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**TIER 4**

New learner registration form – RQF

**Please read the following notes carefully before completing this form:**

FOR ABE USE ONLY

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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This form is for new ABE learners. If you think you might have registered in the past, contact admisssions@abeuk.com for advice about the status of your membership.

**Please allow two weeks for your application to be processed.**

**1. Learner details**

Title (tick one):  Mr  Ms  Miss  Mrs Other (please specify) \_\_\_\_\_\_\_\_\_\_

Are you registered as disabled?  Yes  No  If yes, and you wish to notify ABE of your condition, please tick this box

and enclose supporting documentation with this registration application.

(Complete clearly in BLOCK CAPITALS - Fields marked with an asterisk\* are compulsory)

|  |  |
| --- | --- |
| First / Given name\* |  |
| Surname / Family name\* |  |
| Your name in full (as you wish it to appear on the qualification certificate) |  |
| Date of birth: DD / MM / YYYY\*  (e.g. 16/03/1995) | / / |
| Nationality |  |
| Full address\* | Address line 1 |
| Address line 2 |
| Address line 3 |
| Town |
| Region |
| Country |
| Postcode |
| Telephone number (include area code) |  |
| Mobile number (if different) |  |
| Email address\* – (ABE can no longer accept generic email addresses for learners)  Membership confirmation and course updates are sent directly to your email |  |
| College name – This must be provided. If studying privately, please put self-study.  *\*Students registering for the Level 4 Diploma must be affiliated/studying with an ABE accredited centre.* |  |

**To ensure that your college is accredited by ABE to provide the programme you are registering for, please check the ABE website.**

|  |  |
| --- | --- |
|  | Please tick this box if you wish to *opt-out* of receiving marketing communications from ABE. |
|  | Please tick this box if you *do not* wish ABE to share your qualifications data with third parties, this can include your centre and ABE representatives.  *ABE is committed to protecting your personal information in line with the General Data Protection Regulation (GDPR) and will not share your details with third parties without prior consent.* |
|  | Please tick this box if you wish to *opt-out* of receiving a year free studying membership with The Institute of Leadership. | |

**2. Programmes (tick to indicate your chosen programme and level)**

**Short Awards**

|  |  |  |
| --- | --- | --- |
|  | ABE Level 2 Award in Setting Up Your Own Business | £40 |
|  | ABE Level 2 Award in Employability Skills: Making the Move to Work | £40 |
|  | ABE Level 3 Award in Digital Marketing Essentials for Small Businesses | £70 |
|  | ABE Level 3 Certificate in Business Start-up | £105 |

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Programmes continued on next page…..

**Business Management**

|  |  |  |
| --- | --- | --- |
|  | Please select entry level: |  |
|  |  |  |
|  | ABE Level 3 Certificate in Business Essentials (first exam fee included) | £90 |
|  | ABE Level 4 Foundation Diploma in Business Management | £35 |
|  | ABE Level 4 Diploma in Business Management | £35 |
|  | ABE Level 5 Diploma in Business Management | £50 |
|  | ABE Level 6 Diploma in Business Management | £60 |

**Business Management and HR**

|  |  |  |
| --- | --- | --- |
|  | Please select entry level: |  |
|  |  |  |
|  | ABE Level 4 Diploma in Business Management and HR | £35 |
|  | ABE Level 5 Diploma in Business Management and HR | £50 |
|  | ABE Level 6 Diploma in Business Management and HR | £60 |

**Business Management and Marketing**

|  |  |  |
| --- | --- | --- |
|  | Please select entry level: |  |
|  |  |  |
|  | ABE Level 4 Diploma in Business Management and Marketing | £35 |
|  | ABE Level 5 Diploma in Business Management and Marketing | £50 |
|  | ABE Level 6 Diploma in Business Management and Marketing | £60 |

**Business Management and Leadership**

|  |  |  |
| --- | --- | --- |
|  | Please select entry level: |  |
|  |  |  |
|  | ABE Level 5 Diploma in Business Management and Leadership | £50 |

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

|  |  |  |
| --- | --- | --- |
| Student / ABE focus magazine | Word of mouth | Online network (e.g. Facebook, twitter) |
| ABE representative | ABE college | Online search engine (e.g. Google, Yahoo!) |
| Advertisement | Exhibition or event | Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**4. Unit exemptions**

If you wish to claim individual unit exemptions because of a previous relevant qualification, please refer to the registration section of the ABE website for information on how to apply, or email admissions@abeuk.com

**5. Payment details**

* Payment must be made by £ sterling cheque / draft drawn on a UK bank, by postal order (UK only) or by credit / debit card.  
  If paying by cheque / draft / postal order, you must send your application by postonly.
* Registration forms will notbe accepted unless accompanied by the correct payment. Any other payment included with the registration fee will be credited to your ABE account.
* **You can only be entered for assessments with the submission of a separate assessment entry form.**
* Registration fees will not be refunded after 14 days from the date of registration.
* To retain your membership with ABE, your annual subscription must be paid every year by the renewal date.
* Registrations must be submitted by post or email along with full, valid payment.

**I certify I have read this registration form and the information I have provided is true and accurate. By signing this form, I confirm my English language skills are of the appropriate standard (as stated on the Entry advice & guidelines document), I meet the entry guidelines, and I have understood and agree with how the information I have provided will be used.**

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

(Tick method of payment)

Total payment submitted with this application:

**£**

I have enclosed postal order / cheque / draft no(s): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have paid via Convera GlobalPay. Payment reference number (EB number

Available on receipt): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Deduct from my credit / debit card details below:

**Credit/Debit card payment form**

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

I wish to pay by **Visa / Delta / MasterCard / Diners / JCB** (please delete as applicable)

**Card number**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Expiry date** |  | **SECURITY CODE** (last three digits on the signature strip on back of card) | | | | |
| M M / Y Y |  | You must give the security code for payment to be accepted | | | | |
| / |  |  |  |  |  |

Complete clearly in BLOCK CAPITALS

|  |  |
| --- | --- |
| Cardholder’s full name |  |
| Cardholder’s address | Address line 1 |
| Address line 2 |
| Address line 3 |
| Town |
| Region |
| Country |
| Postcode |
| Telephone number |  |
| Email address |  |
| Cardholder’s signature |  |
| Date |  |

Please email or post your registration and payment form.

**Email** admissions@abeuk.com *(we cannot accept emails if paying by cheque / draft / postal order)*

**Post** ABE Head Office, 46/50 Coombe Road, New Malden, Surrey, KT3 4QF, United Kingdom

**Tel**: +44 (0) 20 8329 2930 **Email**: [info@abeuk.com](mailto:info@abeuk.com)

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