

EMP APPLICATION FORM

PLEASE WRITE IN BLOCK CAPITAL AND USE BLACK INK

1. Personal Details

Please complete the following information as it appears on your current passport or photographic identification.

Title

First Name

Other Given Names

Surname or Family Name

Previous Name (if applicable)

Date of Birth

Male Female



Please attach a copy of identification:
- Domestic (UK/EU) applicants: Passport, Identity Card, Drivers License or Birth Certificate
- International applicants: Passport

Note: If applicable provide name change documents.

2. Address Information

Permanent Residential Address

Address

Postcode / Zip Code

Suburb, Town or City

State (if applicable)

Country

3. Contact Information

Phone Number (include country and area code if outside UK)

Mobile Number (include country and area code if outside UK)

Other Contact Number (include country and area code if outside UK)

Email Address

4. Emergency Contact Details

First Name

Surname or Family Name

Relation to Applicant

Phone Number (include country code if outside UK)

Mobile Number (include country and area code if outside UK)

Email Address

5. Citizenship and Residency

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

5.1 Country of Permanent Residence

Country of Birth

Nationality (as it appears on your passport)

Passport Number

5.2 For Non UK/Non EEA Nationals

Do you require a visa to study in and/or enter the UK?

Yes, and I need to apply for one

Yes, but I already hold one

Please indicate the most recent visa information:

Valid from/Issue date

Expiry date

Visa Number

Visa Type



If you already hold a valid visa, please include a copy of the documentation.

6. Disabilities / Special Needs

SAE Institute encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help SAE Institute provide appropriate support. Please tick all that apply and attach copies of any supporting documentation. Further information may be requested.

Do you have any disabilities, impairments or long-term medical conditions that may affect your studies?

No

Yes

Please indicate the areas of impairment

- | | | |
|---|---|---|
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Blind / Partially Sighted | <input type="checkbox"/> Deaf / Hearing Impairment |
| <input type="checkbox"/> Wheelchair Mobility Issues | <input type="checkbox"/> Personal Care Support | <input type="checkbox"/> Mental Health Difficulties |
| <input type="checkbox"/> Unseen Disability, e.g. Diabetes | <input type="checkbox"/> Autistic Spectrum / Asperger's | <input type="checkbox"/> Other (Please describe) |



If you answered Yes to the question above, please include a copy of the documentation.

7. Intake & Campus

I wish to apply for the EMP course selected below;

Intake Year

Intake

Spring Autumn

Please select the campus at which you would like to undertake your course.

London Oxford Glasgow Liverpool



Spring: March, April, May
Autumn: September, October, November

8. Tuition Fees & Payment Plans

Please ensure you have read and understood the student fees policy found on the SAE campus website.

Please select the course fee that applies to your programme. Further information can be found in the Tuition Fees and Payment Plans booklet.

Programme Tuition Fee:

£ 3,600 (Non-EU only) £ 2,600 £ 2,000 £ 1,910

Would you like to use a payment plan to pay for fees? (not available for non UK/EU citizens)

Yes No

Is an employer paying your tuition fees?

Yes No

If Yes - Please enclose a written confirmation (printed on letter head) from your employer stating intention of funding / sponsoring your studies.

I accept and grant permission for my employer/sponsor to be informed of any relevant information relating to the progression of my programme including my record of attendance.

9. English Language Qualifications

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English proficiency test you have taken.

Name of Qualification

Overall Result

Test Date



You must ensure that you authorise the English Language Test Provider to release the test results to SAE Education Ltd. Failure to do so may jeopardise the success of your application.



Students using TOEFL can use the codes below to ensure the results are received directly by the institution.

SAE Institute London: 7251
SAE Institute Oxford: 7434
SAE Institute Liverpool: 8905
SAE Institute Glasgow: 8901

10. Education

Please enter the most recent education institute at which you completed a course of study.

Highest Qualification Achieved

Institute Name

Country

11. Agent (International Students Only)

Are you using an education or migration agent to assist with your application or visa process?

No Yes

Agency Name

Agency Location (City, Country)

Representative's Name

Representative's Email Address

Telephone

Agency Stamp

12. Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I confirm that I have read and understood the terms and conditions, and student fees policy. I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by SAE Institute under the provision of the 1998 Data Protection Act.

Applicant's Signature

Date

Parent/Guardian declaration for applicants under 18

As the legal parent or guardian, I hereby give permission for the applicant to attend the course selected through UCAS. I have read and understood the declarations outlined on this application and acknowledge that where the applicant has no legal obligations as a minor I will take responsibility for any repercussions.

Parent/Guardian's full name and signature

Date

SAE Institute UK - Terms and Conditions for the Enrolment of Students

Registered in England 06647488 - Registered office: SAE Oxford, Littlemore Park, Armstrong Road, Oxford, OX4 4FY

Definitions

- "SAE", "SAE Institute" "The Institute" means SAE Education Limited registered in England 06647488 of SAE Oxford, Littlemore Park, Armstrong Road, Oxford, OX4 4FY.
- "Programme" means a single course or a sequence of courses provided by SAE Institute at a specific campus for which the student has submitted an application.
- "Validated Programme" means any programme of study that is validated by Middlesex University.
- "Student" means the applicant, registered student or enrolled student for a Programme.
- "Application" means the Student's submission for admission to the Programme in accordance with SAE Institute Policies.
- "Applicant" means the individual who has submitted an application directly to SAE Institute or via UCAS.
- "Registered Student" means the applicant who has been sent a "Confirmation of Registration" email or letter and been allocated a place on the programme of study. The "registered student" date of commencement is the date the "Confirmation of Registration" email has been sent or as specified in the "Confirmation of Registration" letter.
- "Enrolled Student" means the registered student who has been sent a "Confirmation of Enrolment" letter. The "enrolled student" date of commencement is the course start date specified in the "Confirmation of Enrolment" letter and the student is considered to be enrolled on a programme of study at SAE Institute. A student remains enrolled on a programme unless the Institute otherwise changes their status or they have completed their programme of study.
- "Start Date" means the date of commencement of a programme of study as specified in the letter entitled "Confirmation of Enrolment".
- "Entry requirements" means age, academic and language requirements published by SAE Institute for each programme.
- "Resources" means all materials equipment, facilities and furniture provided by the Institute to the student.
- "Course Materials" means materials supplied as part of the programme, which may include, but is not limited to, laptop computers, software, books and accessories. Course materials may differ between campuses, programmes and within intakes. Some campuses may not supply course materials.

1. Introduction

- 1.1. SAE Institute provides educational programmes at various levels assesses students enrolled in programmes and facilitates the awarding of qualifications. SAE Institute provides access to facilities and equipment used in the provision of these services.
- 1.2. The awarding of a qualification is subject to complying with these Terms and Conditions, Student Fees Policy, and fulfilling all academic and attendance requirements in accordance with SAE Institute policies.
- 1.3. A student becomes contractually bound to these terms and conditions and any fees or other monies due in accordance with the published tuition fees, payment plan if so selected and student fees policy applicable for the intake of the programme for which application is made when
 - a. They have submitted an application directly to SAE Institute or
 - b. They have made an application via UCAS and a student has made a firm decision on an offer of study made by SAE Institute.

2. Middlesex University

- 2.1. SAE Institute is an Associate College of Middlesex University.
- 2.2. If the Student is enrolled on a Validated Programme, he/she is considered to be a student of Middlesex University in addition to a student of the SAE Institute.
- 2.3. Qualification awards for Programmes validated by Middlesex University are awarded by Middlesex University.

3. Student Information

- 3.1. The Student undertakes to provide SAE Institute with all personal information that it may require in the application and during the delivery of the Programme to the best of his/her knowledge and in a timely manner.
- 3.2. The Student undertakes to make his/her passport (or any other photo ID deemed equivalent by SAE Institute) available for scanning or photocopying in accordance with UKBA requirements. This process involves all Students regardless of nationality.
- 3.3. The Student undertakes to inform SAE Institute forthwith of any changes to his/her address and/or contact information to ensure that his/her address and contact information is accurate prior to commencement of the Programme and throughout the Programme's duration.
- 3.4. The Student undertakes to provide SAE Institute with a correspondence address immediately following the completion of the Programme.
- 3.5. SAE Institute undertakes to handle the student's information according to its privacy policy and data protection legislation.

4. Tier 4 sponsorship for Study Visa

- 4.1. If the Student requires a study visa, he/she is required to indicate this on their application.
- 4.2. SAE Institute does not guarantee the successful granting of a Study Visa.
- 4.3. SAE Institute reserves the right to refuse the Student's application if it believes the Student's study visa application might be unsuccessful or if, in the opinion of SAE Institute, the Student is deemed not to qualify for Tier 4 sponsorship.
- 4.4. If the Student requires a study visa, he/she undertakes to provide correct information for all matters related to the visa application.
- 4.5. SAE Institute will only issue Confirmations of Acceptance for Studies (CAS) for Students who fulfill all conditions set by SAE Institute who are deemed to have a reasonable chance of successfully obtaining a study visa.
- 4.6. SAE Institute reserves the right to terminate the Student's enrolment if he/she is unable to provide satisfactory evidence of valid leave to remain.

5. SAE Institute Policies

- 5.1. SAE Institute publishes various policies governing the procedures actions and obligations of both staff and students of SAE Institute. These policies are constantly reviewed and updated and all students should familiarise themselves with the policies. A full list and copy of the up to date policies can be located and accessed on the SAE Institute website. All students will be deemed to have knowledge of the up to date policies by their start date.
- 5.2. The student agrees to abide by the SAE Institute policies.
- 5.3. SAE Institute reserves the right to update policies and documentation without notice.

6. Fees

- 6.1. The student is liable for the tuition fees published for the programme.
- 6.2. All matters governing the student's obligations and liability relating to tuition fees or other monies due to SAE Institute for the programme are detailed in the Student Fees Policy applicable to the intake of the programme for which the student has applied.
- 6.3. The student agrees to be bound by the terms in the student fees policy applicable to the intake of the programme for which they have applied from the moment an application is submitted.

7. Withdrawal

- 7.1. Students wishing to withdraw from their studies before completion must inform SAE Institute by submitting a "Cessation of Studies" form (unless they have been withdrawn for reasons of disciplinary or academic failure). For the purposes of tuition fee liability, only once the "Cessation of Studies" form has been received will the withdrawal be processed and SAE Institute records be amended. The official withdrawal date will be recorded as the date on the "Cessation of Studies" form that such form was received by SAE Institute (or the date on which the disciplinary or academic decision was taken).
- 7.2. Students wishing to withdraw from their studies before completion are subject to the terms in the Student Fees Policy applicable to the intake of the programme for which the student is enrolled.
- 7.3. A "Cessation of Studies" form can be obtained from campus reception or online via the SAE Institute student portal.

8. Deferral

- 8.1. Students wishing to defer from their studies must inform SAE Institute by submitting a "Cessation of Studies" form. Only once the "cessation of studies" form has been received will the deferral be processed.
- 8.2. A deferral is subject to the policies contained in Academic Policy A08 Student Progression, Graduation and Transfer Appendix A as well as the Student Fees Policy applicable to the intake of the programme for which the student is enrolled.
- 8.3. A "Cessation of Studies" form can be obtained from campus reception or online via the SAE Institute student portal.

9. Programme delivery

- 9.1. SAE Institute may alter Programme contents as it deems appropriate to ensure validity and industry relevance of the Programme.
- 9.2. SAE Institute provides the Student with access to various resources as a core element of the Programme. The Student is responsible for attending sufficient amounts of practical time with such resources in accordance with SAE Institute's arrangements for the scheduling of resource access.
- 9.3. SAE Institute may alter arrangements for the access to resources from time to time, including changes to opening times. In particular, SAE Institute may be required from time to time to change pre-arranged access to resources for reasons of, but not limited to, maintenance.
- 9.4. The Student is responsible for using practical facilities with all due skill and care and in accordance with instructions given by SAE Institute's teaching and technical staff.
- 9.5. The Student is liable for damage to or loss of resources during his/her use caused by the Student's failure to exercise reasonable skill and care.
- 9.6. SAE Institute reserves the right to alter the Programme venue location within reason, subject to giving appropriate notice.
- 9.7. SAE Institute will not be liable to Students if it unable to fulfil any services to which it was contractually bound because of reasons beyond its control.
- 9.8. SAE Institute reserves the right to cancel Programmes at short notice if an insufficient number of registered applicants are available.

10. Data Protection

- 10.1. Personal information collected from and about the Student will be used for the purposes of delivering the Programme.
- 10.2. SAE Institute utilises student contact details to deliver information relating to the Programme.
- 10.3. SAE Institute reserves the right to publicise the student's name for the purposes of showcasing Student work and communicating alumni success.
- 10.4. The student grants SAE institute permission to use video and photographs taken of the students on campus premises or on SAE Institute organised activity for promotional purposes including, hard copy print publications and online distribution via SAE Institute website, blogs or social media channels. This does not include the use of CCTV video.
- 10.5. SAE Institute will not share student information with third parties for commercial purposes.
- 10.6. SAE Institute is permitted to disclose student information for statutory purposes including, but not limited to, financial audits, quality assurance audits and immigration control.
- 10.7. SAE Institute will provide student information for the purpose of registration and quality assurance reporting to Middlesex University.

11. Intellectual Property

- 11.1. Any works and intellectual property created by the student in relation to the programme remains the Student's property.
- 11.2. The Student agrees that SAE Institute may use such works and intellectual property for promotion purposes without incurring any liabilities for licensing fees or other compensation. The Student may opt out of this provision by notifying SAE Institute in writing.
- 11.3. In the event of an opt out SAE Institute will cease from using such material for the production of new promotional material; or
- 11.4. SAE Institute may come to a licensing agreement with the student over continued use of the material for the production of new promotional material.
- 11.5. Works and intellectual property created by the Student using SAE Institute's facilities must not be released for commercial gain due to restrictive educational software licences and due to SAE Institute's policy of providing facilities for educational use only. Any exceptions must be agreed by SAE Institute in writing.
- 11.6. All works and intellectual property are subject to the policies contained in the Intellectual Property Policy A04. A copy of this policy can be located and accessed on SAE Institute's website. All students will be deemed to have knowledge of the up to date policies by their start date.

12. Use of facilities

- 12.1. A student may only use the facilities for educational and training purposes, or portfolio building or in conjunction with SAE Institute commissioned extra curricula projects or promotional activities.
- 12.2. A student may not charge other students, guests or third parties for usage of SAE Institute facilities or resources.
- 12.3. A student may not charge other students, guests or third parties for their time or expertise where such time and expertise involved usage of SAE Institute faculties or resources.
- 12.4. A student is responsible for the resources booked during their programme. In the event of loss or damage, whether caused by themselves or their guests, the student is liable for the cost of replacement or repair.

13. Governing Law

The Student's contractual relationship with SAE Institute shall be governed by and construed in accordance with the Laws of England, whose courts shall have exclusive jurisdiction for the settlement of any disputes arising hereunder.

14. Amendments

SAE Institute reserves the right to amend these Terms and Conditions from time to time without notice. The latest version is available via SAE Institute's website at <http://uk.sae.edu>