



# 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](mailto: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 an ODL course which includes a London lab class please also give your preferred lab class date if possible.

Course Description	Course Code	Start Date	Preferred lab class	Price
<b>Postage for Online Distance Learning (ODL) needs to be added to the total.</b> Postage fees as follows: *GB £25, Rest of the world = £80. *GB mainland only. For postage to Northern Ireland or non-mainland UK islands, email education@gem-a.com			<b>Postage</b>	
			<b>Total fees payable</b>	

**Please note:**

- ALL PAYMENTS WILL BE PROCESSED IN POUNDS STERLING (£).
- All fees include course notes, examination fees and theory tuition where applicable. Most students need the current version of the course notes that will be provided as part of your fee. This may not apply if you have studied for the current qualification in the last few years. If you think this could apply to you, please get in touch to discuss further.
- For all Gem-A's courses access to the internet and an email address are required.

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

# Payment details

We accept payment for courses and lab classes by bank transfer and credit/debit cards (Visa or MasterCard only). Course fees may also be paid by instalments; details and forms for this are available 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.

Once your application has been approved, one of our education team will be in touch to discuss or take payment.

Terms and conditions apply for all applications. See <https://gem-a.com/education-terms/>.

## Payment information

**Payments by bank transfer** (bank charges must be included)  
Account Name: The Gemmological Association of Great Britain  
Sort Code: 20-37-83  
Account number: 90360929  
IBAN: GB51BUKB20378390360929  
SWIFT: BUKBGB22

**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](http://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 \_\_\_\_\_