

Application Form (Distance Learning, Certificates and Short Courses)

Please complete all sections of the application form. If you are applying for a Certificate course then please also include a passport sized photograph with your application

1. Personal Details PLEASE USE BLOCK CAPITALS

Mr/Mrs/Ms/Miss Other	First name(s):	Surname:	
Full Postal Address:		Postcode:	Date of Birth
			Gender: MALE/FEMALE
Home Tel:	Daytime Tel:		Mobile:
Email:			Fax:

2. Course Applied For:

Course Code (if applicable)	Title of Course	Office Use Only	
		Fee Paid	Receipt No

FOR UNIVERSITY USE ONLY

Course Administrator Record Entered by.....

Student Ref No Date Record Entered.....

Source of finance

..... Passed by Course Director Yes / No

Comments

.....

A. EDUCATION AND QUALIFICATIONS

Academic Record and Professional Qualifications including In-Service Training
 Please list all qualifications to date; we may require copies of certificates

Dates Attended	Names and Location of School/University/College	Qualifications Received	Subjects	Date of Qualifications (or expected)

B. RELEVANT EMPLOYMENT AND EXPERIENCE

Occupation (most recent first)

Name and Address of Employer	Dates	Occupation and Key Responsibilities

C. REASONS FOR APPLICATION

Please explain why you wish to undertake the course and the benefits you expect to gain from it. Please also state the ways in which the course relates to your current or intended career and any advantages which your professional experience will bring to your studies. *This is an important section in helping us to assess your application and you should include any relevant information which assists us to make a decision.* Please continue on a separate sheet if necessary.

METHOD OF PAYMENT: To be completed by all students

PLEASE NOTE: If a receipt or confirmation is required, please enclose stamped addressed envelope.

I will be paying my own fees:

I enclose a cheque made payment to University of Leicester for £

I will be making payment using a debit or credit card

(please either phone 0116 251 7368 or come into Vaughan College, St Nicholas Circle, Leicester, LE1 4LB with your card details so that we can take the payment)

I will be making payment by cash (please come into the Institute of Lifelong Learning with your payment)

I will be applying for funding

My employer / sponsor will be paying my fees: Cheque Cash Invoice

Name of employer

Correspondence Address

..... Postcode

Address for Invoice (if different)

..... Postcode

Contact Name and Job Title

Signature

Telephone Email

