



Enrolment Form

Please complete all of this form clearly in **BLACK INK**.
Either **TYPE** or use **BLOCK CAPITALS**.

Attach your
passport
photos here

1. Personal Details

Surname or Family Name	
First or Given Names	
Record your name <u>exactly</u> as you wish it to appear on your Certificate	

Date of birth		Home Town		Local Government	
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State of Origin		Nationality	
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2. Title (please tick)

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Other (state)	<input type="checkbox"/>
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3. Your Contact Information

Correspondence Address
Country
Post Code
Telephone (including STD Code)
Mobile Telephone
Email

4. Next of Kin

Name of Next of Kin
Relationship
Correspondence Address
Country
Post Code
Telephone (including STD Code)
Mobile Telephone
Email

9. Special Needs

Please tell us if you have any special needs:

	Tick at least one box		Tick at least one box
I do not have any disability/special needs		Mental Health difficulties	
Wheelchair user		Heart Condition	
Visual impairment		Diabetes	
Hearing impairment		Epilepsy	
Speech impediment		English not first language	
Learning disability (i.e. dyslexia)		Other Condition/s not listed	

10. Please insert the names of two people who we can approach as referees (at least one of these should be an academic referee)

Referee 1	Referee 2
Name	Name
Position	Position
Company Name	Company Name
Address	Address
Telephone	Telephone
Email	Email

11. Supporting Statement

Please write a short supporting statement about yourself and your reasons for wishing to come on a particular course in the space provided below. In particular, tell us:

1. Why you have chosen the course
2. What relevant skills, knowledge and experience you have
3. Your future career plans (if known)

Terms and Conditions of Enrolment

1. You are not enrolled on a course until we receive full payment (or stipulated part payment)
2. Instalment payments may only be made with the express permission of BEN or as stated in our course brochures. Payments must be kept up to date. Even if you decide not to continue with your course, the fees are still due on the specified dates.
3. Fees are not refundable once you are enrolled on your course
4. We may consider transferring students to an alternative course if they consider that their first choice is unsuitable. This will be subject to a charge.
5. Where provided, course materials are covered by copyright and may not be copied or reproduced in any way.
6. If the college has to take action to recover unpaid fees then all such associated costs will also be borne by the student.
7. The college reserves the right to alter study time tables and teaching staff if necessary.

Student Declaration**I am applying for admission to British Education Network (Nigeria).**

I understand the decision to offer me a place rests with the BEN, and the decision of the college is final. If I am offered and I accept a place on the programme, I agree to abide by the rules and regulations of the BEN and by the Terms and Conditions of Enrolment. I certify that, to the best of my knowledge, all the information I have given is correct. I accept that my enrolment can be terminated for providing false information.

Signature:

Date:

Please carefully read the course information in the prospectus to establish how much fees are due to be paid. In order to enrol, you need to fully complete this form, sign below and **send it** to us at the **address** below. The **fees** should be payable directly into our **bank account**.

**The Registrar
British Education Network
46 Bekweri Wosu Street
PO Box 1370
D/Line
Port-Harcourt
Rivers State
Nigeria**

Tel: 084360741, 084803365, 07023044017

08097828102, 08079759612

Fax: 084360804

Email: registrar.ngs.ph.nigeria@ben.ac

Website: www.ben.ac/nigeria

(DO NOT COMPLETE THIS SECTION – FOR OFFICE USE ONLY)

Decision by Admissions

Date Application Received		Amount of Fees Paid	
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	Yes	No	Comments
Unconditional Offer?			
Interview Required?			
Alternative Course?			
Reject?			

Start Date	
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Academic Signature	
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