FOR STUDENTS IN MALAWI ONLY

New student membership registration form

Entry requirements:

Level 4 Diploma - 4 units

City & Guilds/Pitman

No formal entry qualifications are required but applicants should have attained GCSE or equivalent in Mathematics and have demonstrated competence in English language by attainment of one of the following (or equivalent):

LCCI

IELTS

- English for Business (EfB) Level 1 or 2
- English for Speakers of Other Languages (ESOL)/English for Business Communication
- Minimum Overall Band Score 5.0

OR Confirmation by their college of equivalent standard in Mathematics and competence in English.

Level 5 Diploma - 8 units / Level 6 Extended Diploma - 13 units

Applicants must have attained at least **one** of the following qualifications:

- Two GCE A levels or any Level 3 equivalent together with four GCSEs at Grade C or above, including English and Mathematics
- BTEC National Diploma or overseas equivalent
- An Access Certificate from a UK College of Further Education
- Any NVQ Level 3 qualifications

In addition, ABE welcomes applications for student membership from intending Level 5 Diploma / Level 6 Extended Diploma candidates who, although not holding a formal entry qualification, have been in appropriate employment for at least 2 years. A signed and dated reference letter from the employer(s) must accompany all such applications.

Level 6 Diploma - 5 units

Applicants must have attained at least one of the following entry qualifications:

- A degree or overseas equivalent, awarded by a recognised university, or a BTEC HND
- A Level 5 qualification from another internationally recognised awarding body or approved overseas Institution of Higher Education
- · Five years' managerial experience

Level 7 Diploma - 5 units

Applicants must have attained at least one of the following entry qualifications:

- · A degree in a relevant subject awarded by a recognised UK or overseas university
- · A related Level 6 qualification from another internationally recognised awarding body
- Five years' senior managerial experience

Students and colleges are strongly urged to consider the level of written English required for success in this programme. Observation by ABE suggests that students without a standard of English equivalent to IELTS 6.0 (or above) are significantly less likely to succeed. The advanced nature of this programme means that ABE examiners cannot make any allowance for lower levels of English.

The decision of the Council as to the suitability of the applicant shall be final.

The Association of Business Executives 5th Floor CI Tower St. Georges Square High Street New Malden Surrey KT3 4TE UK t +44 (0)20 8329 2930 f +44 (0)20 8329 2945 w www.abeuk.com



MALAWI ONLY - new student membership registration form

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THIS FORM

/	ABE Special Malawi Discount Promotion
	New students intending to take advantage of the reduced registration fees for students in Malawi <u>must</u> register no later than the 7th March 2014. The following conditions apply:
	• Full payment must be received by ABE by the closing date above to be eligible for the discounted fee.
	Payments received after the closing date will be at the undiscounted price.
	 Students must use the dedicated Malawi application form to be eligible for the discounted fees.
	• There are no changes to annual subscription, examination, Diploma Levels 6 and 7 registration or any other
	fees for students in Malawi.
	• Students must be Malawi citizens, who are currently resident in Malawi, in order to be eligible for the discount.
	Students must provide an address in Malawi and sit the June 2014 exams in Malawi.

• If you have registered with ABE in the past, you must not register again. Please contact the ABE office for advice about the status of your membership.

- If you are applying near the closing dates above, your examination entry form and fees **must** be submitted together with this registration form. An examination entry form is available from your college or from the ABE website.
- · Applications normally take up to four weeks to be processed but may take longer during busy periods prior to exams.

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FOR ABE USE ONLY

Please ensure that your college is accredited by ABE to provide the programme you are registering for by checking the colleges section of the ABE website.

2. Programme and entry levels (tick to indicate your chosen level and programme)									
Business Management I. Please select a pathway: Business Management Financial Management Management of Information Systems	Human Resource Management Please select an entry level: Level 4 Diploma £35 £25 Level 5 Diploma £50 £35 Level 6 Diploma £150 Extended Diploma £100 (this programme comprises 13 units)	Marketing ManagementPlease select an entry level:Level 4 Diploma £35 £25Level 5 Diploma £56 £35Level 6 Diploma £150Extended Diploma £100(this programme comprises 13 units)							
2. Please select an entry level: Level 4 Diploma £35 £25 Level 5 Diploma £50 £35 Level 6 Diploma £150 Level 7 Diploma £200 Extended Diploma £100 (this programme comprises 13 units)	Travel, Tourism and Hospitality ManagementPlease select an entry level:Level 4 Diploma £35 £25Level 5 Diploma £50 £35Level 6 Diploma £150Extended Diploma £100 (this programme comprises 13 units)	Business Start-up and Entrepreneurship Please select an entry level: Level 4 Diploma £35 £25							
3. How did you find out about ABE? BEX or SF magazine Word of mouth ABE representative ABE college ANE representative ABE college Online search engine (e.g. google, yahoo!) Advertisement Exhibition or event									
4. Ethnic origin Asian – Bangladeshi Asian – Chinese Asian – Indian Asian – Pakistani Asian – Other Black – African Black – Caribbean Black – Other White Other 5. Educational details									
Please note that evidence of educational qualifications or details of relevant work experience where required MUST be attached to this registration form to support your chosen level of entry (refer to entry requirements on the front of this form). Failure to provide the required documentation will cause considerable delay in the processing of your application. Please also provide us with the following information: 3.1 How many GCSE/O levels (or national equivalent) do you have? 3.2 How many A levels (or national equivalent) do you have? 3.3 How many higher qualifications do you have? 3.4 How many years of work experience do you have?									
3.5 After completing your ABE qualification, do you intend to proceed to:(please tick appropriate box)									

6. Application for unit exemptions

Another ABE qualification

If you wish to claim individual unit exemptions because of a previous relevant qualification, please refer to the registration section of the ABE website for information on how to apply, or email exemptions@abeuk.com.

University/Polytechnic

Employment

Other professional qualification

7. Payment details

- Payment must be made by £ sterling cheque/draft drawn on a UK bank, by postal order or by credit/debit card. If paying by cheque/draft/postal order, you must send your application by **post** only.
- Registration forms will not be accepted unless accompanied by the correct payment.
- Any other payment included with the registration fee will be credited to your ABE account. Students will not be entered for examinations without the submission of an examination entry form.

(Tick method of payment)

Cardholder Name

I have enclosed Cheque/Draft no. I have enclosed Postal Order(s)	Total payment submitted with this application:										
Deduct from my Credit/Debit card details below:											
Registration fees will not be refunded after three months from the date of registration. Please note that to retain your membership of the Association, your annual subscription must be paid every year.											
Registrations must be submitted by post or fax along with full, valid payment and copies of supporting qualifications. Emailed applications will <u>not</u> be accepted.											
ABE collects your data in order to provide qualifications, examine you and associated activities. We are regulated by a number of authorities and often have to provide personal data to them. This may include your data. Additionally, we may use your data in order to send you carefully selected and appropriate marketing material. Every time we send you such material, we give you the option to opt out of receiving such information in the future.											
I certify that I have read this registration form and the information I have provided is true and accurate. By signing this form, I confirm that my English language skills are of the appropriate standard (as stated on page 1 of this form), and I have understood and agree with how the information I have provided would be used.											
Signature Date											
Checklist: Have you enclosed? The registration fee Copies of your qualification(s)											
Credit/Debit card payment form											
I authorise you to debit my account with the amount of £ I wish to pay by Visa/Delta/MasterCard/Maestro/Solo/JCB/											
My card number is											
	CURITY CODE (last three digits on signature strip on < of card or four digits on front of AMEX card)										
	IMPORTANT NOTICE YOU MUST GIVE THE SECURITY CODE FOR PAYMENT TO BE ACCEPTED										

Cardholder Address								
Postcode (UK address only)		Telephone no.						
Fax no.		Email						
Cardholder signature	Date	Student's signature (if not cardholder)	Date					
			CG05122013					

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