

**Office use only**

Date received:

Language module choice:

Timetabled class:

Applicant informed:

# ANGLIA LANGUAGE PROGRAMME (ALP)

## APPLICATION FORM 2018/19

### 1. Personal Details

Title	Mr / Mrs / Miss / Ms / Other ( <i>please specify</i> )
First Name	
Surname	
Student ID Number	
Email Address	

### 2. Applicant Category (Please mark as appropriate)

Please note if you are choosing to study a language as a **15 credit module** as part of your degree, you will need to select Anglia Language Programme during your **online Module Selection task** rather than complete this form.

**ARU Undergraduate or Postgraduate Students** studying a language module alongside main course, **not as part of degree** - continue to **2.1**

**ARU Staff Member** continue to **2.2**

**2.1 ARU Undergraduate or Postgraduate students** studying a language module alongside main course, NOT as PART of DEGREE. *This means that your language study will be non-credit bearing and you will not take the assessment in the final two weeks of the semester. You will receive a certificate upon attendance of 80%.*

<b>Course title</b>	
<b>Level of study</b> (BSc, BA, MA, PhD etc.)	
<b>Department</b> (ALSS, FHSCE, LAIBS, FMS or S&T)	
<b>Main course completion date</b>	

### 2.2. ARU Staff Member

<b>Department</b>	
<b>Job Title</b>	
<b>Staff ID Number</b>	
<b>Fixed term or temporary basis</b>	

### 3. Language Studies

Please complete the following section, which will help to ascertain which level would be most appropriate for you to study.

<b>Nationality</b>	
<b>Native language</b>	
<b>Other languages spoken</b>	
<b>Language(s) applying for or interested in learning</b>	1 <sup>st</sup> Choice:  2 <sup>nd</sup> Choice:
<b>Have you studied this language before, if so to which level?</b>	
<b>When did you last study this language?</b>	
<b>Have you ever lived in a country where this language is spoken? (YES / NO, for ... years)</b>	
<b>How did you hear about Anglia Language Programme?</b>	

### 4. Terms & Conditions

#### Groups

We reserve the right to close a group if there are not sufficient numbers. This may happen up until the end of the second week of teaching. In such an event we will endeavour to put you in another group or give you a full refund of your fees.

#### Canvas

All information regarding the modules will be posted on Canvas and you will have full access to this. Please check regularly for updates. If we need to contact you it will be via your student email so please also check this on a regular basis.

#### Cancellation of class

If we need to cancel a class due to unforeseen circumstances we will provide as much advance notice as possible and reschedule the class at another time.

#### Attendance

We encourage all students to attend all classes as this is the way that you will make the best progress. Certificates are only awarded upon 80% or above attendance.

#### Refund

We will refund the course fees in the event of a module being cancelled or of the wrong level. Please note that refunds can take up to 21 working days to be processed.

### 5. Agreement

I have read and understood the information and terms and conditions contained in this form. All the information I have provided is true to the best of my knowledge.

**Signature:**

**Date:**

Please scan and email to [alp@anglia.ac.uk](mailto:alp@anglia.ac.uk)