

Calamus Extension College Limited (UK)

(Degree courses validated by Calamus International University, founded in British West Indies, registered in Vanuatu)

APPLICATION FORM for DEGREE OR DIPLOMA COURSE (2012 version)

This form is designed on A4 size paper.

SURNAME (Family name): _____ **FIRST NAME(S)** _____

Preferred title (Dr, Mr, Mrs, Miss, Ms, Rev. or other): _____

HOME ADDRESS: _____

CITY: _____ **STATE:** _____ **Post/Zip Code:** _____

COUNTRY: _____

Phone (work): _____ **Phone (home):** _____ **Skype ID (if available)** _____

Fax: _____ **Email:** _____ **Phone (mobile/cellular)** _____

DATE OF BIRTH (Day/Month/Year): _____ **Male/Female:** _____

HIGH SCHOOL ATTENDED: _____

Date of Completion: _____ **Qualifications and grades:** _____

PREVIOUS COLLEGE OR UNIVERSITY EDUCATION:

NAME OF COLLEGE: _____

PERIOD: _____ **QUALIFICATION and grade:** _____

NAME OF COLLEGE: _____

PERIOD: _____ **QUALIFICATION and grade:** _____

NAME OF COLLEGE: _____

PERIOD: _____ **QUALIFICATION and grade:** _____

OTHER QUALIFICATIONS/PROFESSIONAL MEMBERSHIPS: (continue on separate sheet if necessary)

1. _____
2. _____
3. _____
4. _____
5. _____

CURRENT EMPLOYMENT

Name and address of employer: _____

Position and responsibilities: _____

PREVIOUS EMPLOYMENT:

Name and address of employer: _____

Position and responsibilities: _____

Name and address of employer: _____

Position and responsibilities: _____

DO YOU OWN A COMPUTER? Yes/No PC or Mac? _____

Do you have a connection to the Internet at home? Yes/No

WHAT DEGREE OR QUALIFICATION ARE YOU SEEKING?

Level of Degree (Bachelor's, Master's, Doctorate, etc) _____

Exact full title of degree/diploma _____

If you wish a combined degree state combination here: _____

Subject or Field of Study _____

Special Interests _____

Do you have a portfolio of trainings, courses, miscellaneous study, university credits, and verified learning experiences that you wish us to evaluate for credit? Yes / No

(If so, we will send you instructions on how to submit the relevant details)

Do you need a transcript request form to send to previous college(s)? Yes/ No

(NB – If you have a student copy of your transcript, we will normally accept a photocopy or scan of this.)

Reason for taking your choice of course: _____

When would you like to start? (Most courses start at any time of year) _____

English language proficiency: (details/grades of any English exam taken) _____

(continued overleaf)

Other languages: _____

NAME AND ADDRESS OF REFEREE (person willing to give you a reference):

Qualifications or Position of Referee: _____

Where did you hear about us? Google Other Search Engine On-line course directory Therapy school or association
 Ad or link on website E-mail ad Magazine ad Recommendation Other

If you remember the exact source of information, please give it here _____

FINANCE (We will advise you how to pay and how much based on the options selected below)

Do you have a verified PayPal account? Yes/ No What is your PayPal email address? _____

Do you have a Google Checkout account? Yes / No If yes please give email address _____

Do you wish to pay in full in advance if a discount is applicable? Yes / No

Are you interested in paying on a modular monthly basis if this is possible? Yes/ No (not available for all countries)

Do you only wish at this stage to see how much transfer credit you will obtain? Yes/No (If so, please enclose full written details of all credit transfer you are claiming plus copy of your CV/résumé)

****** IMPORTANT INSTRUCTIONS ABOUT FEE PAYMENT ******

Please contact the London admissions office (preferably by email on info@unicalamus.org) before sending any cheque (check) or other form of payment. We will give you up-to-date instructions on the methods of payment available, the exact fee for your course and any other important information you need to help you make a decision. We accept UK and foreign bank transfers from most countries made in Pounds Sterling.

All cheques, drafts etc must be in Pounds Sterling, drawn on a UK bank and payable to "CALAMUS EXTENSION COLLEGE LTD."

CREDIT CARD PAYMENTS Credit card payments are only accepted on-line and via PayPal or Google Checkout. We will send you a payment request by email after we approve your application. Please do not give us your card number.

REFUND POLICY In compliance with the EU Distance Selling Directive and Consumer Protection (Distance Selling) Regulations 2000. This law and the rights detailed below apply to all transactions within the UK for customers in the UK and the EU, where the customer does not meet the seller in person. Sales from one business to another are not controlled by these regulations. If you are a self-employed professional, and you have enrolled on one of our courses for professional development purposes, we interpret that to be a business-to-business transaction.

The law allows you a 7-day "cooling off" period. During that time you have the right to cancel your contract and to obtain a full refund. The 7 days will begin from the time you receive our confirmation of your enrolment. During that time you may cancel without a reason. Let us know by the quickest means: email, fax, telephone (we will return the call if you reach our voicemail and leave your number - but landlines only please, no mobiles.) Please also confirm your request by letter sent by regular mail to our office address. If you claim a refund within the 7-day "cooling off" period we will let you have that refund within 30 days.

However, the regulations allow that if the order is for specially personalised items, the right to cancel a purchase does not apply. If, for example, we have arranged an honorary award comprising a personalised certificate, or you are ordering a personalised product available to alumni, the "cooling off" period will not apply.

After the "cooling off" period, there is no obligation for us to make any refund. Our services (provision of course materials and tutorial support) will be available for you during your registration period and for any longer period that we have agreed. If you do not exercise your right to avail yourself of those services, then that does not entitle you to a refund. If you need to suspend your studies for any reason, it is your responsibility to let us know as soon as possible, and we will give you any appropriate advice.

If you are outside the UK or EU there is no legal obligation for us to make any refund. Please ensure you are committed to the course before you enrol.

DECLARATION: I apply for the course of study indicated on this form taught or provided by Calamus Extension College Ltd. and validated/awarded by Calamus International University. All details I have provided on this form are true and correct. I understand that Calamus International University is a private overseas university – it does not have state-recognised accreditation and that its degrees are not UK, EU, US or Australian degrees. I have read the latest Calamus literature, have made any relevant enquiries and am satisfied that the eventual qualification is suitable for my specific needs. I have read and I accept the refund policy stated above. I accept that CIU may change details of courses, fees, recognition, jurisdiction of awards, procedures and administration at any time without notice. I undertake to pay all fees and charges on or before the due date and to abide by the decisions of the College and/or the University. I agree to my name and details being kept on computer for record-keeping purposes in accordance with the UK Data Protection Act. I understand all my details will be kept confidential. I agree to my contact details being given to professional societies approving or recognising particular courses for membership invitation purposes. If I email this form to Calamus unsigned, doing so indicates my acceptance of this declaration as if I had signed this form. I have read and accept the Terms & Conditions which appear in the current Prospectus (Catalogue) and on the website at www.unicalamus.org/tradingterms.htm

Signature of student:

Date:

Please return this form and any enclosures to: **International Admissions Office,
Calamus Extension College Ltd, 27 Old Gloucester Street, London WC1N 3XX, United Kingdom.**
Tel. +44 207 748 3134 Fax +44 207 748 3126 email info@unicalamus.org

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Company Number 4236410

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