



**Course Application Form 2017**

**Candidate Details:**

Title:  Mr.  Mrs.  Miss.  Ms.  Other \_\_\_\_\_ Gender:  Male  Female  Other \_\_\_\_\_

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Date of Birth: 

|   |   |   |   |   |   |
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|---|---|---|---|---|---|

 National Insurance Number: 

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Home Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel. Number: \_\_\_\_\_ Mob. Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Emergency Contact:**

Title:  Mr.  Mrs.  Miss.  Ms.  Other \_\_\_\_\_ Relationship: \_\_\_\_\_

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel. Number: \_\_\_\_\_ Mob. Number: \_\_\_\_\_

**Your Choice of Course:**

| Course Duration: | Course Title: | Start Date: |
|------------------|---------------|-------------|
|                  |               |             |
|                  |               |             |
|                  |               |             |
|                  |               |             |

**Information to Assess Your Status:**

Nationality (English, Irish, Scottish etc..)

Are you a permanent resident of the UK:  Yes      How Many Years Resident: \_\_\_\_\_

No      Date of entry to the UK: \_\_\_\_\_

Are there any restrictions on your length of stay within the UK?  Yes.  No

|   |  |
|---|--|
| <p><b>Ethnic Origin:</b></p> <p>Asian / Asian British    <input type="checkbox"/>    Black / Black British    <input type="checkbox"/>    White    <input type="checkbox"/></p> <p>Bangladeshi                <input type="checkbox"/>    African                      <input type="checkbox"/>    British    <input type="checkbox"/></p> <p>Indian                        <input type="checkbox"/>    Caribbean                  <input type="checkbox"/>    Irish        <input type="checkbox"/></p> <p>Pakistani                    <input type="checkbox"/>    Other                         <input type="checkbox"/>    Other        <input type="checkbox"/></p> <p>Other                         <input type="checkbox"/>    Not Known                 <input type="checkbox"/></p> <p>Not Known                 <input type="checkbox"/></p> <p>I do not wish to submit my Ethnic Origin <input type="checkbox"/></p> | <p><b>Learning Difficulties and Disabilities:</b></p> <p>Do you have any of the following</p> <p><input type="checkbox"/> Disability    <input type="checkbox"/> Learning Difficulty    <input type="checkbox"/></p> <p>If you have selected any of the above please state:</p> <p>_____</p> <p>_____</p> <p>_____</p> |
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**Learner Agreement**

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1. I have received assessment and guidance to assist in my choice of learning programme.
2. I am satisfied that I fully understand the requirements of the programme, the entry requirements and that I have had the opportunity to receive advice about the learning and financial support available to me.
3. I will observe The Learning Agreement.
4. **I understand that if I do not attend the course for 3 consecutive weeks without contact with CTS, it will be assumed that I no longer wish to attend and I will be removed from the course. If I am removed from the course all fees paid to date are non refundable, and the balance becomes due.**
5. I note that where fees have been remitted on my behalf, I will immediately notify CTS should my income based benefit cease during the course.
6. Fees must be paid before Qualification /Certificate will be awarded.

Learner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TO BE COMPLETED BY A CTS LTD STAFF MEMBER.

Information, Advice and Guidance given at enrolment and checked by:

Staff Signature: \_\_\_\_\_ Print \_\_\_\_\_

Any variations from the standard course: \_\_\_\_\_  
\_\_\_\_\_If main qualification aim is basic skills please tick here 

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**To be completed by a third party payee**

Should your organisation require regular updates regarding the students performance please indicates below including a current email address.

This would attract an administrative charge of £30 INC VAT per update.

Position within the organisation:

Title: \_\_\_\_\_

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Email: \_\_\_\_\_

It is not CTS LTD responsibility to update organisations on learner progress unless requested.

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**Payment:**

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*Please note that deposits are non-refundable* I have enclosed cash or a cheque to the value of £      .   My employer has agreed to pay for the course and has issued a cheque which is attached My employer has agreed to pay for the course and should be invoiced:**Employer Contact:**Title: Mr. Mrs. Miss. Ms. Other \_\_\_\_\_

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**If for any reason my employer refuses to pay the invoice****I will be personally liable for the debt to CTS Ltd.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the standing order form attached giving bank details, amounts and payment frequency,  
and return it to the office for processing.

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**Bad Debts**

Under the Late Payments Act, CTS Ltd, are allowed to make a charge of 8% on any outstanding debts.  
Should you have any reason for non payment please contact the Finance Manager, Yvonne Baines  
On 01603 480960 or email: [y.baines@construction-training.com](mailto:y.baines@construction-training.com)

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**Data Protection**

CTS LTD are registered under the Data Protection Act 1998. The information you provide on this form may be passed to the Skills Funding Agency (SFA). The SFA are responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers, guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Education and Skills, Work Based Learning, Higher Education Statistics Agency, Higher Education Funding Council for England, Education Institute and organisations performing research and statistical work on behalf of the SFA or its partners. The SFA is also a co-financing organisation and uses European Social Funds from the EU to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. At no time will your personal information be passed to organisations for marketing or sales purposes.

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**Payment Terms & Conditions**

Courses will be paid for by the student or third party in the amount agreed upon by CTS at the time of booking and by the method chosen in agreement with CTS and the student.

All payments are due upon request. If a payment is not received or payment method is declined contrary to the agreed payment methods (weekly, monthly or quarterly), the student forfeits the right to remain on any course and their place will be cancelled. Fees paid to date are non refundable.

All courses must be paid for in full before any certificates can be issued.

**Payment terms are due within 10 days, CTS exercise their right to charge an extra 8% above bank base rate, under the Late Payments of Commercial Debts (Interest) Act 1998, on all outstanding payments should any student fall into arrears.**

All courses lasting for duration of less than 20hrs must be PAID IN FULL, prior to the commencement of that course.

I have read these terms & conditions and agree to adhere to the above.  
Courses

**Learner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**On Behalf of CTS:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you require support completing this application or would like further information, advice or guidance please do not hesitate to contact our office on the contact details above.

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