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|  **Finchley College course booking form.**  |  |  |  |
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| **Course Title** | **Duration** | **Fees, inc. VAT** | **Times** | **Please tick** |
| **The graduate training program, Total Station, and setting out training.**Ideal for graduates in construction and civil engineering**Full training to use Total station for setting out and surveying** | One month of online pre-start trainingFollowed by 4 consecutive weekdays or Saturday | £1195 | 9.00 am to 5.00 pm |   |
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| **Beginners to advanced level** This course includes Total station training ideal for beginners, assistants, junior engineers, and site managers.Comprehensive training in Total station, setting out, surveying, Coordinate systems, traversing, GNSS, and Levelling by automatic, digital, rotating laser level and pipe lasers.Including principles of surveying and setting outHow to work as an engineer on RC, steel frame#, groundworks, external works, and drainage.  | **London: 8 Saturday sessions, alternatively 9 consecutive days****Manchester: Two blocks of 4 days over two months****Learners can attend an extra 4 days free of charge if required.** | £2795 | **9.00 a.m. to 5.00 p.m.** |  |
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| **Beginner to an enhanced leve**l **includes all the above courses.** This course includes all learning topics of the beginner to advanced level plus; AutoCAD, REVIT, Level 3 An Introduction to Building Information Modelling, Level 2 First Aid, and Level 3 NVQ Diploma in Construction Contraction Operations. | This course offers up to 4 months of weekend training on both Saturdays and Sundays or blocks of 9 consecutive days in London | £5,995 | Weekdays 9.00 am to 5.00 pm.Saturdays: 9.00 am to 5.00 pm.3 Sundays: 9.00 am to 1.30 pm |  |
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| **ProQual Level 3 Diploma in Engineering Surveying for Engineers**Qualification for existing engineers or those progressing from the Total Station training course, fee includes certification charges | One month of pre-start online training plus 4 Saturday afternoons in one month, alternatively, we can visit you at your site for 2 days of onsite training and assessment plus an extra 2 days at the college. | £1,695 | 1.30 to 5.30 pm |   |
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| **Level 2 First aid training** | One-day course, Sundays, dates to be advised | £95 |  1.30-5.30 pm |   |
|  |   |   |   |   |
| **Level 3 Introduction to Building Information Modelling** | 2-day course- dates to be advised | £295 |  1.30-5.30 pm |   |
|  |   |   |   |   |
| **AutoCAD for beginners, AutoCAD for engineers** | Two-day course: Beginners to intermediate: 9.00 am to 1.00 pm, advanced: 1.30-5.30 pm- Weekdays only | £395 |  9.00 to 1.00 or 1.30-5.30 |   |
|  |   |   |   |   |
| **Revit Training** | 1-day course- Sundays, dates to be advised | £195 |  9 to 1 or 1.30 to 5.30 |   |
|   |   |   |   |   |
| **Level 3 or 6 Diploma in Construction Contracting Operations** | Up to 6 months | £1,695 |   |   |
|   |   |   |   |   |
| **Level 6 NVQ Diploma in Construction Site Management** | Up to 6 months | £1,995 |   |   |
|  |   |   |   |   |
| **Level 7 NVQ Diploma in Construction Senior management** | Up to 6 months | £1995 |   |   |
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| * Weekend courses start on the first Saturday of every month and run for 4 weekends every month,
* 9 Consecutive day courses in London start from the first Saturday to the second Sunday of each month.
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| * The Diploma in Engineering Surveying course is only open to existing engineers or learners progressing from the Total Station training course.
* We can offer learners a bespoke training course to suit availability.
* We accept payments online, by card at the college, or by bank transfer, **introduce a friend and receive a reward of up to £100!**
* Bank details: Finchley College (Business account), Sort Code: 09-01-27, Account no. 44018113, please write your name as a reference.
* We offer a 5% discount to graduates from a UK university in the last 3 years
* We offer a 5% discount for groups of 2 or more learners joining together.

Please complete the form belowThank you for your interest in our courses, please simply fill in this form on a computer and email it back to us.

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| Start date |  |
| First Name |  |
| Middle name |  |
| Surname |  |
| Gender |  |
| Date of Birth |  |
| Nationality |  |
| Address |  |
| City |  |
| Postcode |  |
| Mobile |  |
| Email |  |
| Any Disability  |  |
| Any Medical Condition |  |
| Name of Next of Kin |  |
| Emergency contact no. |  |
| Course fees paid |  |
| Method of payment |  |
| Current Job |  |
| Name of current employer |  |
| Do you have a CSCS card? |  |
| Do you have permission to work, live and study in the UK? |  |
| Existing qualifications |  |
| Why did you choose Finchley College? |  |

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| **Finchley College Terms & Conditions:****Course timetable:** timetables are subject to change, please check with the admissions office before you book any accommodation.**Your chances of employment after completion of training:**We cannot guarantee employment after completion of training as it depends on many factors beyond our control, however, we will offer you advice and references. Learners in the beginner to the enhanced course have a much better chance of finding employment.**Refund Policy:**There are no refunds under any circumstances once payment has been made. Therefore, we strongly recommend that you make sure you can afford the course fee and can start and finish it. Please note that you indicate that you have read the terms and conditions and have agreed to them by payment of course fees. **Course duration:** The duration for each course is fixed and agreed upon with each learner. Learners are required to sign and agree to a deadline to complete and submit all practical assessment criteria and assignments. Usually, we offer a 4-month course duration for qualifications at level 3 and 6 months for levels 6 or 7. There is a late completion fee of £100 per month**Course fees**: Fees are agreed upon with learners, you have between 1 to 6 months to complete your course depending on which course you have selected. Learners can have a one- or two-month gap in their studies but must complete no later than 6 months from their start date. After this period learners are deemed to have abandoned their course and will be charged again to resume their studies.**GDPR PRIVACY NOTICE:** Please note that we are claiming a legitimate interest in maintaining your details on our systems as a college. Please sign below to confirm that you agree with this. Please note that we will not share your data with anyone except awarding bodies, or education authorities, or for legal reasons if we are obliged to do so. We will contact you from time to time to inform you of our new or revised courses.**Student declaration** I have read and understood the terms and conditions, my rights and responsibilities, assessment procedures and regulations, and the appeals procedure. I understand that there are no refunds for any reason whatsoever once the payment has been made, furthermore, I understand that I must attend at least 80% of lectures and fulfil course pass criteria to receive the qualification. If any course fees remain unpaid the college reserves the right to withhold the issue of the certificate. In the event of an agreement to pay fees by instalment, I agree to pay on time, and I remain liable for payment of the balance of fees plus any interest applicable.* I confirm that I have the right to remain and study in the UK Yes/NO
* I understand that to qualify for certificates from the Awarding body, I must pass practical and knowledge assessments as stipulated by the awarding body.
* I agree for my details to be retained by Finchley College.
* I understand that there is no refund once payment is made and agree to late completion penalties.
* In case of payment by instalment, the remaining balance must be paid even if I withdraw from the course.
* I understand that there are no free trial lessons, and all lessons must be paid for.

Please sign here to confirm you have read and agree to the terms and conditions:Candidate Name: Signature: Date:  Finchley College Director: Name: M.R. Seif Nobakht Signature: Date:  |
| **Payment by bank transfer** **Account name: Finchley College, Business account,** **Sort code: 09-01-27, Account no. 44018113** |

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