

New learner registration form - RQF

**(This form is ONLY intended for use by learners residing in Sri Lanka)**

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

FOR ABE USE ONLY

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CC ⬜ OK ⬜ IQ ⬜ PQ ⬜ PP ⬜

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. You can check assessment deadlines** [**here**](http://www.abeuk.com/exams-assignments/exam-timetable)

**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 |  |

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

|  |  |
| --- | --- |
| ⬜ | Please tick this box if you are happy to receive marketing communications from ABE, such as your free members’ magazine. |
| ⬜ | Please tick this box if you are happy for 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.* |

**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 | **£60** |

*Programmes offered continue onto next page*

**Business Management**

**Please select entry level:**

|  |  |  |  |
| --- | --- | --- | --- |
| **C:\Users\nefelim\AppData\Local\Microsoft\Windows\INetCache\Content.Word\BM png.png** | ⬜ | ABE Level 3 Certificate in Business Essentials (includes exam fee) | **£105** |
| ⬜ | ABE Level 4 Foundation Diploma in Business Management | **£30** |
| ⬜ | ABE Level 4 Diploma in Business Management | **£30** |
| ⬜ | ABE Level 5 Diploma in Business Management | **£40** |
| ⬜ | ABE Level 6 Diploma in Business Management | **£50** |

**Business Management and HR**

**Please select entry level:**

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\nefelim\AppData\Local\Microsoft\Windows\INetCache\Content.Word\HR png.png | ⬜ | ABE Level 4 Diploma in Business Management and HR | **£30** |
| ⬜ | ABE Level 5 Diploma in Business Management and HR | **£40** |
| ⬜ | ABE Level 6 Diploma in Business Management and HR | **£50** |

**Business Management and Marketing**

**Please select entry level:**

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\nefelim\AppData\Local\Microsoft\Windows\INetCache\Content.Word\MKT png.png | ⬜ | ABE Level 4 Diploma in Business Management and Marketing | **£30** |
| ⬜ | ABE Level 5 Diploma in Business Management and Marketing | **£40** |
| ⬜ | ABE Level 6 Diploma in Business Management and Marketing | **£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 exemptions@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 examinations with the submission of a separate examination entry form.**
* Registration fees will not be refunded after 14 days from the date of registration.
* In order 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 cheque / draft no(s): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

⬜ I have enclosed postal order no(s): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

⬜ I have paid via Convera. 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

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