, school managers, teachers, community or volunteer organisations or other professional adults who can confirm your ability to commit to and work towards your goals. These should be provided on their organisation's letterhead. * **Proof of English Language Competency.** If you are not applying from a country where English is the first language, please provide your IELTS Level 5 Certificate or Equivalent | |
| Cancellation Policy for Full-Time Courses | |
| We reserve the right to cancel a course in the event of exigent circumstances.  In the unusual event of course cancellation by us, course fees paid will be refunded. (For clarity, no expenses will be reimbursed e.g. We do not take responsibility for any other costs incurred by the student including accommodation or travel expenses. If you are travelling to London for your course, we recommend considering appropriate insurance and checking carefully the cancellation terms of your accommodation and transport carriers.)  In the case of cancellation by you:  All requests for cancellations and refunds must be received in writing to info@eventschool.london and acknowledged by The Event School London in writing.     * Deposits are non-refundable\* * If you cancel your course place up until four (4) weeks prior to the scheduled start date, your deposit will not be refunded. However, any other course fees paid to us will be refunded. * If you cancel within four (4) weeks of the scheduled start date, there is a 100% cancellation fee and no refund of fees applies. * If you fail to attend your course or withdraw after course commencement, there is a 100% cancellation fee and no refund applies.     \*Exception: Where a course place is cancelled due to Refusal of a Visa Application - if the course place is cancelled more than two months before the course start date, and a bona-fide letter of refusal from the British Consulate provided - the deposit shall be refunded less a £50 administration fee.  Course fees are non-refundable other than in the above circumstances.  For clarity, rescheduling (changing course start date) requires the cancellation of your existing course place and rebooking on an alternative course. The above cancellation policy, timeframes and fees therefore apply.  Refunds when approved are processed within 30 days. All refunds are made in pounds sterling (£GBP) and for payments into overseas bank accounts, will be converted at the exchange rates provided by our bank on the day of the transfer. The student is responsible for the payment of any fees imposed by banks or money transfer companies. | |
| Our standard Terms and Conditions also apply. Visit <https://www.eventschool.london/terms> for policies including our Privacy Policy. | |
| Applicant’s Declaration | |
| (Students must read and understand the declaration. The application will not be processed if this form is not signed)  I certify that the information contained herein is complete and accurate to the best of my knowledge. I understand that it is my responsibility to obtain the relevant documentation requested, and authorise the School, where necessary, to obtain further information from the appropriate educational institutions.  I understand that this information will be retained on a database for administrative and regulatory purposes. I understand that the School may use my photos and name throughout the course for news items, advertising, and publicity for the school and its programmes.  I understand the School reserves the right to cancel or delay a course without liability. In these circumstances, students can be offered an alternative course, a credit note or full refund. The School cannot be held liable for any other expenses incurred by students or their sponsors due to the cancellation or delay.  I have reads understand and agree to the terms of the cancellation policy for full-time courses.  I understand that the School reserves the right to change any provision or requirement at any time, even within a student’s term of enrolment, and that the School further reserves the right to ask any student to withdraw, temporarily or permanently, for any due cause (including misconduct, plagiarism, disruptive or aggressive behaviour) at any time without recourse to refund of fees.  I understand that the School reserves the right to modify its fees, to add or withdraw members from its faculty or administration, and to arrange its courses, programmes, and facilities as teaching and economic exigencies render it desirable.  I understand that admission to the School is conditional upon my acceptance and compliance with the rules and regulations of the Schools, as now established or hereafter revised.  I understand that I must satisfy all academic and financial obligations in order to receive the final award (certification).  I understand that all work I submit as part of the School’s assessment requirements must be my own work.  I understand that the school conducts its courses using a combination of theory, practical and experiential learning and that I will on occasion be required to participate in learning activities on evenings or weekends due to the nature of the learning opportunities that become available.  I agree to abide by the rules and regulations of the School including wearing the School’s corporate uniform as required, i.e., during live event delivery. (Corporate Uniform items can be purchased from the School during Orientation Week.)  I agree to release the School from all liability to me on account of negligence, accident or illness and to indemnify the School against all expense incurred on my account which is not covered by the programme while I am a student.  I confirm that the information provided is complete and correct and that I am 18 years or over.  Under the provisions of the Data Protection Act, I agree to the company processing personal data contained in this form for any purpose connected with my studies or my health and safety whilst on the premises for any legitimate reason. (We will not use your data for any other reason, nor do we share data with any other organisation.)  I agree to abide by the Health and Safety rules of the school and any host venues.  Course places are not confirmed until the deposit has been received. By signing this form and making the required deposit payment I agree to the Terms above and in the standard booking terms (Our Terms do not affect your statutory rights.)  Signature (participant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Next Steps** | |
| 1. Email your application form providing copies of your required documents to [info@eventschool.london](mailto:info@eventschool.london) 2. We'll process your application within 48 hours. 3. If your application is accepted, we'll send you an invoice for your deposit which you can pay by card or bank transfer.   *(UK Residents wishing to apply for a payment plan will be sent a direct link to complete their Knoma student finance application)* 4. Once we receive your deposit, we'll issue a:    1. provisional offer    2. invitation to study letter    3. an invoice for remaining fees 5. Remaining fees must be paid at least two months prior to course commencement. We'll then issue your:    1. unconditional offer letter    2. course joining instructions for your first week    3. confirmation of your term break dates 6. Detailed Timetables are provided two weeks prior to course commencement   **For your reference: Your enrolment is with The Event School London Limited**  We are:   * A member of the London International Education Group * A registered centre with Ofqual Awarding Body, Training Qualifications UK (TQUK), Centre No. C001803. * An approved provider with The CPD Certification Service, Centre No. 11567 * A registered provider with the UK Register of Learning Providers, UKPRN. 10089415 | |