



For a large print version of
 this form email
study@vaughan.coop

Application Form

Thank you for your interest in our courses.
 Please complete this form using BLOCK capitals and return it to: *Leicester Vaughan College Ltd, c/o Adult Education College, 54 Belvoir St, Leicester, LE1 6QL*, or via email to study@vaughan.coop

Personal Details				
Title:	First name(s):			
Date of Birth:	Surname:			
Nationality:	Home/Contact Address:			
Gender:				Postcode:
Daytime Tel:	Evening Tel:	Mobile:		
Email Address:				
Emergency Contact				
Name of contact:	Relationship:		Contact Tel:	
Residency				
<ul style="list-style-type: none"> Are you UK or EEA National? Yes/No Have you had permanent lawful residency in the UK/EEA for the whole of the past 3 years? Yes/No <p><i>Please note that we have a legal obligation to obtain evidence of your current immigration status if you are not a UK/EEA National.</i></p>				
What course(s) are you interested in				
Course title(s):	Start Date(s):	Cost:		
Education and Qualifications (this is optional as no qualifications are required for the non-accredited programme)				
Dates Attended:	Name of School/College/University:	Qualifications or Credits Received:	Subjects:	Date of Qualifications:

Relevant Employment and Experience (optional)			
Name/Address of Employer:	Dates:	Occupation and Key Responsibilities:	
Please provide a brief statement explaining why you would like to undertake the course(s). This is to help us know about the needs of students and to check that we are meeting these needs.			
<p style="text-align: center; font-size: 2em; color: #c0c0c0;">LEICESTER</p> <p style="text-align: center; font-size: 4em; color: #c0c0c0;">Vaughan</p> <p style="text-align: center; font-size: 3em; color: #c0c0c0;">College</p>			
Ethnicity – please circle or highlight one of the following.			
We ask this information to help us check that we are reaching the varied communities in the area.			
<ul style="list-style-type: none"> • Prefer not to say • White <ol style="list-style-type: none"> 1. English, Welsh, Scottish, Northern Irish, British 2. Irish 3. Gypsy or Irish Traveller 4. Any other White background, <i>please describe</i> • Mixed/Multiple Ethnic Group <ol style="list-style-type: none"> 5. White and Black Caribbean 6. White and Black African 7. White and Asian 8. Any other Mixed/Multiple ethnic group, <i>please describe</i> • Asian/Asian British <ol style="list-style-type: none"> 9. Indian 10. Pakistani 11. Bangladeshi 12. Chinese 13. Any other Asian background, <i>please describe</i> • Black/African/Caribbean/Black British <ol style="list-style-type: none"> 14. African 15. Caribbean 16. Any other Black/Caribbean background, <i>please describe</i> • Other Ethnic Group <ol style="list-style-type: none"> 17. Arab 18. Any other Ethnic Group, <i>please describe</i> 			

Additional Needs		
This information is to help us make sure that we are meeting the needs of our students.		
Do consider yourself to have a learning difficulty and/or disability and/or health problem? Yes/No		
<i>If yes, please circle or highlight all that apply.</i>		
Visual Impairment	Hearing Impairment	Disability Affecting Mobility
Other Physical Disability	Medical Condition	Emotional/Behavioral Difficulties
Mental Health Difficulty	Temporary Disability	Profound/Complex Difficulties
Asperger's Syndrome	Multiple Disabilities	Dyslexia
Dyscalculia	Moderate Learning Difficulty	Severe Learning Difficulty
Autism Spectrum Disorder	Multiple Learning Difficulties	Other (please specify)
Please provide additional detail if needed, and indicate if there are any specific support arrangements required because of your disability or learning difficulty:		
Marketing Information		
This information will help to make sure that we are working as efficiently as possible.		
Where did hear/find out about our courses?		
Would you like to be contracted about future course developments/LVC opportunities? Yes/No		
Declaration: I certify that the information provided in this form is accurate.		
Signature:	Date:	

The information in this form will be used for education purposes, and will not be disclosed to any unauthorised third parties. Your personal data will be processed and held in accordance with Data Protection legislation.

Leicester Vaughan College reserves the right to make necessary adjustments to parts of the programme, or in exceptional circumstances it may be necessary for LVC to cancel a course, for example, due to teaching staff being unavailable. Fees will be refunded in the event. LVC will undertake to inform you of such changes as soon as possible in order to minimize any resulting inconvenience or disruption that might occur for you.

We look forward to welcoming you as a student of Leicester Vaughan College.

If you have any questions, please give us a call on 07422 965 631 or contact us via email at study@vaughan.coop

Website: www.vaughan.coop

Payment Information

Full course fees will be due prior to the start date of your course. You can pay your fees in one of the following ways:

- Cheque - made payable to 'Leicester Vaughan College Ltd'
- Bank Transfer - to The Cooperative Bank, account number 6584 0768 00, sort code 08 92 99.

Please also make sure we can identify your payment by using your surname and mobile/home number as a reference when you make the payment.

If you choose to pay by bank transfer, the funds need to reach our account prior to the start of the course. Please allow sufficient time for the payment to clear.

If you are unable to pay by Cheque or Bank Transfer please contact LVC.

Refund Policy

Leicester Vaughan College will refund fees in the event of a course cancellation, or if a course is over-subscribed. In this case, you will be fully reimbursed for any fees you have paid.

If a complaint is raised and upheld by the Board of Directors following an investigation, you will be entitled to a full refund without charge.

Any other refund claims will be considered only in exceptional circumstances, and must be made in writing to study@vaughan.coop.

Payment Details

Please complete the information below and submit it with your application form to: study@vaughan.coop

Name:

Course:

I will be paying my fees by:

- 1) Cheque.
- 2) Bank Transfer.

I understand that full cleared funds must be received by Leicester Vaughan College in order to secure a place on the course.

Signature:

Date: