



Gem-A

THE GEMMOLOGICAL ASSOCIATION
OF GREAT BRITAIN

LONDON AND ODL APPLICATION FORM

Please complete the form and return it via email to education@gem-a.com or via post to Gem-A, 21 Ely Place, London, EC1N 6TD, UK.
Note: If you are applying to study via an ATC you must contact the ATC directly.

Application form checklist

Applicants must fill in *all* sections of this form.

- ✓ We require a copy of photo ID with all applications.
- ✓ If English is not your first language we require an English qualification to be sent with your application.
- ✓ INTERNATIONAL STUDENTS - If studying on-site in London we require proof of a valid UK Visa AND passport to be sent with your application.

Personal information

Contact details

Title _____ First name _____ Surname _____

Membership/Student Number _____ Email _____

Telephone _____ Mobile _____

Address _____

Town/City _____ County/State _____

Postcode/Zip code _____ Country _____

Date of Birth (DD/MM/YYYY) _____ (We cannot accept students under the age of 18 for our courses).

Gender: Male Female Prefer not to say

If your contact address whilst studying is different from the above or if you would like to give your work address for deliveries or as a preferred contact, please give details of an alternative address:

Name(s) or company _____ Position in company _____

Email _____

Telephone _____ Mobile _____

Address (no PO Box N* please) _____

Town/City _____ County/State _____

Postcode/Zip code _____ Country _____

Preferred contact

Use the alternative address for: deliveries , invoicing , whilst studying

How did you hear about Gem-A? _____

Emergency contact details *(On-site students only)*

Name _____ Relationship to you _____

Email _____ Telephone _____

Address _____

Students with additional needs

This information will be passed on to your tutor and/or education provider.

Do you have any learning/health disabilities that you feel may require additional support in order for you to progress on the course and/or sit the examination? Yes No

Do you have any medical conditions our first aid and teaching staff should be aware of? Yes No

If 'yes', you may be contacted by student support to provide further details.

Course details

Please enter the details of the course(s) you are applying for. If applying for a course which includes a lab class please also give your preferred lab class date.

Course Description	Course Code	Start Date	Preferred lab class	Price
Postage for Online Distance Learning (ODL) needs to be added to the total. Postage fees as follows: *UK £22, Rest of the world = £80. *UK mainland only. For postage to non-mainland UK islands, email education@gem-a.com			Postage	
			Total fees payable	

Please note:

- ALL PAYMENTS WILL BE PROCESSED IN POUNDS STERLING (£).
- All fees include course notes, examination fees and theory tuition where applicable.
- For all Gem-A's courses access to the internet and an email address are required.
- If studying on-site in London, we require a valid passport and visa (if applicable).

Please give any previous gem qualifications you have completed that are relevant to this application:

Payment details

We accept payment for courses and lab classes by bank transfer, paypal, cheque and credit/debit cards. Course fees may also be paid by instalments; details and forms for this are available from the Education section of the Gem-A website or from the education office, email: education@gem-a.com. Please note that you will be charged an administration fee of £50 when paying in instalments.

Terms and conditions apply for all applications. See www.gem-a.com/education/resources/application-and-downloads/application-forms to obtain a copy of these.

Payment information

Payments by bank transfer (bank charges must be included) Sort Code: 20-37-83
Account number: 90360929
IBAN: GB51BUKB20378390360929
SWIFT: BUKGB22

Payment by cheque (cheques must be drawn on a British Bank and be made payable in British Pounds Sterling to The Gemmological Association of Great Britain).

For payments via Credit Card/Debit Card (Visa or MasterCard only), please call Gem-A on +44 (0) 2074043334 Please do not communicate your card details to us in writing.

Privacy statement: Gem-A is a data controller and will collect and process the data on this form to provide you with the service you requested. Gem-A shares your personal data with its subsidiaries and other third parties to fulfil its legal, public or contractual obligations. Gem-A retains your personal data for as long as is necessary for the relevant purpose. If you want to know more about how Gem-A will use your information please take a look at our privacy policy: www.gem-a.com/privacypolicy

Declaration

- Please tick this box to indicate that you have read the Terms and Conditions (We cannot accept any application if this remains unticked)
- Please tick this box to indicate that you understand the level and requirements of the course you have applied for.

Is English your first language? Yes No

If 'no' please supply a copy of an English qualification with this application (see language requirements in Terms and Conditions).

Please note: Your application cannot be accepted unless accompanied by the correct documents. Course and examination entries exclude arrangements and costs for travel and accommodation. Gem-A reserves the right to alter course and examination dates, prices and details, and to cancel courses.

Please sign here to confirm your education application and that you have read the Terms and Conditions:

Name (in block capitals) _____

Date _____ Signed _____

If your company or someone else is paying for your course, please ensure that they sign below.

Name of payee/company if applicable (in block capitals) _____

Date _____ Signed _____