

# New learner registration form - RQF

Please read the following notes carefully before completing this form:

This form is for new ABE learners. If you think you might have registered in the past, contact [admissions@abeuk.com](mailto:admissions@abeuk.com) for advice about the status of your membership.

- **Registration closing dates:** New learners intending to sit for exams in December 2017 must register prior to the examination entry deadline of **Friday 6 October 2017**.
- If you are applying near the closing dates above, your examination entry form and fees should be submitted together with this registration form. An examination entry form is available from your college or from the ABE website.
- Applications normally take two weeks to be processed but may take longer during busy periods prior to exams.

FOR ABE USE ONLY											
		CC	<input type="checkbox"/>	OK	<input type="checkbox"/>	IQ	<input type="checkbox"/>	PQ	<input type="checkbox"/>	PP	<input type="checkbox"/>

## I. 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 \* 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* – (please note ABE can no longer accept generic email addresses for learners) Membership confirmation and course updates are sent directly to your email	
College name	

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

- I understand that I am responsible for ensuring the successful enrolment with my ABE Accredited Centre.
- 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:



- |                          |  |      |
|--------------------------|--|------|
| <input type="checkbox"/> | ABE Level 3 Certificate in Business Essentials (includes exam fee) | £110 |
| <input type="checkbox"/> | ABE Level 4 Foundation Diploma in Business Management              | £30  |
| <input type="checkbox"/> | ABE Level 4 Diploma in Business Management                         | £30  |
| <input type="checkbox"/> | ABE Level 5 Diploma in Business Management                         | £40  |
| <input type="checkbox"/> | ABE Level 6 Diploma in Business Management                         | £50  |

## Business Management and HR

Please select entry level:



- |                          |   |     |
|--------------------------|---|-----|
| <input type="checkbox"/> | ABE Level 4 Diploma in Business Management and HR | £30 |
| <input type="checkbox"/> | ABE Level 5 Diploma in Business Management and HR | £40 |
| <input type="checkbox"/> | ABE Level 6 Diploma in Business Management and HR | £50 |

## Business Management and Marketing

Please select entry level:



- |                          |  |     |
|--------------------------|--|-----|
| <input type="checkbox"/> | ABE Level 4 Diploma in Business Management and Marketing | £30 |
| <input type="checkbox"/> | ABE Level 5 Diploma in Business Management and Marketing | £40 |
| <input type="checkbox"/> | ABE Level 6 Diploma in Business Management and Marketing | £50 |

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Student / ABE focus magazine | <input type="checkbox"/> Word of mouth       | <input type="checkbox"/> Online network (e.g. Facebook, twitter)    |
| <input type="checkbox"/> ABE representative           | <input type="checkbox"/> ABE college         | <input type="checkbox"/> Online search engine (e.g. Google, Yahoo!) |
| <input type="checkbox"/> Advertisement                | <input type="checkbox"/> Exhibition or event | <input type="checkbox"/> 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](mailto: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 post only.
- 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.
- **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)

- I have enclosed cheque / draft no(s): \_\_\_\_\_
- I have enclosed postal order no(s): \_\_\_\_\_
- Deduct from my credit / debit card details below:

Total payment submitted with this application:

£

## 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

M M / Y Y

	/		
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### SECURITY CODE (last three digits on the signature strip on back of card)

You must give the security code for payment to be accepted

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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](mailto:admissions@abeuk.com) (we cannot accept emails if paying by cheque / draft / postal order)

**Post:** ABE, 5<sup>th</sup> Floor, CI Tower, St. Georges Square, New Malden, Surrey KT3 4TE, UK

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