

# REGISTRATION FORM



Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant Address and Postcode \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Applicant Email \_\_\_\_\_

Are you Authorized to work in the UK \_\_\_\_\_

Preferred contact method :  Email  Post

How did you hear about us \_\_\_\_\_

Highest level of education: High School/GED Bachelor's Degree Professional Degree  
Associate Degree Master's Degree Other

If you employer paying for the course, provide details for sending invoice: \_\_\_\_\_

Emergency contact details Name \_\_\_\_\_ Phone \_\_\_\_\_

Please specify if you need any special assistance. \_\_\_\_\_

We welcome applications from people with disabilities and consider them on the same academic grounds as other candidates. It is helpful to know about your disability so that we can arrange support.

## WAYS TO REGISTER

Direct Debit

Paypal

Bank Transfer :

Sort Code : 20 92 60

Account No : 10750174

Walk in :

Nova Training College

17 Westmoreland Road

Queensbury NW99RL

Phone : 02031373127

## Course Details :

Course Applying For \_\_\_\_\_ Online/Classroom/Elearning \_\_\_\_\_ Weekend/ Daytime/ Evening \_\_\_\_\_

Preferred Start Date \_\_\_\_\_ Fee details \_\_\_\_\_

I accept the Terms and Conditions and certify that my answers are true and complete to the best of my knowledge.

Signature \_\_\_\_\_

Payment may be made by Cash/ Bank Transfer/ Paypal. In case of Bank Transfer, kindly ensure that you keep the reference as Applicants 'First Name' followed by the Applicants 'Module'. Please email us on [course@novatraining.org.uk](mailto:course@novatraining.org.uk) on completion of the Bank Transfer.

## Terms and Conditions

All registrations are due seven calendar days before the course start date. Payment Terms (All Non Refundable). Full Payment on or before start of the Course.

If payment plan has been approved by Nova College, 50% payment due before start of course, balance payment must be made in halfway through your course. (payment dates will be given and must be followed. In case of sickness or absence payments must still be completed on the specified dates. no catchup class will be given if payments are not completed on the specified payment plan dates) Payment by Bank Transfer/ Paypal / Cash. All registration subject to written confirmation by Nova College. Nova College also reserves the right to revoke attendance due to non-payment. In no circumstances either expressed or implied, Nova College would be liable for payment in excess of payment made by the customer. All payments will be void if training does not commence within 3 months from date of registration.

## Office use only – Initial Assessment Notes:

REGISTRATION FORMS WILL NOT BE ACCEPTED UNLESS METHOD OF PAYMENT IS STATED. Payment of £200.00 must be made upon registration. (registration fee is non refundable)

CANCELLATION/REBOOKING POLICY: - 14 days before the start of the course = 50% Charge and 7- 0 days before the start of the course = 100% Charge.

In the event of delayed or non payment, in accordance with the Non Payment of Commercial Debts (Interests) Act 1998 and the subsequent European Directive 2000/35/EC and Late Payment of Commercial Debt Regulations Act 2002, Nova College will claim compensation and forward details to debt collection agency.

Advisor/Manager Name and Sign	Date	Assessment remarks/Recommendation