



APPLICATION FORM

Furniture Design, Making and Restoration Course 2018-2019

Please complete this form and return it to:
Admissions Office, The Chippendale International School of Furniture,
Gifford, Haddington, East Lothian, EH41 4JA, UK

PLEASE READ THE APPLICATION GUIDANCE AT THE END OF THESE FORMS BEFORE COMPLETION

PLEASE USE BLOCK CAPITALS

Title		First Name		Surname:	
Date of Birth:		Nationality:			
Marital Status:					
Present Address:					
Country:		Post/Zip Code			
Telephone (please include international dialing code):		Mobile:			
Email:					
Present Address (if different from above):					
Country:		Post/Zip Code			
Telephone (please include international dialing code):		Mobile:			
Email:					
Please attach 4 recent passport photographs of yourself:					Please clip four passport photos to this corner (do not glue)
DETAILS OF EDUCATION AND QUALIFICATIONS:					

DETAILS OF PREVIOUS WORK EXPERIENCE:	
WHAT DO YOU PLAN TO DO AFTER THE COURSE?	

HOW DO YOU PLAN TO FINANCE THE COURSE AND YOUR LIVING EXPENSES?

These are likely to be around £27,000 combined (\$US43,000 or Yen 4.2m approx)

Please double-click and 'check' the relevant box:

Self Funding Parental/Legal Guardian Sponsor Corporate/Government Sponsor

Other - Please specify:

NAMES, TEL NOs & EMAIL ADDRESSES OF THREE REFEREES.

Please note that your referees must have known you for at least three years and not be related to you.

1	Name:		Telephone Number (include country code):	
	Email:			
2	Name:		Telephone Number (include country code):	
	Email:			
3	Name:		Telephone Number (include country code):	
	Email:			

GIVE DETAILS OF ANY MEDICAL CONDITIONS OF WHICH THE SCHOOL SHOULD BE AWARE:	
HOW DID YOU HEAR ABOUT THE CHIPPENDALE INTERNATIONAL SCHOOL OF FURNITURE?	
GIVE ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION:	

DECLARATION

I declare that the information given in this form is correct

Signature:		Date:	
<i>The information given on this form is treated in the strictest confidence</i>			

APPLICATION GUIDANCE

PLEASE READ THROUGHOUT BEFORE COMPLETION

When submitting your application, please ensure that you have complied with and included all the elements below.

REFEREES

Please provide three referees whom we will contact and request to complete a short form for return within 20 days. Your referees should have known you for a minimum of three years and not be related to you. Applications will only be considered if a minimum of two responses are received.

PHOTOGRAPHS

You should also attach four passport size photographs.

Address

Send your application to:
The Admissions Secretary
Chippendale International School of Furniture
Gifford
East Lothian, EH41 4JA
Scotland, UK

Interview Process

Once you have successfully applied, you will be invited for interview, either in person or by telephone. This is an important opportunity for you to decide that our School is right for you.

We encourage our potential students to visit the School, both to see the premises and facilities and to chat with staff and students. Visits can be booked from Mondays to Fridays and also on Saturday mornings.

If you are unable to visit, we will contact you to arrange a mutually convenient time to discuss your application by telephone or Skype.

Formal Offer

Within a few days of your interview you will receive written notification as to whether or not the School can offer you a place.

If you accept a place on the course, the offer is normally held open for a month to allow you to complete the formal registration requirements:

- Once your place at the School has been confirmed, a non-refundable deposit* of £3,000 is payable, which will later be deducted from the fees due prior to the start of the course. A refund of this deposit will only be considered under the most exceptional circumstances.
- A banker's letter is required, to confirm you have sufficient funds to cover the tuition fees and living costs
- A signed copy of the School's standard contract (included in the registration pack)
- If you have any questions, please email us – or call to talk through any aspects of the furniture course.

Beware Fraud - To receive the bank account details for payment of the deposit/tuition fees, please call the school on +44 (0) 1620 810 680.

THIS INFORMATION WILL NEVER BE SENT BY EMAIL. WE WILL NOT CHANGE OUR BANK ACCOUNT DETAILS. IF YOU ARE NOTIFIED OF A CHANGE PLEASE CONTACT US BY TELEPHONE IMMEDIATELY.

WE WILL NOT ACCEPT RESPONSIBILITY IF YOU TRANSFER MONEY INTO AN INCORRECT BANK ACCOUNT.