

**Please read the following notes carefully before completing this form**

This form is for new ABE learners. If you think you might have registered in the past, please contact [admissions@abeuk.com](mailto:admissions@abeuk.com) for advice about the status of your membership.

▪ **Registration closing dates**

New learners intending to sit for exams in either of the two exam sessions must submit this learner registration form by the corresponding closing date:

**June examinations:** first Friday in March  
**December examinations:** first Friday in September

FOR ABE USE ONLY											
CC <input type="checkbox"/>						OK <input type="checkbox"/>		IQ <input type="checkbox"/>		PQ <input type="checkbox"/> PP <input type="checkbox"/>	

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

## 1. Learner details

ULN (if available - UK Learners ONLY)

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(Please tick one)

Title:  Mr  Ms  Miss  Mrs Other (please specify) \_\_\_\_\_

Are you registered as disabled?  Yes  No  If yes, and you wish to notify ABE of your condition, please tick this box and enclose supporting documentation with this registration application.

(Please complete clearly in BLOCK CAPITALS)

First / Given name	
Surname / Family name	
Your name in full (as you wish it to appear on the qualification certificate)	
Date of birth: DD / MM / YYYY <small>(e.g. 16/03/1995)</small>	/ /
Nationality	
Full address	Address line 1
	Address line 2
	Address line 3
	Region
Country	
Postcode	
Telephone number (include area code)	
Mobile number (if different)	
Email address – REQUIRED <small>Please note, membership confirmation and other relevant updates are sent directly to those who provide an email address.</small>	
College name <small>(if studying independently, write 'SELF-STUDY')</small>	

Please ensure that your college is accredited by ABE to provide the programme you are registering for by checking it is on our accredited college list at: [www.abeuk.com/colsearch.php](http://www.abeuk.com/colsearch.php). If you have any concerns write to [info@abeuk.com](mailto:info@abeuk.com).





## 2. Programme and entry levels (tick to indicate your chosen level and programme)

### Business Management

Please select a pathway:

Business Management



Financial Management



Please select an entry level:

- |   |     |
|---|-----|
| <input type="checkbox"/> Level 4 Diploma in Business Management (QCF) | £30 |
| <input type="checkbox"/> Level 5 Diploma in Business Management (QCF) | £40 |
| <input type="checkbox"/> Level 6 Diploma in Business Management (QCF) | £50 |
| <input type="checkbox"/> Level 7 Diploma in Business Management (QCF) | £80 |

### Human Resource Management

Please select an entry level:

- |   |     |
|---|-----|
| <input type="checkbox"/> Level 4 Diploma in Human Resource Management (QCF) | £30 |
| <input type="checkbox"/> Level 5 Diploma in Human Resource Management (QCF) | £40 |
| <input type="checkbox"/> Level 6 Diploma in Human Resource Management (QCF) | £50 |



### Travel, Tourism and Hospitality Management

Please select an entry level:

- |  |     |
|--|-----|
| <input type="checkbox"/> Level 4 Diploma in Travel, Tourism and Hospitality Management (QCF) | £30 |
| <input type="checkbox"/> Level 5 Diploma in Travel, Tourism and Hospitality Management (QCF) | £40 |
| <input type="checkbox"/> Level 6 Diploma in Travel, Tourism and Hospitality Management (QCF) | £50 |



### Marketing Management

Please select an entry level:

- |  |     |
|--|-----|
| <input type="checkbox"/> Level 4 Diploma in Marketing Management (QCF) | £30 |
| <input type="checkbox"/> Level 5 Diploma in Marketing Management (QCF) | £40 |
| <input type="checkbox"/> Level 6 Diploma in Marketing Management (QCF) | £50 |



### Business Start-up and Entrepreneurship

Please select an entry level:

- |  |     |
|--|-----|
| <input type="checkbox"/> Level 4 Diploma in Business Start-up and Entrepreneurship (QCF) | £30 |
|--|-----|





### 3. How did you find out about ABE?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Student / ABE focus magazine | <input type="checkbox"/> Word of mouth       | <input type="checkbox"/> Online network (e.g. Facebook, twitter)    |
| <input type="checkbox"/> ABE representative           | <input type="checkbox"/> ABE college         | <input type="checkbox"/> Online search engine (e.g. Google, Yahoo!) |
| <input type="checkbox"/> Advertisement                | <input type="checkbox"/> Exhibition or event | <input type="checkbox"/> Other (specify): _____                     |

### 4. Ethnic origin

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Asian – Bangladeshi | <input type="checkbox"/> Asian – Chinese   | <input type="checkbox"/> Asian – Indian | <input type="checkbox"/> Asian – Pakistani | <input type="checkbox"/> Asian – Other |
| <input type="checkbox"/> Black – African     | <input type="checkbox"/> Black – Caribbean | <input type="checkbox"/> Black – Other  | <input type="checkbox"/> White             | <input type="checkbox"/> Other         |

### 6. Application for unit exemptions

If you wish to claim individual unit exemptions because of a previous relevant qualification, please refer to the registration section of the ABE website ([www.abeuk.com/entryrequirements.php](http://www.abeuk.com/entryrequirements.php)) for information on how to apply, or email [exemptions@abeuk.com](mailto:exemptions@abeuk.com).

### 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. **You can only be entered for examinations with the submission of an examination entry form.**

Registration fees will not be refunded after 14 days from the date of registration.

Please note that, to retain your membership with ABE, your annual subscription must be paid every year by the renewal date.

Registrations must be submitted by post or email along with full, valid payment and, if you are a self-study learner, copies of supporting qualifications.

(Tick method of payment)

- I have enclosed cheque / draft no(s): \_\_\_\_\_
- I have enclosed postal order no(s): \_\_\_\_\_
- Deduct from my credit / debit card details below.

Total payment submitted with this application:

£

ABE collects your data in order to undertake the necessary activities associated with the provision of qualifications and membership. We are regulated by a number of authorities and occasionally 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 I have read this registration form and the information I have provided is true and accurate. By signing this form, I confirm my English language skills are of the appropriate standard (as stated on the Entry advice & guidelines document), I meet the entry requirements as set in the guidelines, and I have understood and agree with how the information I have provided will be used.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- Checklist:** Have you enclosed?  The registration fee  Copies of your qualifications (self-study learners only)





## 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 / AMEX (please delete as applicable)

Card number

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Valid from:

MM / YY

	/	
--	---	--

Expiry date:

MM / YY

	/	
--	---	--

Issue no.

(If applicable)

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**SECURITY CODE** (last three digits on the signature strip on back of card)

You must give the security code for payment to be accepted

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Cardholder's full name

Cardholder's address

Address line 1

Address line 2

Address line 3

Region

Postcode (UK address only)

Telephone no.

Fax no.

Email address

Cardholder's signature

Date

Learner's signature  
(if not cardholder)

Date

Please email or post your registration and payment form.

**Email address:** [admissions@abeuk.com](mailto:admissions@abeuk.com)

We cannot accept emails if paying by cheque / draft / postal order.

**Post your application to:** ABE, 5<sup>th</sup> Floor, CI Tower, St. Georges Square, New Malden, Surrey KT3 4TE, UK

**Tel:** +44 (0) 20 8329 2930

**Email:** [info@abeuk.com](mailto:info@abeuk.com)

