



Centre for Teaching in Management (CTM)

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Website: www.ctmanagement.org
Phone: (+44) (0) 121 633 8844

Please read the information at www.ctmanagement.org before completing this form.

Title of Programme Applying for	Referrer Reference
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Applicant Information							
Title	Mr /Mrs/Miss/Ms	Forenames		Last Name		DOB	
Address							
City		Zip/Postcode		Country			
Email		Phone		Mobile			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Nationality		Country of Origin		
Photo ID Type		Photo ID Number		Photo ID Expiry			

Emergency Contact Detail			
Name			
Address			
Mobile		Relationship	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Email

Education (Please list all schools, college and university qualifications)						
Title	From	To	Grade	Institution	City	Country

English Proficiency					
Was your Secondary Education conducted in English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have a TOEFL, TOEIC, City & Guilds, or IELTS certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, then please provide your secondary education certificates.			If yes, what was your score		Date passed



Student Agreement

The Centre for Teaching in Management (CTM) has certain expectations of its students, just as the students have certain expectations of CTM. Students agree to comply with the correct application procedure and all that it implies and with the following terms and conditions:

1. These terms and conditions will form an essential part of any contract between CTM and the student offered a place of study on a CTM Programme.
2. CTM reserves the right to amend these terms and conditions of study.
3. CTM reserve the right to cancel any specialization course or module offered if the minimum number of students set by the academic board for the particular programme is not met. Such cancelled modules will be replaced with another chosen by the majority vote of the enrolled students. This will not affect the student's ability to study for the general programme.
4. It is the responsibility of the student to be familiar with all policies, rules and procedures of the college. All such documents are available upon request from the administrative staff of the college and from info@ctmanagement.org.
5. If it is discovered that a false statement has been made or significant information has been omitted from the student application form, CTM may withdraw or terminate the student's enrolment with the college with no refund.
6. In the case of students who require letters or emails issued by the college, then the full fee for the entire programme must be paid before the issuing of such a letter or email.
7. CTM will provide students with the following letters and no more:
 - Confirmation of enrolment on the course,
 - Confirmation of results of each semester, on condition that all fees have been paid.
 - Final results transcript issued by CTM.
8. CTM will post to the student (using Post Office postal services) their degree certificate and diploma supplement once issued by the awarding body, although no certificates, diploma or degrees will be sent until the full amount for the completed course has been paid to the college.
9. Upon successful course completion CTM will email a written transcript of results to the student. The student will also receive from the Awarding Body a certificate and a supplement. CTM will provide students with a written transcript of results.
10. Students will not be allowed to sit the exams unless fee payments are up to date.
11. Students should not pay any fees to any referrer, representative or agent. Please email info@ctmanagement.org for further clarification or information.
12. Once paid the fee is non-refundable after enrolment.
13. All required documents should be submitted 10 weeks before the beginning of the programme. Late documents or fees may result in the student being enrolled for the next start date of the programme.
14. For a student to be eligible for a tuition fees discount for on-time-payments (where applicable), the student must not be more than two weeks late in making any due payment, according to the agreed schedule of payments. If a student is more than two weeks late in making such a payment, then they will need to pay the full-undiscounted fees.
15. Confirmed enrolled students are not entitled for any tuition fee refund, except in rare exceptional circumstances, which will be considered by CTM upon request. A right earnest and appropriate decision will be communicated to the student.
16. Students must notify CTM of their decision to withdraw from the course promptly before the commencement of the next semester.
17. It is the sole responsibility of the student to inform the college administration of any changes of address, email address, visa status, health problems or any kind of disability.
18. The college does not accept responsibility, and expressly excludes liability, for damage to students' property, physical or intellectual, resulting from, but not limited to, the negligence of its staff, representatives or agents, nor for the consequences of any modification or cancelation of courses as set out in our website, nor that resulting from the transfer of computer viruses to students' equipment. Students are advised to ensure the safety of their property against theft and other risks.
19. All transactions will be in UK Pounds Sterling, with no consideration or compensation for fluctuating exchange rates.
20. Students agree to participate and engage in the course as much as they can, or at least 80% of the course's meetings, lectures, activities and study materials.
21. Students are expected to fully participate in the courses' activities and assessments. If CTM becomes aware that a student is not fully participating, then it will endeavour to contact the student to offer assistance that it deems necessary to ensure that the



- student continues to complete the programme.
22. Students agree that whenever their ID needs to be verified, in person or online, then they must show their full-uncovered face.
 23. CTM reserves the right to alter previously published programme specifications, to cancel or change the content of modules and/or study materials, and to alter dates and locations of lectures. However, CTM will make reasonable efforts to inform students by email in the event that such changes occur.
 24. Students are to conduct themselves in a manner that is respectful of others at all times. No physical, verbal or written abuse directed at other students, staff or others would be tolerated by CTM. Such behaviour may result in immediate termination of the student with no refund.
 25. Students are to submit all coursework by the deadlines set by their tutors and attend all exams on the given dates and times. If they are unable to meet a deadline or exam time due to no fault of their own, they must submit a request for the extenuating circumstances to be considered **before** the deadline itself, along with any documentary proof. Requests submitted after the deadline cannot be considered, so the student will be deemed to have failed in that aspect of the course's assessment.
 26. If a student wishes to defer study of a particular module, they must request from CTM before the start of that module. They will be charged £50 administrative fee for each module that they wish to defer. CTM reserves the right to either grant or deny permission to defer a module.
 27. Student login details are non-transferable. Students must keep their password secret. Any discovery of a student sharing their password with others may result in the immediate termination of the student's enrolment, with no refund being paid.
 28. Student login details remain valid for the duration of the course until the student's dissertation has been submitted, for a maximum of two years.
 29. CTM will not be held responsible in the event of any aspect of its service being temporarily unavailable due to no fault of its own.
 30. Materials provided on the college websites are for the exclusive use of the student to assist their personal studies, while they are enrolled with CTM. Students agree to not distribute the contents of this site using any distribution medium to any other persons, either while a student of CTM or afterwards.
 31. Any attempt by a student to gain access to data that the student is not entitled to may result in the immediate termination of the student's enrolment, with no refund being paid.
 32. This Agreement shall be governed by and construed in accordance with the law of England and the parties hereto hereby submit to the exclusive jurisdiction of the courts of England.
 33. We reserve the right to suspend the ctmanagement.org website or terminate this user agreement at any time without notice for any reason, including, in the case of the user agreement, for your violation of any of its provisions.
 34. While CTM endeavours to ensure that the information on the CTM website (ctmanagement.org) is correct, we do not warrant the accuracy and completeness of the material on the site or in any corporate brochures.

Declaration

I confirm that all the information provided in this application form is complete, factual and correct. I understand that I must submit all required credentials along with official transcripts and educational records with this application form to facilitate the decision for my admission. Further, I believe that all application documents submitted to CTM will become the property of CTM and cannot be returned. I confirm and agree to abide by the policies, rules and regulations of CTM as set out in the student handbook, which I accept as a condition of this application. I also understand that the rules and regulations (as written above) can be changed at any time without any prior notice and I abide myself to follow them.

I agree to the above declaration Yes No

Signature of Applicant

Date