



The Existential Academy: Application

1. Courses (please tick) <input type="checkbox"/> Certificate in Existential Coaching <input type="checkbox"/> Diploma in Existential Coaching <input type="checkbox"/> Other _____	2. Preferred study option (please tick) <input type="checkbox"/> Tuesday - Weekly <input type="checkbox"/> Intensive
3. Intake when you wish to start your studies (please tick) <input type="checkbox"/> September 2010 <input type="checkbox"/> January 2011	4. Previous study at the Existential Academy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state your student number (if known):
5. Personal details Title (<i>Mr/Mrs/Miss/Ms/Dr etc</i>): _____ Surname/Family name: _____ Previous surname (<i>if changed</i>): _____ First name (s): _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: (__) Day (__) Month (____)Year Home Address: _____ _____ Postcode: _____ Correspondence Address (<i>if different</i>): _____ Postcode: _____ Telephone number (<i>inc. area code</i>): Day/Work: _____ Mobile/Evening: _____ Email: _____	

6. Higher educational qualifications – state most recent first, attaching copies of certificates/transcripts where possible. For international students these should be in both the original language and official English translation. **Do not send original certificates.**

University, School, College Name & Address CATS points (if applicable)	Degree, Diploma, Certificate	Subject (s) studied	Grade/ Division/ Class	Date started and date awarded

Exams yet to be taken/results awaited:

Continuation sheet used? () **Yes** () **No**

7. Professional qualifications – Please give details of professional registrations (e.g. BACP, HPC, UKCP, IPD, Institute of Management, etc.)

Organisation	Registration number	Date started and date awarded

Continuation sheet used? () **Yes** () **No**

8. Previous experience of personal therapy, counselling or coaching – please give details below

Organisation	Therapist/coach	Dates from and to

9. English language qualifications – If English is not your first language, please give details of the most recent English Language course you have taken or intend to take, and give the relevant grade/score for all components.

Course name	Results	Date

Continuation sheet used? Yes No

10. Employment and experience – List employment/voluntary experiences chronologically beginning with the most recent.

Dates	Name of employer	Position	Key duties

Continuation sheet used? Yes No

<p>11. Fee status</p> <p>i. Country of birth _____</p> <p>ii. Nationality (<i>as on passport</i>) _____</p> <p>iii. Country of usual permanent residence _____</p> <p>iv. Have you ever lived outside (<i>or were you born outside</i>) the UK/EU? _____</p> <p>v. Applicants not born in the UK/EU most answer the following:</p> <p>a. Last date of entry to the UK/EU excluding holidays (__) Day (__) Month (____) Year</p> <p>b. Have you applied for Refugee or Asylum status in the UK? () Yes () No</p> <p>c. Have you been granted indefinite leave to remain in the UK? () Yes () No Date Permanent Residence was granted: _____</p> <p>d. Have you entered the UK on a visa: () Yes () No Date of visa expiry _____</p>	<p>12. Payment of fees</p> <p>Who will pay your fees? (<i>Tick as appropriate</i>):</p> <p>() Yourself () Funding support: LEA name _____</p> <p>() Other sponsor (<i>please specify</i>): _____</p> <p>() Your employer (<i>please specify the following details</i>) _____</p> <p>Full invoice address: _____ _____</p> <p>Manager's name: _____</p> <p>Manager's title: _____</p> <p>Manager's signature: _____</p>
<p>12. References – both references must be provided on headed paper, to be signed at the bottom by the referee and included with this application form. References should clearly show the full legal name of the applicant.</p>	
<p>Name and position</p>	<p>Organisation name and address</p>
<p>Referee 1: _____</p>	
<p>Referee 2: _____</p>	

13. Personal statement

i. Why do you wish to undertake this course of study at this point in your life? What use do you intend to make of the training?

ii. Please set out your own assessment of your personal strengths and attributes that you believe will assist you as an existential coach, as well as the personal difficulties and/or characteristics that you believe may impede you

Continuation sheet used? Yes No

14. Criminal convictions - The Existential Academy is committed to safeguarding vulnerable adults and expects all students to share this commitment. Once enrolled on the Existential Coaching course, all students will be subject to an enhanced Criminal Records Bureau check. The Existential Academy meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. You are therefore required to detail all previous criminal convictions. Criminal records will be taken into account for course applications only when the conviction is relevant. The Existential Academy reserves the right to carry out a criminal record check with the Criminal Records Bureau as appropriate.

Have you ever had any criminal convictions? Yes No

Have you any criminal convictions that are not yet 'spent' under the Act? Yes No

Are you involved in any cases for which details are pending? Yes No

If you have answered yes to any of the above questions, please enclose details, including dates and court convicted at, in a separate sealed envelope marked confidential with your name on it. Disclosed information will be handled and disposed of securely by The Existential Academy in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

15. How did you find out about the Existential Academy?

16. Declaration - any statements on this form that prove to be untrue or purposely misleading will cause the application to be cancelled.

Declaration:

(Before signing this form, please read the Conditions of Admission attached.)

I confirm that the information given in this form is true, complete and accurate: no information requested or other material information has been omitted. I consent to the processing of this data by The Existential Academy for educational purposes under the provision of the 1998 Data Protection Act.

Applicant's signature _____ Date _____

Forms that are incorrectly completed will delay the decision making process. All applicants must carefully review the completed form, in particular checking that all required information has been completed in full.

Checklist

1. Complete the application form in full and sign and date the declaration above.
2. Complete and sign the Equal Opportunities form.
3. Ensure references have been completed in accordance with the instructions in Section 12 and attached to this form.
4. Enclose your cheque (non-refundable/non-transferable) for the £70 application fee.
5. Ensure any continuation sheets used are clearly labeled and attached to this form.

Please return your completed application form to The Course Coordinator, The Existential Academy, 27 Brocco Bank, Sheffield, S11 8RQ.

Documentation checklist

- Completed application form
- Completed Equal Opportunities form
- Four recent passport size photos
- Your cheque for £70, made out to 'The Existential Academy'
- Photocopies of relevant professional and academic certificates
- Evidence of previous foundational work, such as a foundation course in counselling or psychotherapy or other related subjects
- References
- Continuation sheets

Any queries about the Existential Coaching Certificate or Diploma should be addressed to the Course Coordinator by phone or by fax on +44 (0) 0114 266 0543, or by email to admin@existentialacademy.ac.uk.

Conditions of Admission

Students should read the following conditions of admission before signing the application form.

1. A deposit must be paid as soon as you have received your letter of admission. You will then receive further details regarding your final enrolment and payment of fees. Cheques should be made payable to 'The Existential Academy' and not in the name of the student concerned.
2. Having enrolled, students are liable to pay their full fees.
3. All courses at The Existential Academy are part time unless otherwise stated in the Tuition Fees or agreed with the Existential Academy.
4. Refunds – Part Time Students
Students who withdraw from a course will receive refunds as follows:
The application fee of £70 and the deposit are not refundable or transferable.
The refund is based on the tuition fee minus the non-refundable deposit. Refunds:
Withdrawal during the first week of classes 50%
Withdrawal after the first week of classes 0%
5. A certificate of inability to attend The Existential Academy from an approved doctor is necessary in making claims for a refund where a student withdraws because of serious illness.
6. Refunds are only given in keeping with any exchange or immigration regulations, or any Embassy, Consulate, High Commission, or instructions that may apply, and are normally refunded to the student's address. Where a student withdraws to attend another college, The Existential Academy will only transfer the student's funds to BAC accredited colleges/universities accredited or recognized as efficient by the department of education of the country by whom accreditation/recognition would be confirmed. NSPC will not transfer funds to colleges outside the UK.
7. Validation fees (if applicable) are non-refundable and may become payable at the beginning of every year, should Middlesex University agree to validate the programme.
8. The Existential Academy reserves the right to inform as student's sponsor(s) of the academic or attendance performance of the student only if requested by the sponsor(s).
9. Students who arrive late for their intended course of student must nevertheless pay the full fee for the course.
10. The Existential Academy reserves the right to change the syllabi of its courses and the dates of the courses.
11. Irrespective of any information provided verbally by the staff of The Existential Academy, all applicants and students will be subject to the conditions stated herein, as well as regulations provided in The Existential Academy's Prospectus and Student Handbook. These documents are available upon request and are given to each student at the start of his/her course.
12. In the event of closure of The Existential Academy through an Act of God, war or political or industrial unrest that may cause temporary cessation of class schedules, The Existential Academy will endeavour to ensure students recommence studies at The Existential Academy or another recognised school as soon as possible.
13. The Existential Academy reserves the right to:
 - a. Revise class schedules or rearrange classes where this is considered necessary
 - b. Cancel at its discretion classes of less than five students
14. The Existential Academy will not be responsible for any mail or money sent to students who use The Existential Academy as an accommodation address for mail that they may receive.
15. Any monies received by The Existential Academy from the student's sponsor on his or her behalf will, after clearance through the bank used by The Existential Academy, be paid to the student only and not to any other person and will be paid via a non-negotiable crossed cheque.
16. Should tuition fees be delayed beyond the date of registration or a specific agreed time authorized by The Existential Academy, a 2% monthly compound interest rate will be charged on the outstanding balance.
17. While student files are generally treated as confidential, The Existential Academy will not be liable for any information intentionally or unintentionally provided to, or obtained by, any third party.
18. The above conditions will be governed by, and subject to interpretation and operation by the Law and Law Courts of England at the discretion of The Existential Academy.

Equal Opportunities Form

The Existential Academy is committed to providing equal opportunities for all. To assist us with our confidential monitoring please choose one selection from the bold options A-F to indicate your ethnic group. Then tick the box immediately after this grouping to indicate your cultural background

A. White() → British() Irish() Scottish() Welsh() Any other white()

B. Mixed() → White & Black Caribbean() White & Black African() White& Asian()

Any other mixed background (*specify*) _____

C. Asian or Asian British() → Indian() Pakistani() Bangladeshi()

Any other Asian background (*specify*): _____

D. Black or Black British() → Caribbean() African()

Any other Black background (*specify*): _____

E. Chinese()

F. Other ethnic background() → Not known() Information refused()

Disability – The Existential Academy encourages you to disclose any disability/ medical condition that may affect your future studies. All offers are made on academic grounds only and the information you provide will be used to help The Existential Academy provide appropriate support.

Please tick all that apply:

() No disability

() Dyslexia

() Deaf/hearing impairment

() Wheelchair user/mobility difficulties

() Mental health difficulties

() Unseen disability

() Aspergers/autistic spectrum

() Disability not listed here

() Blind/partially sighted

Please provide a summary of any special support or facilities you require (*if any*):
