

carnegie coach education



Course Application Form

Please complete all sections in BLOCK CAPITALS.

Please complete all boxes – applications may be returned if information is incomplete or illegible.

Cheques must be made payable to 'Leeds Metropolitan University'

Applications received without payment will not be processed.

The form should be sent to the:

Carnegie Coach Education, Leeds Metropolitan University, Carnegie Annexe, Headingley Campus, Leeds, LS6 3QS with the appropriate fee.

Course Details:

Qualification Applied For:	
Course start date:	

Personal Details:

First name				Last Name		
Gender	M / F	Date of Birth			Age on 31 st August 09:	
Permanent Home Address:						
Postcode			Contact Telephone No.			
Term Time Address:						
Postcode			Contact Telephone No.			
Email Address **(please print clearly as this will be used for correspondence)						
Mobile Telephone No.						
Emergency Contact No.						
Safeguarding & Protecting Children courses	If you are applying for one of these courses please indicate which Sport this course is to support			Which Sport ?		
Are you a member of a sports club?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If Yes , please indicate which club	
Are you a Leeds Met Student?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If Yes , please state your current student ID Number:	

Course Payment Details:

Who is paying for the course?

Myself		Employer		Fee enclosed	£
IF YOU ARE PAYING BY CARD, PLEASE COMPLETE YOUR PAYMENT DETAILS ON PAGE 3. If your employer is paying your course fees and you require an invoice to be raised, please complete the following details in full:					
Company Name/Contact:					
Full Business Address:					

Disability:

Do you consider yourself to have a disability?	Yes / No/ Prefer not to say *
Do you consider yourself to have a learning difficulty?	Yes / No/ Prefer not to say *
Please give brief details of medical conditions, disabilities and/or learning difficulties	

Ethnicity

I would describe my ethnic origin as:

Asian British Bangladeshi		Indian		Other white
Asian British Indian		Mixed White and Asian		Pakistani
Asian British Pakistani		Mixed White and Black African		Prefer not to say
Bangladeshi		Mixed White and Black Caribbean		White British
Black African		Other		White European
Black British		Other Asian		White Irish
Black Caribbean		Other Black		White Non European
Chinese		Other Mixed Background		Prefer Not to Say

Declaration:

I understand the requirements of the course, meet all pre-requisites as appropriate and enclose the necessary fee.	
Signed:	
Date	
Other Important Contact Details:	Telephone: 0113 812 7437 Fax: 0113 812 3204 Email: coacheducation@leedsmet.ac.uk Website: www.leedsmet.ac.uk/sport

Financial Implications for applicants not attending courses

The following cancellation policies apply for all Coach Education Qualifications

- Before 20 working days of the start date – Full Refund OR Fee Transfer
- Between 20 & 11 working days of the start date – £10 Admin Charge deducted from your refund
- Between 10 working days to the start date – NO refund or transfer

OFFICE USE ONLY:			
Payment Method/Date:		Card Authorisation Code:	

-----**CREDIT CARD DETAILS WILL BE DESTROYED AFTER PAYMENT IS TAKEN**-----

If you wish to pay by credit/debit card, please complete the following details below:

Card Number:																				
Card Type:	Visa/Maestro/Mastercard (Delete as appropriate)																			
Valid From:																				
Issue No:																				
Amount:	£																			
Card holder's Signature																				

Card holder's details if different from applicant:

First name		Last Name	
Full Postal Address			
Postcode		Contact Telephone No.	