

Applying for courses or membership

Application forms

You must fill in ALL SECTIONS of the Personal Information and Payment forms on pages 53 and 54 and return it with either or both of the following:

- **Education application form**
- **Membership application form**

If you are applying for any of our Educational services, including courses or workshops, please fill in all applicable sections on pages 55 and 56.

If you are applying for Individual or Corporate Membership, please fill in page 57 **OR** page 58 respectively.

Please return these forms by post, fax or email to:

Gem-A, 27 Greville Street, London, EC1N 8TN, UK
Fax: +44 (0)20 7404 8843
Email: information@gem-a.com

Terms and conditions apply, see pages 59–60.

Payments

We accept payment for courses, lab classes and workshops via cash, cheque, credit and debit cards. For more information please visit our website at www.gem-a.com/education/course-prices-and-dates.aspx

Please note that dates and prices are subject to change: check our website or call on +44 (0)20 7404 3334.

Instalments and direct debits

Course fees may be paid by instalments. Details and forms are available from the Education section of the Gem-A website or from the education office, email education@gem-a.com. Please be advised that you will be charged a fee for this.

Payment by direct debit (membership only) is only available to members with a UK bank account.



Personal information



Gem-A

THE GEMMOLOGICAL ASSOCIATION
OF GREAT BRITAIN

About us

Education

Dates & prices

Membership

Application

Contact details

Membership/Student No. (if applicable): Title: Dr/Mr/Mrs/Ms/Miss/other:

First name(s): Surname/Family Name:

Address (no PO Box numbers please):

Town: County/State:

Post code/Zip code: Country:

Mobile: Home telephone:

Email:

If your contact address whilst studying is different from the above please give details below. If you are applying for Corporate Membership, or would like to use your work address for deliveries or as a preferred contact, please fill in the following:

Name(s) (of company, if applicable): Position within company:

Address:

Town: County/State:

Post code/Zip code: Country:

Mobile: Telephone:

Email:

Preferred contact:

Please use my home address as the preferred contact Please use my alternative address as the preferred contact

We would like to add you to the Gem-A mailing list to keep you informed of our upcoming workshops, lab classes and shop offers.

If you do not want to be added to our mailing list, please tick this box

Payment details

 I am paying by direct debit and enclose a completed form (MEMBERSHIP ONLY)

Direct debits can **only** be set up from a UK bank account. Forms can be downloaded from: www.gem-a.com/membership/membership-resources.aspx

 I am paying by instalments and enclose a completed form
(EDUCATION APPLICANTS ONLY)

Contact education@gem-a.com for instalment details and form.

 I am paying £..... by bank transfer

(All bank charges must be included)

Account name: Gemmological Association **Account No.:** 60380873

IBAN: GB82 BARC 2037 7560 3808 73 **Sort Code:** 20-37-75

SWIFT: BARCGB22

 I enclose a cheque for £.....

(Cheques and bank drafts must be drawn on a British bank and made payable to Gem-A)

 I am paying £..... by credit card

Please note that we only accept Visa or MasterCard.

Card No.:

Security No.:

Issue No.:

Start date
(MM/YY): /

Expiry date: /



Name on card:

Cardholder's signature:..... **Date:**..... (DD/MM/YY)

Donation

I would like to support Gem-A with a donation of £.....

Please note that this is optional. As a UK registered charity, we look to the support of our members and friends to advance gemmology and encourage best practices. Please consider a donation to go towards our educational initiatives and continuous professional development for members and the gemmological community worldwide.

Total fees payable

Please enter the total amount of fees payable.

	Amount (£)
Education	
Membership	
Donation	
Other	
Total	

Application form — Education

Please complete all sections of this form in block capitals and those on pages 53 and 54 and send by post, fax or email to:

Gem-A, 27 Greville Street, London, EC1N 8TN, UK

Fax: +44 (0) 20 7404 8843

Email: information@gem-a.com

Course application (including workshops and lab classes)

If applying for a course which includes a lab class please also give your preferred lab class date.

Code	Description	Start date	Price
To pay by instalments, download the instalment form from our website and enclose it with your application form. Full details of all Gem-A courses, fees and conditions of enrolment are given on our website at www.gem-a.com .		Postage	
		Total	

Please give any previous gem qualifications you have completed that are relevant to this application.

Please note

- All fees include course notes, examination fees and theory tuition where applicable.
- **POSTAGE FOR OPEN DISTANCE LEARNING (ODL) AND BLENDED LEARNING COURSES NEEDS TO BE ADDED.** The postage fees are £15 for UK students, £36 for students in Europe and £65 for the rest of the world.
- ATC students should contact their teaching centre for an application form and prices.
- For all Gem-A's Gemmology courses access to the internet and an email address are required.

Please read

- Please tick this box to indicate that you have read the Terms and Conditions. We are sorry but we cannot accept any application if this remains unticked.
- Please tick this box to indicate that you understand the level and requirements of the course you have applied for.

Is English your first language?

- Yes No

If 'no' please supply a copy of a basic English qualification with this application (see language requirements in Terms and Conditions).

If you already have a unique learner number (ULN)* please give details:

See Terms and Conditions on pages 59 and 60 for further information.

* See page 60.

Application form — Education

Equal opportunities

Date of Birth: (DD/MM/YYYY)

We cannot accept students under the age of 18 for our courses.

The following questions serve to assess the extent of representation of ethnic groups and other factors in relation to our equal opportunities policy. Providing the following information is optional.

Male Female

How would you describe your ethnic background?

- White British White Other Asian British
 Asian Other Black British Black Other
 Chinese British Chinese Other Any Other
 Do not wish to provide

Students with additional needs (see page 60)

Please note that this information will be passed on to your tutor and/or education provider.

Do you have any learning/health disabilities that you feel may require additional support needs in order for you to progress on the course and/or sit the examination? Yes No

If 'yes', please give details

Do you have any medical conditions our first aid and teaching staff should be aware of? Yes No

If 'yes', please give details

Applicants for on-site courses only

I confirm that I have included a copy of my passport or proof of my UK Visa or residence with this application form.

For students requiring a student visitor's visa please refer to www.ukba.homeoffice.gov.uk.

Please note: Your application cannot be accepted unless accompanied by the correct payment. Course and examination entries exclude arrangements and costs for travel and accommodation. Gem-A reserves the right to alter course and examination dates, prices and details, and to cancel courses.

Please sign here to confirm your education application and that you have read the Terms and Conditions (pages 59-60):

Signed: Name (in block letters): Date:

Emergency contact details

Name
Relationship to you
Address
Telephone and email

Terms and Conditions

Please read the following education application notes carefully:

Exam Entry: Students will need to apply for their course examination on a separate application form available from the education office. The Association sets up examination centres in areas where there is usually a sufficient number of candidates wishing to sit the examinations and availability of gemmological instruments for the practical exams. The allocation of a centre is entirely at the discretion of the Association and no guarantee is given that a centre will be set up in any particular locality. Please note that certain examination centres may make their own local exam charges; these charges are separate from the Association examination fees and are payable by the candidate direct to the centre.

Payments: All course fees must be paid in full prior to the commencement of the course unless an instalment agreement has been made. Course prices are reviewed each academic year. Your application cannot be accepted unless accompanied by the correct payment. Please do not forget to add postage if applicable. The course fees advertised in this prospectus include the exam fees unless otherwise indicated.

You will need to inform Gem-A immediately of any changes in your circumstances that may affect your fee status. All outstanding agreed course instalment fees and examination payments must be paid well in advance of exam dates; failure to comply with this will result in you not being entered or able to take course exams.

Instalments: Details of the instalment options can be downloaded from the website. Please note that an administration fee will be applicable. We are sorry but we can provide only the instalment plans indicated and all fees must be paid by the last instalment date indicated on the schedule. For further information please contact education@gem-a.com.

Withdrawal or cancellation: Cancellations received two weeks or more prior to the start of the course incur a minimum cancellation fee of £150 (£25 for workshops) or 10% of the course or workshop fee, whichever is greater. Within two weeks of the course or workshop starting a 50% cancellation fee is applied. We regret that for cancellations received within five days of the commencement of the course or workshop, or at any subsequent time, no refund can be given.

Attendance: You are expected to attend all classes or complete all tasks and activities. If your attendance or online activity falls below 80% then you might not be entered into course exams.

Students are expected to follow the non-attendance and late procedures outlined in the student handbook. Advance notification must be given for any known forthcoming absences. If you do not attend classes or cannot complete the tasks requested due to unforeseen circumstances you are expected to contact your tutor or the education office as soon as possible. For on-site London students unauthorised and consistent absence will lead to disciplinary action: you will be requested to attend a Non-Attendance Meeting (NAM) and/or to withdraw from your course.

Coursework and assessment: Your course content and assessment methods will be outlined to you in your induction class or in the introduction of your online course. You may be required to complete assignments that contribute to your final grade. It is the responsibility of the individual student to ensure they understand the assessment requirements and complete these by the given dates.

Privacy information: You understand that Gem-A may need to contact you, your next of kin, UKBA, your employer or any other fee-sponsoring body, regarding issues such as attendance, conduct, progress, etc. Such

Terms and Conditions

communication may be via telephone, letter, fax, email or any other appropriate means. For other data protection information see www.gem-a.com/utilities/privacy-policy.aspx

Unique Learner Number (ULN): The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk/privacynotice. Because the ULN is required for the administration of services within the education and training sector (such as the issuing of certain qualifications), you cannot opt out of being issued with a ULN on the Learner Register. You can opt out of sharing your participation and achievement data through the Learning Records Service. Details of how you may opt out of sharing your participation and achievement data within the Learning Records Service can be found at www.learningrecordsservice.org.uk or by telephoning their helpdesk on 0845 602 2589.

Change of contact details: You must inform Gem-A immediately if you change your residential address. You must also complete a change of personal details form, available from your Tutor or the education office.

Complaints: A copy of Gem-A complaints procedure and other relevant policies can be found in your student handbook, or can be sent to you on request.

Student Visitor's Visa: Students attending any of Gem-A's on-site courses will need to provide a copy of a UK or EEA passport, proof of UK residency, or have a student visitor's visa.

Please note: The UKBA Home Office regulations may be updated at any time and it is the applicant's responsibility to seek the current information relating to UK immigration rules. Enquiries can be made at the UKBA website or with their representative in the country in which the applicant resides.

Language requirements: There is an English language requirement for students. Evidence showing that students have passed a Secure English Language Test (SELT) and at a minimum of CEFR level B1 (validity date is required). Examples of a SELT include IELTS or TOEFL.

Students with additional needs: If you require special consideration for your studies and exams please provide Gem-A with supporting evidence such as a statement of special educational need, a letter from your doctor or any other relevant documentation.