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| **Finchley College course booking form, 2025** |  |  |  |
| **Engineering surveying courses are held in London every month on the first three weekends and every other month for two weeks full-time.****In Manchester, we offer a block of 5 days in the 4th week of every month, as well as two days on the last weekend of every month.**Please note that a final £195 fee is payable upon certificate claim towards internal verification of the certificate achievement.**Learner name: Date:**

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|  Course Title | FeesIncluding VAT | Times | Please tick |
| * **ProQual Level 3 Diploma in Engineering Surveying** for existing engineers and surveyors only
* Duration: Up to 5 days, including a day of site visit
 | £1195 plus VAT (£1495 inc. VAT)Week 1 of the Diploma course | To be agreed with learners |  |
| * **Fundamentals of surveying**

 Duration: Two weeks full-time or 10 weekend sessions over two months (morning sessions) | £995 plus VAT (£1195 inc. VAT)Week 2 or a block of six weekend sessions of the Diploma course | 08.30 to 11.30 am |  |
| * **Setting out and site surveying course**
* Duration: Two weeks full-time or 10 weekend sessions over two months (afternoon sessions)
 | £1195 plus VAT (£1435 inc. VAT)Week 2 or a block of six weekend sessions of the Diploma course | 12.00-3.00 pm |  |
| * Beginners to advanced level

Duration: Two weeks full-time or 10 weekend sessions over two months (morning and afternoon sessions)This course includes a level 3 Diploma qualification at an extra fee of £195, and consists of a free repeat of the setting out course | Full course: £2496 plus. (£2995 inc. VAT)Plus, a final £195 qualification fee | 08.30 am to 3.00 pm |  |
| * Beginner to enhanced level
* This course includes full diploma qualifications, as well as First Aid at Work, training in AutoCAD, site engineering techniques, an Award in Mentoring, and learning to fly drones
* Duration: Two weeks full-time or twelve weekend sessions and one more repeat if required
 | £3329 plus VAT with qualifications (£3995)Plus, a final £195 qualification fee | 08.30 am to 5.30 pm |  |
| * **Engineering Surveying through Distance learning**
 | £985 plus VAT (£1182) |  |
| * Level 3 First Aid at Work training
 | £250 |  |   |
| * AutoCAD for beginners, AutoCAD for engineers
 | £300 for one day£495 for two days |  |   |
| * Level 3 or 6 Diploma in Construction Contracting Operations
 | £1995 |  |   |
| * Level 6 NVQ Diploma in Construction Site Management
 | £2395 |  |   |
| * Level 7 NVQ Diploma in Construction Senior management
 | £2395 |  |   |

**Payment plans****Learners can pay in full or by instalment, a payment plan will be agreed with each learner****For more information about each course, please refer to the course brochure.*** We accept payments online, by card at the college, or by bank transfer. Introduce **a friend and receive a reward of £50!**
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| * Bank details: Finchley College (Business account), Sort Code: 09-01-27, Account no. 44018113, please write your name as a reference
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| **Please complete the form below.**

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| Learner registration form |   |
| Course title |   |
| Start date |   |
| First Name |   |
| Middle name |   |
| Surname |   |
| Gender |   |
| Date of Birth |   |
| Nationality/Ethnicity |   |
| Address |   |
| City |   |
| Postcode |   |
| Mobile |   |
| Email |   |
| Any Disability |   |
| Any Medical Condition |   |
| Name of next of Kin |   |
| Emergency contact no. |   |
| Course fee paid |   |
| Method of payment |   |
| Current Job |   |
| Name of current employer |   |
| Do you have CSCS card? |   |
| Do you have permission to work, live, and study in the UK? |   |
| Existing qualifications |   |
| Name of last college or University you attended |   |
| How did you hear about us? |   |
| Why Did you choose Finchley College? |   |
| What do you expect to gain from this course? |   |
| Please write below how you want your name to appear on your certificate. |   |
| First and middle name |   |
| Surname |   |
| DOB |   |
| Gender |  |
| Do you have learning difficulties? |   |
| Ethnicity- Please select from below |   |
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| **Ethnicity** |  |
| 31 - 31 - White - English / Welsh / Scottish / Northern Irish / British |
| 32 - 32 - White - Irish |  |
| 33 - 33 - White - Gypsy or Irish Traveller |  |
| 34 - 34 - White - Any Other White background |
| 35 - 35 - Mixed / Multiple ethnic group  - White and Black Caribbean |
| 36 - 36 - Mixed / Multiple ethnic group  - White and Black African |
| 37 - 37 - Mixed / Multiple ethnic group - White and Asian |
| 38 - 38 - Mixed / Multiple ethnic group - Any Other Mixed / multiple ethnic background |
| 39 - 39 - Asian / Asian British Indian |  |
| 40 - 40 - Asian / Asian British Pakistani |  |
| 41 - 41 - Asian / Asian British Bangladeshi |  |
| 42 - 42 - Asian / Asian British Chinese |  |
| 43 - 43 - Asian / Asian British - Any other Asian background |
| 44 - 44 - Black / African / Caribbean / Black British African |
| 45 - 45 - Black / African / Caribbean / Black British Caribbean |
| 46 - 46 - Black / African / Caribbean / Black British Any other Black / African / Caribbean background |
| 47 - 47 - Other ethnic group Arab |  |
| 98 - 98 - Any other ethnic group |  |
| 99 - 99 - Not known/not provided |  |
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| **Finchley College Terms & Conditions:****Course timetable:** Timetables are subject to change. Please check with the admissions office before you book any accommodation.**Your chances of employment after completion of training:**We cannot guarantee employment after completion of training as it depends on many factors beyond our control. However, we will offer you advice and references. Learners who are beginners in the enhanced course have a much better chance of finding employment.**Refund Policy:**There are no refunds under any circumstances once payment has been made. Therefore, we strongly recommend that you ensure you can afford the course fee and complete it successfully. Please note that by paying the course fees, you indicate that you have read and agreed to the terms and conditions. **Course duration:** The duration for each course is fixed and agreed upon with each learner. Learners must sign and agree to a deadline to complete and submit all practical assessment criteria and assignments. After this period, learners are deemed to have abandoned their course and will be charged again for resuming their studies.**Course fees**: Fees are agreed upon with learners and can be paid in full in advance or by instalment**GDPR PRIVACY NOTICE:** Please note that we are claiming a legitimate interest in maintaining your details on our systems as a college. Please sign below to confirm that you agree with this. If we are obliged, we will not share your data with anyone except awarding bodies or education authorities or for legal reasons. We will contact you occasionally to inform you of our new or revised courses.**Student declaration** I have read and understood the terms and conditions, my rights and responsibilities, assessment procedures and regulations, and the appeals procedure. I know there are no refunds for any reason once the payment has been made. Furthermore, I understand that I must attend at least 80% of lectures and fulfil the course pass criteria to receive the qualification. If any course fees remain unpaid, the college reserves the right to withhold the certificate. In the event of an agreement to pay fees in instalments, I agree to pay on time. I remain liable for payment of the balance of fees, plus any applicable interest, even if I do not resume my course within the agreed-upon timeframe.* I confirm that I can remain and study in the UK. Yes/NO
* I understand that to qualify for certificates from the Awarding body, I must pass practical and knowledge assessments stipulated by the Awarding body.
* I agree that Finchley College will retain my details.
* I understand that payment is nonrefundable once it is made, and I agree to late completion penalties
* If I pay by instalment, the remaining balance must be paid even if I withdraw from the course.
* I understand that there are no free trial lessons, and all lessons must be paid for.
* I understand that the course duration is fixed, and extra attendance will be chargeable at the rate of £300 p/d plus VAT
* I understand that any written work I submit is my own and not plagiarized or produced by AI or anyone else.

Please sign here to confirm you have read and agree to the terms and conditions:Candidate Name: Signature: Date:  Finchley College Director: Name: M.R. Seif Nobakht Signature: Date:  |
| **Payment by bank transfer** **Account name: Finchley College, Business account,** **Sort code: 09-01-27, Account no. 44018113** |

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