

Personal information

Please complete all sections in **BLOCK CAPITALS** and return to:
Gem-A • 21 Ely Place • London • EC1N 6TD
e: education@gem-a.com f: +44 (0)20 7404 8843

Contact details

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

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

*See Terms and Conditions on pages 93–94 for further information.

First name(s): _____ Surname/Family Name: _____

Address (no PO Box numbers please): _____

Town: _____ County/State: _____

Country: _____ Post code/Zip code: _____

Phone: _____ Alt. Phone: _____

Email: _____

Please add me to the Gem-A mailing list to keep me informed of upcoming workshops, lab classes and shop offers

If your contact address whilst studying is different from the above, or would like to use your work address for deliveries or for invoicing, please give details below:

First name(s): _____ Surname/Family Name: _____

Address (no PO Box numbers please): _____

Town: _____ County/State: _____

Country: _____ Post code/Zip code: _____

Phone: _____ Alt. Phone: _____

Email: _____

Preferred contact:

Please use my home address as the preferred contact

Please use my alternative address as the preferred contact

Course details

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Note: If you are applying to study via an ATC you must contact the ATC directly.

Applying for a course or workshop through Gem-A Education

- If you are applying for a course which includes a lab class please give your preferred lab class date.
- All fees include course notes, examination fees and theory tuition where applicable.
- Access to the internet and an email address are essential for all Gem-A courses.
- If applying for the Gemmology Foundation ODL fast track course, applicants must ensure they complete the Application Form for Foundation Fast Track, available from www.gem-a.com/education/resources-for-download.aspx

UK RESIDENTS

If studying on-site we require a copy of your passport with your application.

INTERNATIONAL APPLICANTS

- If English is not your first language we require a basic English qualification (see page 94 for more details) to be sent with your application.
- If studying on-site we require proof of a **valid UK Visa and passport** to be sent with your application.

Course/workshop	Course/ workshop code	Lab class date	Start date	Price
Please note: Applicants must include postage costs for Gembasics and Online Distance Learning (ODL) in the final total. Your application will not be processed if the correct postage is not added. The postage fees are £15 for UK residents, £55 for E.U. residents and £75 for the rest of the world.			Sub-total	
			Postage	
			Final total	

Declaration

- Please tick this box to indicate that you have read the Terms and Conditions. Your application will not be processed if this remains unticked.
- Please tick this box to indicate that you have read and understand the level and requirements of the course you have applied for.
- Onsite applicants:** I confirm that I have included a copy of my passport or proof of my UK Visa or residence with this application form.

Is English your first language? Yes No If 'no' please include a copy of a basic English qualification with this application (see language requirements in Terms and Conditions on page 94).

Your application cannot be accepted unless accompanied by the correct payment and correct documents. 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 on pages 93–94:

Signed:

Name:

Date:

Additional information

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We are required by the education authorities to collect this data. Gem-A is committed to ensuring equality of opportunity and fair treatment of all its candidates. Gem-A assesses all students in a standardized manner using identical assessment method and content and same administration, together with identical and anonymous scoring and interpretation procedures, regardless of the age, gender and ethnic origin of each individual student. Within its means and in accordance with this assessment system, Gem-A seeks to provide for particular assessment requirements for UK candidates with disabilities or special needs.

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

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 _____

Emergency contact details

Name

Relationship to you

Address

Telephone and email

Payment details

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We accept payment for courses, lab classes and workshops by instalments, bank transfers, cheque or 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: please check our website or call +44 (0)20 7404 3334.

I am paying by instalments and enclose a completed form (Gemmology and Diamond courses only)

Select method of instalment:

Direct Debit (UK banks only)

Credit/debit cards (International banks)

Course fees can be paid by instalments. Applicants must complete an instalment form, available from www.gem-a.com/education/resources-for-download.aspx, and select your method of payment above. An administration fee will be charged for this service.

I am paying £ by bank transfer*

* Please only make payment after acceptance on to the course. Please use your first initial and surname as the reference, i.e. EBRUTON. 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: (MM/YY)** /

Name on card:

Cardholder's signature:

Date: (DD/MM/YY)

Donation

I would like to support Gem-A with an optional donation of £ _____

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 list the total amount of fees payable for courses, workshops and/or lab classes, including any donations you have made.

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Contact details

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: _____

Country: _____ Post code/Zip code: _____

Phone: _____ Alt. Phone: _____

Email: _____

Please add me to the Gem-A mailing list to keep me informed of upcoming workshops, lab classes and shop offers

If you are applying for Corporate Membership, or would like to use your work address for deliveries, please give alternative address details below:

Company name: _____

Contact name(s): _____ Contact surname: _____

Address (no PO Box numbers please): _____

Town: _____ County/State: _____

Country: _____ Post code/Zip code: _____

Phone: _____ Alt. Phone: _____

Email: _____

Preferred contact:

Please use my home address as the preferred contact

Please use my alternative address as the preferred contact

I wish to apply for:

Individual Membership (£135, or £110 if paying by direct debit – UK banks only)

Corporate or Gold Membership (£300, or £275 if paying by direct debit – UK banks only)

Membership type

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Individual Membership

I wish to apply for election as a member of the Gemmological Association of Great Britain (Gem-A) and agree to abide by its Memorandum and Articles and its By-laws (view on the Gem-A website or copies available upon request). I understand that in the event of Gem-A being wound up my liability would not exceed £10.00. I understand that any membership cards or certificates which I may acquire shall be used by me only while I remain a member of the Association.

If you have already qualified in Gem-A's Gemmology or Gem Diamond Diploma examinations, you may apply for Fellowship (FGA) or Diamond Membership (DGA) respectively.

- I would like to apply for: **Fellowship Membership (FGA) – Gemmology Diploma graduates only**
 Year qualified _____
- Diamond Membership (DGA) – Diamond Diploma graduates only**
 Year qualified _____
- Associate**

- If applying for FGA or DGA Membership, tick this box if you would like to be listed on the FGA DGA register
- Add me to GemTalk, Gem-A's email-based gemmology forum

Please sign here to confirm that you agree to the Terms and Conditions detailed above:

Signed:

Name:

Date:

Corporate or Gold Corporate Membership

We wish to apply for election to Corporate Membership of the Gemmological Association of Great Britain (Gem-A) and agree to abide by its Memorandum and Articles and its By-laws (view on the Gem-A website or copies available upon request) and the Code of Practice. I understand that any Gem-A decals or certificates which we may acquire shall be used by the company only while it remains a member of the Association.

- We would like to apply for: **Corporate Membership** (UK companies only)
- Gold Corporate Membership** (available only to companies employing one or more FGAs or DGAs. **At least one** of the named members listed below **must** be a current FGA or DGA.)
- Add us to GemTalk, Gem-A's email-based gemmology forum

Included in the Corporate or Gold Corporate Membership fee is **two** individual member subscriptions; please list below the names and membership numbers of those employees whose subscriptions are to be covered:

Name: Mem. No: Name: Mem. No:

Your application **must be supported by two current FGA/DGA members**, one of whom may be an employee of the company:

Name: Mem. No: Name: Mem. No:

Please sign here to confirm that you agree to the Terms and Conditions detailed above:

Signed:

Name:

Date:

Payment details

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I am paying by direct debit and enclose a completed form

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 bank transfer*

* Please only make payment after acceptance on to the course. Please use your first initial and surname as the reference, i.e. EBRUTON. All bank charges must be included.

Account name:	Gemmological Association	Account No.:	60380873
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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 list the total amount of fees payable for Membership, including any donations you have made.

Terms and Conditions

Please read the following education application notes carefully:

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 can only provide 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 unauthorized 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, UK Visas and Immigration, your employer or any other fee-sponsoring body, regarding issues such as attendance, conduct, progress, etc. Such 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.gov.uk/government/publications/lrs-privacy-notice. 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.gov.uk/government/collections/learning-records-service or by telephoning their helpdesk on 0845 602 2589.

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 gemmo-

Terms and Conditions (cont.)

logical 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.

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.

Short term study 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 short term study visa.

Please note: The UK Visas and Immigration 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 UK Visas and Immigration Office 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 (level 6) or TOEFL (score 87–109).

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.

Additional conditions: Our courses must be completed within 2 years of start date or additional fees may be applicable.

Examinations

Exam entry

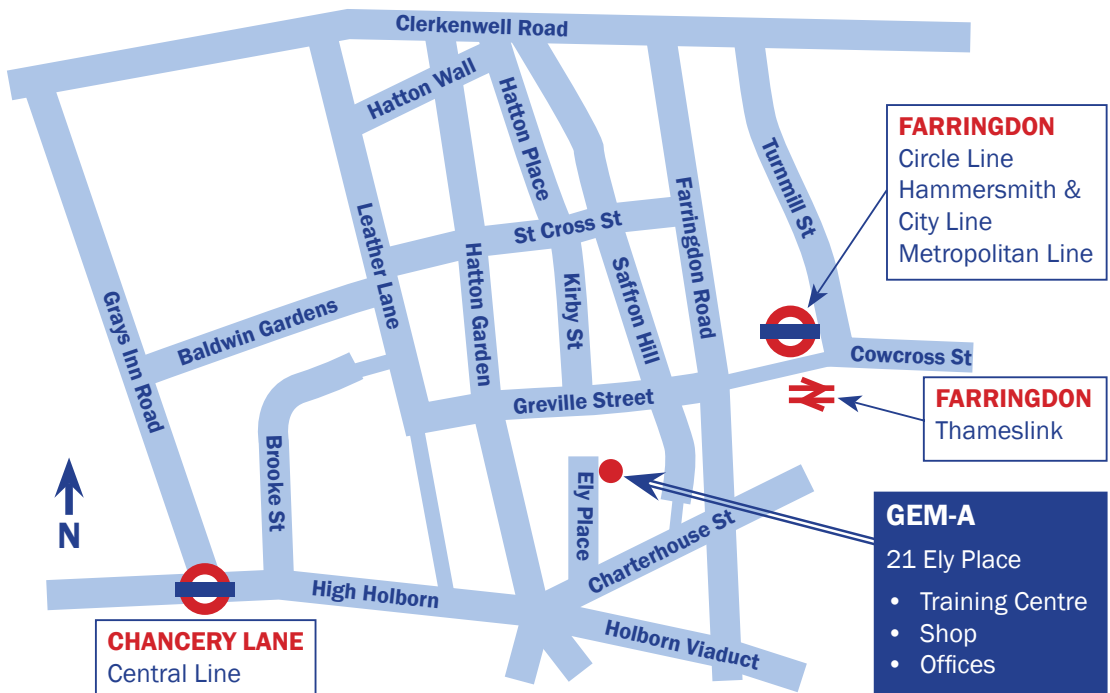
Examination dates are listed below. To enter for an examination a separate exam entry form must be returned to Gem-A by 31 March for June exams and 31 October for January exams. Please ensure that you are prepared and available for your exam dates. If students are unable to attend their examination for any reason, an exam withdrawal form must be submitted by the 13 April for those attending the June exam or 13 November for those attending the January exam session. Students can download an exam entry or withdrawal form from our website: www.gem-a.com/education/resources-for-download.aspx
All exams are arranged internationally and you will be provided with information and dates when you enrol.

Gem-A Theory Examination dates

	Jan 2016	June 2016
Foundation Certificate	18 Jan	20 June
Gemmology Diploma	19 Jan	21 June
Diamond Diploma	13 Jan	15 June

Practical examination dates vary from centre to centre. You will be notified of the date by Gem-A closer to the exam.

Location



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