

# Online undergraduate programme Application form

## Instructions for applicants

**We look forward to welcoming you onto one of our Undergraduate programmes.**

Please ensure you read through the following information carefully. It contains a step-by-step guide to completing the application form, and will help make the process as straightforward as possible. In addition, our educational consultants are available to answer any of your questions over the phone **(+44 (0) 20 3535 1274)**, so please feel free to contact us if you have any further queries regarding the application process.

### STEP 1

**Complete the application form.** You will need to include the following in your application:

- Certified copies of your passport, qualifications, certificates and transcripts;
- A colour copy of the full photo page of your passport. Please make sure that the entire page is displayed;
- One passport size photo (jpeg\* 150x150 pixels);
- Proof of English proficiency if required: PTE Academic, IELTS or TOEFL.

### STEP 2

Ensure that you have enclosed all supporting documents. These are listed throughout the application form.

### STEP 3

Please send a completed copy of your application form to your education consultant by email.

### Application deadlines

Due to a high demand for these undergraduate programmes we advise you to apply as early as possible, taking into consideration the deadlines for scholarships and bursaries where appropriate.

## SECTION 1: Selecting your undergraduate programme

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Please note that you are only able to select one course per category.

<b>Undergraduate degrees</b>  <b>Business</b>  <input type="checkbox"/> BSc (Hons) Business Management ( <b>Online</b> )
<b>Undergraduate degrees</b>  <b>Finance</b>  <input type="checkbox"/> BSc (Hons) Financial Management ( <b>Online</b> )

## SECTION 2: Intake selection

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Please select your intake of preference. Intake dates vary from programme to programme.

<b>Full time</b>  <input type="checkbox"/> January 20 <sup>th</sup> , 2015 <input type="checkbox"/> May 12 <sup>th</sup> , 2015 <input type="checkbox"/> September, 2015
<b>Year of entry</b>  <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3

## SECTION 3: Completing the online undergraduate form

Please complete the following form to the best of your knowledge.

3.1 PERSONAL INFORMATION					
First name:			Last name:		
Title:		Date of birth:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	
Permanent address:			Mailing address:		
Postcode:			Postcode:		
Daytime contact No:			Fax:		
Evening contact No:			Mobile No:		
Valid email address (mandatory):					
Nationality					
Country of birth:					
Country of permanent residence:					
3.2 EDUCATION AND QUALIFICATIONS					
a. Education					
Please state the most recent qualifications first, and attach any relevant copies of certificates and transcripts.					
Institution	Award	Specialisation (if any)	Average grade	Date started	Date awarded
Exams to be taken or results pending:					

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**b. English language** (applicants whose first language is not English)

If English is not your first language, you will need to provide relevant proof of your level of proficiency. Please indicate to us which test/tests you have completed, or have registered to take.

Institution	Award	Specialisation (if any)	Average grade	Date started	Date awarded

**c. Additional languages**

	Beginner	Intermediate	Upper intermediate	Advanced
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3.3 EMPLOYMENT HISTORY**

Please provide us with brief details of any previous employment or work placements. List these in chronological order, displaying the most recent position first. Please tell us as much as possible about your role, duties and responsibilities.

Dates from/to (DD/MM/YY)	Name & address of employer	Title of position and nature of duties

You are required to submit a FULL Curriculum Vitae (CV) with this application form.

☐ - Yes, I have enclosed my CV

### 3.4 STATEMENT IN SUPPORT OF APPLICATION

Please give further information in support of your application:

- a) Explain why you wish to apply for your course/degree and include specific reasons why this programme fits in with your future career plans and motivations.
- b) Summarise relevant knowledge and skills you have acquired through any work placements or previous qualifications
- c) Outline challenges you have faced during your studies or personal career development.

(Please write no more than 500 words. You may continue on an extra sheet if necessary).

(a) Explain why you wish to apply for your course/degree and include specific reasons why this programme fits in with your future career plans and motivations.

(b) Summarise relevant knowledge and skills you have acquired through any work placements or previous qualifications

(c) Outline challenges you have faced during your studies or personal career development.

### 3.5 DECLARATION OF A CRIMINAL RECORD

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**Rehabilitation of Offenders Act**

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974), by ticking the appropriate box on the application form.

Have you ever had a criminal conviction? ☐ Yes ☐ No

**3.6 CREDIT TRANSFER CLAIM**

- a. Do you wish to claim for a credit transfer? Please tick the relevant box.  
☐ Yes ☐ No
- b. All exemptions and requests are considered on an individual basis, and are granted at the discretion of InterActive.
- c. No exemption will be granted unless a specific application has been made.

**3.7 INTERACTIVE TERMS AND CONDITIONS**

Before completing this form, please ensure that you have read the full InterActive Terms and Conditions displayed on InterActive's website ([www.studyinteractive.org/terms-and-conditions/](http://www.studyinteractive.org/terms-and-conditions/)) as well as the additional Terms and Conditions written below.

On registering for an InterActive postgraduate programme I, \_\_\_\_\_, acknowledge that I have read, understood and agree to abide by the full (i) InterActive Terms & Conditions and (ii) additional Terms and Conditions written below.

Registration on an InterActive undergraduate programme constitutes full and irrevocable acceptance these Terms and Conditions.

**1. Student warranties**

- a) The student warrants that all documents and information supplied are true, authentic and correct.

**4. Published programmes**

InterActive reserves the right to alter published programmes, validating partner, course dates, timetables, change tutors,

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<p>b) Where the student has supplied incorrect, fraudulent or misleading information, the student will automatically be withdrawn from the course, and will not be entitled to a refund of any fees paid.</p>	<p>course specifications, the content of lectures and/or study materials and locations. The availability of all programmes is subject to student demand.</p>
<p><b>2. Programme fees</b></p> <p>c) Unless a student opts for an instalment plan and pays in full the deposit and first instalment amount, full payment is required prior to dispatch of study materials or release of online user IDs and passwords. Students who have not paid will not be granted access to InterActive platform.</p> <p>d) Where a student pays any amount by instalment, they will be charged an administration charge of £50 per instalment.</p> <p>e) Tuition fees are subject to change.</p> <p>f) Non-payment of fees – InterActive reserves the right to suspend and dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.</p> <p>g) InterActive reserves the right to charge interest at 10% per annum on overdue amounts, which will be charged on all accounts more than 7 days overdue.</p> <p>h) All fees exclude amounts payable to any professional bodies for student registration, exemptions and examination entries, which are payable by the students (and/or their sponsors, as applicable) and InterActive accepts no responsibility for this.</p> <p>i) Certain packages which include hard-copy study manuals may incur shipping charges which are additional to the course fees. In case of international delivery, the student is solely responsible for any customs, duties and local taxation which may be imposed.</p> <p>j) Funds received but not utilised or refunded in accordance with these Terms and Conditions will be forfeited to InterActive.</p> <p>k) Course registration and fees, login credentials and course materials are non-transferable between students.</p>	<p><b>5. Dates of programmes</b></p> <p>InterActive reserve the right to alter start dates of programmes. All course timetables are subject to change.</p> <p><b>6. Access to online resources</b></p> <p>InterActive does not guarantee availability of the online resources and other added-value services due to reasons beyond their control, including technical faults and limitations.</p> <p>Fair usage policy applies to access of study material, including study videos. InterActive reserves the right to restrict access based on operational requirements (including bandwidth consumption) to ensure fair access to all students.</p> <p><b>7. Withdrawal</b></p> <p>a) The student agrees that he/she cannot change, defer or withdraw from the programme without prior consent from InterActive. Any failure to start the course as scheduled, without prior notification of the school's authorities, will lead to expulsion from the course. No refunds will be given.</p> <p>b) Where a student has withdrawn from the programme without prior consent from InterActive, InterActive reserves the right to pursue the student for outstanding fees.</p>
<p><b>3. Refunds policy</b></p> <p>a) Any refund made by InterActive will be paid to the original payer using the original method payments.</p> <p>b) In order to comply with the Consumer Protection (Distance Selling) Regulations 2000, students will be entitled to a full refund if they notify InterActive of their desire to cancel within 7 days of registration and payment. This provision is subject to the student not using the online study platform for more than 30 minutes.</p> <p>c) All Applications for refunds must be made via our online channel. Students must submit a ticket at <a href="http://refunds.studyinteractive.org/">http://refunds.studyinteractive.org/</a>. Applications for refunds which are not submitted in accordance with the above will not be considered.</p> <p>d) All applications for a refund must be made at least <b>15 days before the commencement date of the course</b> (as detailed on the Letter of Acceptance). In the circumstance where notification will be impossible, a student may be asked to waive their right to apply for a refund by completing a Waiver Form before they <i>enrol on any course</i>. For the avoidance of doubt, where a Waiver Form is completed, the student agrees to waive their right to a refund.</p>	<p><b>8. Deferrals</b></p> <p>A deferral can be processed up to one future intake (one year) if InterActive is notified in writing in advance. An administration charge of £50 (inc. VAT) will be invoiced by InterActive and is to be paid before a deferral can be processed.</p> <p><b>9. Regular updates</b></p> <p>InterActive Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates.</p> <p><b>10. Exclusion</b></p> <p>To the extent permitted by law, we, other members of our group of companies and associated parties exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity.</p>
<p><b>4. DECLARATION</b></p>	



Before you submit your application form, please make sure you have enclosed all the necessary information. Note that applications cannot be processed without the specified documents.

Application checklist – have you included the following?

- ☐ A completed application form
  - ☐ Certified copies of your qualifications, certificates and transcripts
  - ☐ A colour copy of the full photo page of your passport. Please make sure that the entire page is displayed.
  - ☐ One passport size photo (jpeg\* 150x150 pixels)
  - ☐ Proof of English proficiency if required: PTE Academic, IELTS or TOEFL
  - ☐ A valid email address:
  - ☐ The name of your education consultant:
- a) I have read the above and I certify that the information provided and the statements made by myself are, to the best of my knowledge, true and accurate.
- b) I hereby agree, if admitted as a student at InterActive, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.
- c) I agree to InterActive processing my personal data contained in this form, as well as other personal data that InterActive may obtain from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.
- ☐ **I accept.** *[by ticking this box I agree to all of the above statements and give my consent to the above terms].*

Date

/ /

Signature