

# Student membership registration form

## Entry requirements:

### Certificate

#### New member registration fee: £35 (includes first year's annual subscription)

No formal entry qualifications are required but applicants should have attained GCSE or equivalent in Mathematics and have demonstrated competence in English language by the attainment of one of the following (or equivalent):

- LCCI – English for Business (EfB) Level 1 or 2
- City & Guilds/Pitman – English for Speakers of Other Languages (ESOL)/English for Business Communication
- IELTS – Minimum Overall Band Score 5.0

**OR** Confirmation by their college of equivalent standard in Mathematics and the use of English.

### Diploma

#### New member registration fee: £50 (includes first year's annual subscription)

Applicants must have attained **one** of the following qualifications:

- Two GCE A levels together with four GCSEs at Grade C or above, including English and Mathematics
- BTEC National Diploma
- Three passes at LCCI Level 3
- City & Guilds/Pitman qualifications – three passes at professional/NVQ Level 3
- An 'Access' Certificate from a UK College of Further Education
- Any NVQ qualifications at Level 3
- Such overseas qualifications which following University of London guidelines may be accepted by the Registrar as being equivalent to the above

In addition, ABE welcomes applications for student membership from intending Diploma candidates who, although not holding a formal entry qualification, have been in appropriate employment for at least 2 years. A signed reference letter from employer(s) must accompany all such applications.

### Advanced Diploma

#### New member registration fee: £150 (includes first year's annual subscription)

Applicants must have attained **one** of the following entry qualifications:

- A degree or equivalent, awarded by a recognised UK or overseas university, or BTEC HND in business management or related studies.
- Other recognised qualifications of approved overseas Institutions of Higher Education

### Postgraduate Diploma in Business Management

#### New member registration fee: £250 (includes first year's annual subscription)

Applicants must have attained **one** of the following entry qualifications:

- A degree in a relevant subject
- A related level 6 qualification from another internationally recognised awarding body
- Five years' senior management experience

Students and colleges are strongly urged to consider the level of written English required for success in this programme. Observation by ABE suggests that students without a standard of English equivalent to IELTS 6.0, or above, are significantly less likely to succeed. The advanced nature of this programme means that ABE examiners cannot make any allowance for lower levels of English.

**The decision of the Council as to the suitability of the applicant shall be final.**



## 2. Programme and entry levels (You must put x in the appropriate box)

<p><b>Business Management (BM)</b></p> <p>Certificate £35 <input type="checkbox"/></p> <p>Diploma £50 <input type="checkbox"/></p> <p>Advanced Diploma £150 <input type="checkbox"/></p> <p>Postgraduate Diploma £250 <input type="checkbox"/></p>	<p><b>Business Information Systems (BIS)</b></p> <p>Certificate £35 <input type="checkbox"/></p> <p>Diploma £50 <input type="checkbox"/></p> <p>Advanced Diploma £150 <input type="checkbox"/></p>	<p><b>Travel, Tourism and Hospitality Management (TTHM)</b></p> <p>Certificate £35 <input type="checkbox"/></p> <p>Diploma £50 <input type="checkbox"/></p> <p>Advanced Diploma £150 <input type="checkbox"/></p>
<p><b>Human Resource Management (HRM)</b></p> <p>Certificate £35 <input type="checkbox"/></p> <p>Diploma £50 <input type="checkbox"/></p> <p>Advanced Diploma £150 <input type="checkbox"/></p>	<p><b>Marketing (MKT)</b></p> <p>Certificate £35 <input type="checkbox"/></p> <p>Diploma £50 <input type="checkbox"/></p> <p>Advanced Diploma £150 <input type="checkbox"/></p>	<p><b>Financial Management (FM)</b></p> <p>Certificate £50 (includes membership of IAB) <input type="checkbox"/></p> <p>Diploma £60 (includes membership of IFA) <input type="checkbox"/></p>

## 3. How did you find out about ABE?

- BEX or SF Magazine
  Word of mouth
  Online network (eg facebook, twitter etc.)
- ABE representative
  ABE college
  Online search engine (eg google, yahoo! etc.)
- Advertisement
  Exhibition or event
  Other (please specify below)

## 4. Ethnic Origin

- Asian – Bangladeshi
  Asian – Chinese
  Asian – Indian
  Asian – Pakistani
  Asian – Other
- Black – African
  Black – Caribbean
  Black – Other
  White
  Other

## 5. Educational details

Please note that evidence of educational qualifications or details of relevant work experience where required **MUST** be attached to this registration form to support your chosen level of entry (refer to entry requirements on the front of this form). Failure to provide the required documentation will cause considerable delay in the processing of your application.

**Please also provide us with the following information:**

- 3.1 How many GCSE/O levels (or national equivalent) do you have?
- 3.2 How many A levels (or national equivalent) do you have?
- 3.3 How many higher qualifications do you have?
- 3.4 How many years of work experience do you have?
- 3.5 After completing your ABE qualification, do you intend to proceed to:  
(please tick appropriate box)
- Another ABE qualification
  Other professional qualification
  University/Polytechnic
  Employment

## 6. Application for exemption

If you wish to claim exemption (available at Diploma level only) because of a previous relevant qualification, please refer to the Registration section of the ABE website for information on how to apply.

## 7. Payment details

- Payment must be made by £ sterling cheque/draft drawn on a UK bank, by postal order or by credit/debit card.
- Registration forms will **not be** accepted unless accompanied by the correct payment.
- Any other payment included with the registration fee will be credited to your ABE account. **Students will not be entered for examinations without the submission of an examination entry form.**

(Tick method of payment)

I have enclosed Cheque/Draft no. \_\_\_\_\_  I have enclosed Postal Order(s)

Deduct from my Credit/Debit Card details below:

Registration fee                      Please enter Total Payment  
£                       £

**Registration fees will not be refunded after three months from date of registration.**

**Please note that to retain your membership of the Association, your annual subscription must be paid yearly on the anniversary of your date of registration.**

**I certify that I have read this registration form and the information I have provided is true and accurate. By signing this form, I confirm that my English language skills are of the appropriate standard (as stated on page 1 of this form).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Checklist**    Have you enclosed?     The registration fee     Copies of your qualification(s)

## Credit/Debit card payment form

I authorise you to debit my account with the amount of £

I wish to pay by Visa/Delta/MasterCard/Maestro/Solo/JCB/AMEX

My card number is

Expiry date  
Month    Year

Valid from  
Month    Year

Issue no.  
(If applicable)

Security Code (last three digits on signature strip  
on back of card or four digits on front of AMEX card)

**IMPORTANT NOTICE** YOU MUST GIVE THE  
SECURITY CODE FOR PAYMENT TO BE ACCEPTED

Cardholder Name

Cardholder Address

Postcode (UK address only)

Telephone no.

Fax no.

Email

Cardholder Signature

Date

Student's Signature (if not cardholder)

Date