



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

Application Form

Thank you for your interest in our courses. We are delighted that you want to study with us. 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:
What course(s) are you interested in		
Course title(s):	Start Date(s):	Cost:
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 so we can do our best to meet them.		
Ethnicity – please circle or highlight one of the following.		
We ask for this information to help us monitor whether we are reaching varied local communities.		
<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 		

<p>8. Any other Mixed/Multiple ethnic group, <i>please describe</i></p> <ul style="list-style-type: none"> • 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	
We are asking for this information so that we can do our best to meet the needs of our students.	
Do consider yourself to have a learning difficulty or difference and/or disability and/or health problem which means you will need support in order to learn with us? (such as. dyslexia or a visual impairment) : Yes/No	
Please provide any details you would like us to know.	
Please let us know if you require any specific support arrangements to enable you to study with us:	
Marketing Information	
This information will help us to learn the best ways to tell people about our courses.	
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 educational 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 inconvenience or disruption cancellation would cause 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, 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 significant complaint about a course 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 applications 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: