

# Graduate Diploma Application Form

All information should be treated in strict confidence. It is essential that you use this application form. Please complete it as fully as possible. This form should be returned to: Christie's Education, 153 Great Titchfield Street, London W1W 5BD

SURNAME: _____		TITLE: _____	
FIRST NAMES: (PLEASE UNDERLINE FIRST NAME) _____			
DATE OF BIRTH: (DD/MM/YY) _____	AGE: _____	NATIONALITY: _____	
ADDRESS FOR CORRESPONDENCE: _____ _____ _____		HOME ADDRESS (IF DIFFERENT): _____ _____ _____	
VALID UNTIL (DATE): _____		TELEPHONE: _____	
TELEPHONE: _____		NAME OF NEXT OF KIN: _____	
E-MAIL: _____		TELEPHONE: _____	
MOBILE: _____		TELEPHONE: _____	
<b>Study Options</b> I wish to apply for the following: <input type="checkbox"/> <b>Arts of Europe</b> <input type="checkbox"/> <b>Art, Style and Design</b> <input type="checkbox"/> <b>Modern and Contemporary Art</b> <input type="checkbox"/> <b>I wish to take the Graduate Diploma as a conversion diploma</b>		<b>Interviews</b> If invited for an interview, I should prefer to be interviewed in: <input type="checkbox"/> London (throughout the year) <input type="checkbox"/> New York (by arrangement) <input type="checkbox"/> Hong Kong (by arrangement)	

Secondary/High School Education	Dates	Subjects Studied	Grades	Qualification
Further Education/University				
Employment record and/or work experience (give dates)		Job Title/Description		

Medical history (please give details of any illness, operation or disability which currently affects your health or mobility).  
If none please state none:

Why do you wish to join the course/programme you have chosen?

Please indicate particular subjects that interest you, any practical experience in the arts you feel is relevant, and what your future plans are. Please add an additional page if necessary.

**Is English your first language? YES / NO**

All applicants must be fluent in English. It may be necessary to ask applicants whose first language is not English to take an English language examination if they have not already done so.

Either of the following qualifications is acceptable:

- (i) British Council IELTS: at least Band 7.0.
- (ii) Test of English as a Foreign Language (TOEFL): a score of at least Paper 650, Computer 280, Internet 100.

English language tests taken (if applicable)

NAME OF TEST: \_\_\_\_\_ SCORE/GRADE: \_\_\_\_\_ DATE TAKEN: \_\_\_\_\_

Other Languages: Please give your proficiency in speaking, reading, writing languages other than English.

**References:**

Please give the names and addresses of the two referees you will nominate. Please note: References must be submitted on the 'Confidential Reference on Applicant for Postgraduate Study' forms included, or attached on official letterhead.

NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
_____	_____
_____	_____

**CHRISTIE'S EDUCATION LIMITED ("CHRISTIE'S") TERMS AND CONDITIONS**

The following are the terms and conditions applicable to the provision of courses by Christie's. Any application submitted for a course shall be deemed to be made pursuant to these Conditions.

**THE BROCHURE**

1. Christie's endeavours to ensure that course descriptions and statements made in the Christie's prospectus accurately reflect the nature and content of the courses Christie's intends to offer at the date of publication of the prospectus.
2. However, admission to a course is on the understanding that Christie's is entitled to withdraw or modify any course without liability to you, other than as set out in clauses 3 and 4 below.
3. If your course is withdrawn for whatever reason prior to its commencement, Christie's liability to you shall be limited to a refund of any deposit or fees paid by you at that time for that course or (subject to availability) transfer to another course for which you are suitably qualified.
4. If your course is withdrawn for whatever reason after its commencement, Christie's liability to you shall be limited to a refund of such proportion of any deposit or fees paid by you for the course as can be apportioned, on a pro rata basis, to the remaining period of the course or (subject to availability) transfer to another course for which you are suitably qualified.
5. Christie's shall be entitled, without liability to you, to make reasonable changes at any time to the course syllabus, venue, timing, materials and elements.

**APPLICATIONS**

6. Students will be accepted on courses at the sole discretion of Christie's. Christie's decision in this respect is final.

**FEES**

7. A deposit of £500 is payable on acceptance of a place on a course. This deposit is refundable only in the circumstances set out in clauses 3 and 4 above.
8. The balance of the annual fee must be paid no later than four weeks before the date of commencement of the course, unless otherwise agreed by Christie's.
9. If payment of any part of the fees is not received on its due date, Christie's shall be entitled to retain any deposit paid and offer the student's place on the course to another applicant.
10. Other than as provided in clauses 3 and 4 above or as otherwise agreed by Christie's in its absolute discretion, no refund or discount shall be given if a student leaves a course prior to its conclusion, irrespective of the reason for the student's departure.
11. All fees include VAT, where VAT is payable.
12. We reserve the right to amend the fees prior to commencement of the course should it be necessary.

**ATTENDANCE**

13. Christie's reserves the right to exclude any student from a course if it considers that student's lack of attendance or conduct is detrimental or disruptive to the course or other students.

I have read and accept the terms and conditions set out in this Application Form.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

We will hold your personal data and may pass it to Christie's, unless you object, to enable them to advise you of forthcoming sales, events and services.

# Confidential Reference on Applicant for Postgraduate Study

The person named below is applying for postgraduate studies in the Faculty of Arts at the University of Glasgow and has been asked to pass this form to you as one of the two referees he/she was required to name in the application form. Please comment on the suitability of the applicant to read for the higher degree in the subject indicated, and then return the completed form to the address given at the end of this reference form.

## SECTION A – APPLICANT DETAILS

(To be completed by the **applicant**. Please use block capitals or typescript.)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Email: \_\_\_\_\_

Degree applied for: \_\_\_\_\_

Proposed subject area: \_\_\_\_\_

Name of referee: \_\_\_\_\_

## SECTION B – REFERENCE

(To be completed by the **referee**.)

Please give information on the areas of the applicant's academic or professional work with which you are familiar and comment upon his/her suitability to study for a higher degree or diploma. Please give an estimate of the anticipated result if the student is still in education. Please also indicate the number of years you have known the applicant and in what capacity.

## SECTION B (Continued)

## SECTION C

Please indicate applicant's abilities with a ✓ rating of this applicant in the following categories:

Note: The estimates in the grid should refer to the average standards of students over a period of years.

(It is appreciated that in a small class averages may vary considerably from one year to another)

Quality	Outstanding (top 5% of Students)	Very Good (top 20% of Students)	Good (top 40% of Students)	Average	Below Average	Do not wish to comment	Special remarks
Intellectual capacity							
Originality							
Motivation							
Analytical capacity							
Ability to organise work							

I certify that the above information is a true and accurate account of the applicant's ability.

Name: \_\_\_\_\_

Title & Institution: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete this form and return it to:**

Admissions Officer, Christie's Education, 153 Great Titchfield Street, London W1W 5BD Tel: (020) 7665 4350 Fax: (020) 7665 4351

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