

# SAC/DIPLOMA APPLICATION FORM

OFFICE USE ONLY

Please ensure that you have read and understood the registration agreement before applying for a course of study at ALCHEMEA. The minimum enrolment age is 18

## PERSONAL DETAILS

TITLE (Mr/Mrs/Ms etc...)	FIRST NAME	LAST NAME
MIDDLE NAME	AGE	DATE OF BIRTH
OCCUPATION	EMPLOYER	NATIONALITY

ADDRESS	
	POST CODE

HOME TELEPHONE	WORK TELEPHONE	MOBILE TELEPHONE
E-MAIL ADDRESS		DO YOU HAVE ANY DISABILITIES THAT MAY AFFECT YOUR STUDIES?

## EDUCATION / EMPLOYMENT (please refer to the full time course registration agreement for information regarding entry requirements)

Please tell us about where you have studied or worked in the last five years.

DATES FROM / TO	NAME OF SCHOOL / COLLEGE / UNIVERSITY / EMPLOYER	COURSE STUDIED / RESULTS / DETAILS OF WORK

## GENERAL

Answering the following questions will help us to tailor our training to your requirements.

WHERE DID YOU FIRST HEAR ABOUT ALCHEMEA? (SPECIFY SEARCH ENGINE / SITE)	WHAT MADE YOU CHOOSE ALCHEMEA FOR YOUR TRAINING?
WHICH MAGAZINES DO YOU REGULARLY READ?	
WHAT MUSIC RELATED WEBSITES DO YOU VISIT	WOULD YOU LIKE TO SIGN UP TO OUR NEWSLETTER
PLEASE INDICATE BELOW IF YOU WOULD LIKE TO RECEIVE FUTURE COURSE / EVENT INFORMATION (CIRCLE YOUR PREFERENCE)	
EMAIL          POST          TELEPHONE          TEXT          NONE	

## COURSE DETAILS

Which course are you applying for, and when would you like to start?

COURSE NAME	COURSE CODE – refer to price sheet	COURSE DATE(S) – please confirm availability with Tony Garston on 020 7359 3986 / info@alchemea.com

**REGISTRATION FEE** (please refer to price sheet)

Cheque No: .....

I have enclosed the registration fee of **£400 (SAC) / £500 (Diploma)** (please circle)

If you would like to transfer the money by phone our bank details are available on request.

Bank transfer date: .....

## DECLARATION

I have read and understood the registration agreement and agree to be bound by it.

SIGNATURE	DATE

# ALCHEMEA COLLEGE FULL TIME COURSE REGISTRATION AGREEMENT

## 1. Definitions

1.1 The following words, as explained, are used in this registration agreement:

- a. "Course" - means the series of classes and practical studio work in which the student is enrolled.
- b. "Registration Fee" - means the sum of money paid by the student to reserve a place in one of ALCHEMEA's courses.
- c. "College" - means ALCHEMEA College of Audio Engineering and/or its appointed agents.
- d. "Student" - means the signatory of these terms and conditions.
- e. "Studio" - means the studios and workstations provided for students both in the college premises and outside.

## 2. Fees & Refunds

- 2.1 The student agrees to pay the full registration fee upon application and the tuition fee or first instalment at least one month before the date of commencement.
- 2.2 If the student does not pay the tuition fee or first instalment within one month of the commencement date, his or her place may be offered to another student.
- 2.3 The registration fee is not refundable. A student may change course dates or course type at no cost by giving us at least one calendar month's notice prior to the commencement of the course the student is booked on at the time. If notice of less than one calendar month is given, the registration fee will be forfeited. The student may book onto another course but a new registration fee will be payable.
- 2.4 If a student's loan is refused or a student visa is rejected, ALCHEMEA will refund any registration fee minus a £40 administration charge.
- 2.5 The ALCHEMEA instalment plan is only available for students from European Union countries. Students who fail to keep up with repayments will be suspended from the course. ALCHEMEA reserves the right to take whatever action is necessary to recover the outstanding debt, including taking legal action and referring the outstanding balance to a debt collection agency. Such actions will have a negative impact on the student's credit rating and will affect his/her ability to apply for credit in the future

## 3. Content of Course

- 3.1 The Student understands that the College is entitled to change the content of the course in which the student is enrolled at any time, allowing for new topics to be introduced and inappropriate topics to be deleted, without prior notice.

## 4. Studio use

- 4.1 The student is responsible for ensuring that none of the equipment is damaged or stolen as a direct or indirect result of a failure on his or her part to exercise reasonable care in use of the equipment made available for their use.
- 4.2 If a student invites a guest or guests (e.g. musicians) into the ALCHEMEA studios, it is the student's responsibility to make sure the guest(s) observe these rules and regulations.
- 4.3 In the event that the equipment in the studio is not functioning during the student's use of the studio, the student agrees to notify the supervisor immediately giving full details of the fault.
- 4.4 In the event that the equipment in the studio(s) is damaged or stolen during the student's use of the studio as a result of failure on his or her part to exercise reasonable care in the studio(s), the student agrees to pay within twenty one (21) days all costs relevant to replacing, repairing or hiring replacements for such equipment.
- 4.5 The College reserves the right to cancel the student's booked studio time. All attempts will be made to notify the student of such cancellation. Times lost due to such cancellation will be re-booked in favour of the student.

## 5. Cancellation

- 5.1 If a student does not attend lectures for 3 whole weeks, the College will regard such a non-attendance as implied cancellation of the course; any fees not paid will become immediately due. Exceptions may be made on humanitarian grounds.

## 6. Attendance

- 6.1 The student will not be allowed to attend lectures or studio time, if his or her fees are not paid in full or instalment payments are in arrears.
- 6.2 Students are expected to attend all theory lectures and all practical sessions whether within the college studios or in an external environment. Non-attendance does not excuse the students from paying fees.
- 6.3 Failure to reach the high standard of work and commitment required can result in a formal warning given to the student, and if this poor performance persists, the student's course will be terminated, and no refund in part or whole of the fees will apply.
- 6.4 Special importance is given to practical time. Students will have to complete all exercises set in the curriculum, engineering sessions as outlined during the course. Since the college is open 24 hours a day, it will be expected that students will be required to work through the night. When practical work requires students to attend venues outside ALCHEMEA, it is the student's responsibility to get to the venue on time.
- 6.5 If a student is found taking food or drink into a control room or recordings area, they will receive a verbal warning from a senior staff member. If this happens a second time they will forfeit their next practical session in that facility.

## 7. Conduct

- 6.1 ALCHEMEA promotes equal opportunities. Abusive behaviour and / or discrimination based upon sex, age or ethnic origin will not be tolerated. ALCHEMEA employs a disciplinary procedure and a possible outcome of a student's hearing is expulsion.

## 7. Accreditation

- 7.1 Students are assessed throughout the course, on a competency basis. A report is drafted on each student, and that report is the basis of the SAC and / or the diploma. The pass mark is 50% and to attain the "Diploma" a student must achieve 70%. Students must score 90% or over on their online Digidesign 210 exam to become a "Digidesign Certified Operator". If a student fails the 210 exam on a second attempt, Digidesign will charge a fee for re-examination. For up to date information regarding this fee visit the training area of [www.digidesign.com](http://www.digidesign.com)

## 8. Entry Requirements

- 8.1 Enrolment is subject to an interview with the College Registrar. If the Registrar has doubts regarding the prospective students suitability for the course then a College Director will hold a second interview. Phone interviews will take place where it is not possible for interviews to be carried out in person. Every student enrolled on a full-time course at ALCHEMEA, must provide ALCHEMEA with a copy of his or her passport. Non-EU students must also provide a copy of their student visa.

**Overseas Students** ALCHEMEA is an International College, assisting both local and overseas applicants in achieving their goals. Providing the requirements are met, ALCHEMEA will assist overseas students in obtaining a Student's Visa where required. Please contact the college for further details. Non-EU students who have been granted a VISA by the British Immigration Authority (BIA) must provide ALCHEMEA with a copy of their passport and VISA before commencement of their studies. It is the student's responsibility to inform ALCHEMEA when there is a change to their VISA status. If a student's studies are terminated, ALCHEMEA will inform the BIA in writing.

**Media Pack** The course fees include storage media that should be sufficient to complete assignments set. If additional media is required permission must be gained to use magnetic media not supplied by ALCHEMEA. Magnetic media can be purchased from the college, at reduced prices. SAC & Diploma students receive a Digidesign Mbox Mini soundcard with Pro Tools LE software as part of the course. Diploma students also receive an Apple MacBook computer. The MacBook will only become the student's property once ALCHEMEA have received 35% of the total amount payable.

**Class Sizes & Schedules** As a rule, lecture class size will be restricted to ten students. For this reason we encourage students not to change classes during the course. There may be occasions (for example seminars / workshops) when classes will be combined.

**Outside Work** When it is necessary for students to take equipment out of the premises, this should be pre-arranged, and equipment, signed for. It is advisable for students to arrange insurance on equipment themselves, since they are personally liable for any damage or loss of the equipment. The proof of insurance might be requested prior to lending of the equipment. This insurance can be arranged via the college. Equipment is only allowed out of the premises if it is being used as part of the course.

**Equal Opportunities Policy** ALCHEMEA admits students of any race, colour, national and ethnic origin. ALCHEMEA does not discriminate on the basis of race, colour, sex, sexual orientation, handicap or national or ethnic origin in the administration of its educational policies, admission policies, scholarship and other college administered programmes.

**Job Opportunities** Students who receive their Diploma and display a good attitude during their studies will be put forward for job interviews as they arise. ALCHEMEA has strong links with leading studios these employers recognise the quality of our graduates. ALCHEMEA is pro-active in assisting students with CV preparation and we have a dedicated staff member who assists students to find employment.

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