

# Application Form



Please complete all sections.

\* indicates compulsory fields required prior to enrolment

Surname  Forename

Home Address

Post code  Date of birth\*

Please provide us with your contact details, indicating 1 to 4 the order in which you are best contacted in case of emergency:

Tel: Home   Tel: Mobile

Tel: Work   E-mail

Nationality\*

Country of residence\*

Intended start date

Level of study

CIM Registration number

Please notify us of this later if you are not already registered. Provision of your registration number is a condition of your enrolment with us.

## Employment Details

Name  Your employer may be circulated with general information about our courses.

Address   
 We undertake not to disclose any information to your employer about your connection with the University, without your written permission in advance.

Post code

Your job role

Are you sponsored by your employer? – Yes/No

School/University	Highest qualification obtained *	Level (GCSE; 'A' Degree; PG)	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please return your completed application form to:  
Professional Programme Admin Team, University of Derby Corporate, Enterprise Centre,  
37 Bridge Street, Derby DE1 3LD or email: [udc@derby.ac.uk](mailto:udc@derby.ac.uk)

# Where did you hear about the CIM course at Derby?

(Please tick all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> University Prospectus    | <input type="checkbox"/> University Website      | <input type="checkbox"/> CIM Website                    |
| <input type="checkbox"/> Friend/colleague         | <input type="checkbox"/> Employer                | <input type="checkbox"/> Poster in University grounds   |
| <input type="checkbox"/> Mailshot from University | <input type="checkbox"/> Studied at Derby before | <input type="checkbox"/> Local radio advert             |
| <input type="checkbox"/> Newspaper advert*        | <input type="checkbox"/> Advert in magazine*     | <input type="checkbox"/> From another tuition provider* |

\* Please state which newspaper/magazine/tuitionprovider:

# Professional courses - Withdrawals and refunds of fees

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We sincerely hope that you do not need to withdraw from any part of the programme, and ask that you notify your lecturers and/or the Programme Leader if you do feel that you are having difficulties, so that we can do our best to help where possible.

The University has regulations regarding withdrawals from individual papers (the University refers to them as “modules”) or from an entire programme or academic year of study. These regulations vary for different programmes, and the following is a summary of those that apply to part time professional courses:

- If the University is unable to run a module, all fees paid will be refunded in full.
- In all other cases, for any refund or reduction in fees payable, notice of withdrawal must be in writing.
- In such cases, a portion of the tuition fee will be chargeable (the withdrawal fee), plus £25 to cover the cost of any materials provided (e.g. class hand-outs, module/programme handbooks).
- You are deemed to have enrolled on a module if you have done any of the following:
  - Attended any classes for that module
  - Completed or partially completed<sup>1</sup> the enrolment process for a module.

## Withdrawal fees

Withdrawal date	Fee payable
More than 28 days before the start of the module	20% of each module you have enrolled on
Between 28 days before the start of the module and 14 days after the start of the module	50% of each module you have enrolled on
15 days or more after the start of the module	100% of each module you have enrolled on

## Exceptions

In certain extreme circumstances outside your control, it may be possible to transfer to another module, or transfer fees to the next academic year. The reasons for the circumstances must be discussed with the Programme Leader at the earliest opportunity, and appropriate evidence will usually need to be submitted.

The following circumstances are examples of situations that would not normally be regarded as falling within the above category:

- Workload (whether due to your studies or to your employment). Please make sure that you understand the level of commitment required before you enrol.
- Employer no longer allowing study leave/no longer paying your fees.
- Changing job/moving house.
- Short-term or minor illness.
- Inability to arrange childcare.
- Failure of an exam.
- Exceeding the deadline for application to the professional body for registration/exemptions/exam entry.
- Rejection of your application for exemptions (unless it can be shown that you had every reasonable expectation of receiving the exemptions, applied within the appropriate deadlines and submitted the correct evidence to the professional body).

You are required to notify the Programme Leader of your withdrawal from any module (even where no reduction in fees or transfer applies) using the prescribed Withdrawal Form.

## Professional body refunds

The professional bodies are unlikely to refund fees in most circumstances. The University is unable to intervene in such claims for refunds.

I accept these terms and conditions

Signature

Name

Date

<sup>1</sup> Completed means you have Confirmed your enrolment. Partially completed means you have started the web-based enrolment process.