

# STUDENT APPLICATION FORM



Please send your completed form, with payment to  
INTANDEM, Unit 30, 4 Wharf Street, St Helier, JE2 3NR

## Personal Details

Surname: .....  
 First Name(s): .....  
 Title (Mr/Mrs etc): ..... Date of Birth: .....  
 Address: .....  
 .....  
 .....  
 .....  
 Parish: ..... Post Code: .....  
 Home Tel: ..... Work Tel: .....  
 Mobile: .....  
 E-mail: .....  
 Nationality: .....  
 How long have you been resident in Jersey? .....

## Local Emergency Contact

Name: .....  
 Tel: .....

## Fees - Method of payment

By Cheque  *Please make cheque payable to INTANDEM*  
 By Transfer  *We will provide you with account details upon receipt of this application form*

## Person responsible for fee payment

Self  Employer  Other  Please state.....  
 .....  
 .....

## Current Employer / Other ONLY to be completed if Employer/Other paying fees

Company Name: .....  
 Company Address: .....  
 .....  
 Parish: ..... Post Code: .....  
 Tel: ..... E-mail: .....

**I am authorised to approve the payment of all fees associated with the course for the student and understand that my company remains liable for payment irrespective of the employee moving to another employer after enrolment. If you or your company DO NOT want this information to be used for marketing purposes by INTANDEM please tick box.**

Employer / Sponsor Signature: .....  
 Please Print Name: .....  
 Position Held: .....  
 Please invoice the company £ ..... or  
 I enclose payment of £ .....

## Course(s) for enrolment INTANDEM reserves the right to cancel or amend any course.

**FEES ARE NON-REFUNDABLE UNLESS THE COURSE IS CANCELLED BY INTANDEM. COURSE PLACES ARE NON-TRANSFERABLE TO ANOTHER PERSON.**

	Course Code	Course Title	Start Date	Fee
1st Choice				
2nd Choice				

**If, on receipt of your application, your 1st choice course is full, you will automatically be enrolled on your 2nd choice if one has been indicated and there are places. Please enclose fees for your 1st choice course only.**

**Data Protection Statement** – Data Protection Statement – The information you provide will be processed for the purpose of administration, guidance and statistical purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 2005. If you would like to know more about these please contact us by email on [info@intandem-jersey.co.uk](mailto:info@intandem-jersey.co.uk). It may be necessary for staff to discuss sensitive personal information to support you during your educational time at INTANDEM. **If the sponsor is paying, attendance, progression and exam information will be released at the sponsor's request.**

I certify that the details for this application are current and correct to the best of my knowledge  
 Applicant's Signature: ..... Date: .....  
 If you **DO NOT** want this information to be used for marketing purposes by INTANDEM please tick box.

Tutor's/Admin's Signature: _____		<b>FOR OFFICE USE ONLY</b>	
Payment method:	_____	Student ID:	_____
Input by:	_____	Date input:	_____