

Please complete this form as fully and accurately as possible as information will be used to enter details into our information system.

Please check our website for terms and conditions.

Return your completed application form to:

admin@abbeymanchester.co.uk



APPLICATION AND ENROLMENT FORM

SECTION 1 - Student Details

Title Mr Miss Other

Family Name

First Name

Gender

Date of Birth (dd/mm/yy)

Student Email address

Telephone

Mobile

Home Address

City Postcode

Country

SECTION 2 - Parents or Legal Guardians

PARENT OR LEGAL GUARDIAN 1

Title Mr Mrs Miss Other

Family Name

First Name

Relationship to Student

Telephone

Mobile

Email Address

Contact Address (if different from above)

City Postcode

Country

To receive reports, absence alerts and exam results

Yes No

PARENT OR LEGAL GUARDIAN 2

Title Mr Mrs Miss Other

Family Name

First Name

Relationship to Student

Telephone

Mobile

Email Address

Contact Address (if different from above)

City Postcode

Country

To receive reports, absence alerts and exam results

Yes No

SECTION 3 - Emergency Contact

Provide details of the person to be contacted in an emergency if we are unable to contact parents or legal guardian.

EMERGENCY CONTACT 1

Title Mr Mrs Miss Other

Family Name

First Name

Relationship to Student

Telephone Mobile

Email Address

EMERGENCY CONTACT 2

Title Mr Mrs Miss Other

Family Name

First Name

Relationship to Student

Telephone Mobile

Email Address

SECTION 4 - Course Selection

GCSE PROGRAMME

September (Year 11)

COMBINED STUDIES PROGRAMME

September (Year 13) September (Year 12)

A LEVELS

September (Year 13) * September (Year 12)

All our programmes are available with FOOTBALL TRAINING if required.

Please tick if this is of interest.

* Only applicable if students have done A Levels before or wish to re-sit a subject

SECTION 5 - Education History

Previous School

Date of study (dd/mm/yy)

Address

Date you received (or will receive) your results

(dd/mm/yy)

City Postcode

Please include your 13 digit UCI number

Country

SECTION 6 - Medical Information and Special Educational Needs

MEDICAL INFORMATION: GP DETAILS OF STUDENT

GP's Name

GP's Address

Does the student have any allergies or medical conditions? Yes No

If yes, please provide details and medical evidence if required:

SPECIAL EDUCATIONAL NEEDS REQUIREMENTS

Does the student have any of the following specific learning difficulties? Yes No

Dyslexia Dyspraxia ADD ADHD

Any other learning difficulty (please specify):

Does the student have an Educational Psychologist's report or equivalent assessment available? Yes No

If yes, please send a copy with the Application Form and indicate below by ticking the appropriate category of Access Arrangement in examinations for which approval needs to be sought by Abbey College Manchester.

Any approvals obtained by previous institutions are no longer valid.

Extra Time only Use of a Word Processor & Extra Time Use of a Reader and Extra Time

Use of an Amanuensis and Extra Time Use of a Transcriber and Extra Time Other

If other, please specify:

Please read this document carefully and provide outstanding information as required and sign to confirm you have read, agree and accept the offer of a place at Abbey College Manchester.

ACCEPTANCE FORM

1 - Terms and Conditions of Enrolment

Please read the Terms and Conditions of Enrolment for Abbey College Manchester. Terms and Conditions are available at www.abbeymanchester.co.uk/terms

2 - College Policy Statement

Please read the following College Policy statements for Abbey College Manchester www.abbeymanchester.co.uk/policies

- I. Admissions policy
- II. Complaints procedure
- III. Safeguarding policy
- IV. ICT Usage policy

3 - Students under 16 years of age

All Students may leave the premises at break and lunchtime. If your son/daughter is aged under 16 on 1st September of the new academic year, please indicate in the box at the bottom of the Declaration signed acceptance declaration whether you give permission for your son/daughter to leave the premises and that the College cannot be responsible for the student during this period. Students under 16 are not allowed out of the building unless permissions has been granted by a member of staff.

4 - Medical

I agree for my son/daughter to be assessed and treated by Abbey College Manchester employed staff. I agree that the trained college staff may make necessary medical decision for my son/daughter.

5 - General Statement

- The offer of a place at the college is valid as stated on the offer letter and expires on the date given on the letter.
- All college tuition fees are payable in full or in instalments as stated on the offer letter. If any tuition fees remain unpaid then the student will not be permitted to take any public examinations.
- The Principal reserves the right to modify academic programmes or examination entries or to exclude any student whose work or attendance is deemed by the College to be unsatisfactory. If a student is excluded on disciplinary grounds, the fees for the term will not be refunded.
- Any information relevant to the application must be declared at the interview. Any information that is withheld may subsequently jeopardise the students place at the college.
- An original document must be provided to confirm the identity of the student (e.g. Passport or Birth Certificate) in advance of starting the course. This is required to fulfil our obligations to our educational oversight body, the Independent Schools Inspectorate (ISI).
- Entries for examinations are processed by the Exams Officer. It is each student's responsibility to check that he or she is entered for the correct examinations and that all entry details are accurately supplied. Late entry fees will be charged if student's notice errors after the entry deadline.
- Times of lessons may be revised at short notice within the college day should circumstances demand it.
- The College requires up-to-date accurate contact details for all students and their parents or guardians.
- Students are personally responsible for their own safety and are jointly or individually liable for any damage caused by them to college premises. The College is not responsible for theft or loss of personal property.
- Please note that information (including personal information) that you provide or which is already held by the college may be passed to our insurers and other related third parties for servicing insurance schemes, administering claims and other educational purposes.

- Please ensure that the media consent form is completed and returned to indicate whether your son/daughter would like to have their details and/or image used in any College marketing literature
- **Full details of the Alpha Plus Group Privacy Policy and Retention Policy can be found on the College website: www.abbeymanchester.co.uk/abbey-college-manchester/information/privacy-policy/**
- The educational visits form must also be completed and returned to the college

Parent or Legal Guardian Agreement

1. I confirm that I wish to enrol my son/daughter for the course/s detailed on the offer letter and I agree to pay all fees in full.
2. I have completed the enrolment form accurately and have declared any medical or learning support information relevant to the application. If necessary this can be explained to us in confidence at the interview or given in writing.
3. I have read and agree to the above Enrolment Conditions of Abbey College Manchester and I understand that all tuition fees must be paid before any public examinations can be taken.
4. I have read and agree with College Policies as published on the website (hard copies may be requested in writing).
5. I agree to provide an accepted form of identification for my son/daughter in the form of an original passport, birth certificate or full Drivers Licence. If a student is only able to provide a birth certificate or Drivers Licence the admissions team will need to see a parent birth certificate in order to prove nationality.

Parent Agreement (To be signed by both parents):
 I accept the place at Abbey College Manchester offered to your son/daughter and agree to be bound by the Terms and Conditions above detailed in this contract. I agree to pay all tuition fees and other charges as they become due. I understand that if a student is excluded permanently for disciplinary reasons there is no refund of fees. If a student is withdrawn for mutually agreed reasons any withdrawal must be in writing to the Principal and any refund is subject to the date of receipt of the letter.

Full name of father or legal guardian

Signature _____ Date (dd/mm/yy) _____

Full name of mother or legal guardian

Signature _____ Date (dd/mm/yy) _____

Student Agreement:
 I have read the Conditions of Enrolment and the College Policy Statement and agree to be bound by the conditions.

Full name of student:

Signature _____ Date (dd/mm/yy) _____

Please tick the box if you give permission for the named student to leave the college premises at break and lunch time (only applicable if under 16 years old).

Principal: Liz Elam BSc (Hons) PGCE
 Abbey College Manchester, 5-7 Cheapside, King Street, Manchester M2 4WG
 Tel: +44 (0) 161 817 2705
 Email: admin@abbeymanchester.co.uk
www.abbeymanchester.co.uk



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