



ONLINE APPLICATION FORM 2021

Please return completed form via email to:
TLGRegistration@TheLanguageGallery.com

STUDENT DETAILS	
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>	
First name:	
Last name:	
Date of birth:	
Nationality:	
Home permanent address:	
Post code:	Country:
Home telephone:	
Mobile number: <small>We use your phone number to inform you about changes that may happen to your registered course</small>	
E-mail address: <small>We use your email address in order to contact you with important information about your course and send you online survey to measure your satisfaction and improve our services</small>	
Do you have any medical conditions (including pregnancy) which may affect your attendance? If yes, please provide details" <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there anything that may affect your studies with us that you feel The Language Gallery should know about? If yes, please provide details" <input type="checkbox"/> Yes <input type="checkbox"/> No	

Agent name/Stamp here

LEVEL OF ENGLISH
What is your level of English? (See the guide on the last page)
<input type="checkbox"/> Starter <input type="checkbox"/> Beginning <input type="checkbox"/> Elementary <input type="checkbox"/> Low intermediate
<input type="checkbox"/> Intermediate <input type="checkbox"/> Upper intermediate and above
Assess your English skills Please use box link below to assess your English language level Click the box to open the test <input type="button" value=""/>

COURSE DETAILS		
Course name:		
Course intensity (hours): <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 19 <input type="checkbox"/> 21*		
Start date:	Duration (weeks):	End date:

HOW DID YOU HEAR ABOUT US?	
<input type="checkbox"/> Google Search	<input type="checkbox"/> Google Ad
<input type="checkbox"/> Facebook	<input type="checkbox"/> Paid Facebook Ad
<input type="checkbox"/> Instagram	<input type="checkbox"/> Paid Instagram Ad
<input type="checkbox"/> Agency	<input type="checkbox"/> Friends/Family Referral
<input type="checkbox"/> Event/Seminar	<input type="checkbox"/> Other

EMERGENCY CONTACT
Emergency contact name:
Relationship to you:
Languages spoken:
Level of English spoken:
Mobile number:
E-mail address:

Your Information - Our Fair Processing Notice to You

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below.

The Accent Language Ltd trading in the name of The Language Gallery ("we" or "us") is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with GUS Group's Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

Data Controller

For the purposes of your application, we are a data controller. We are a limited company registered in England and Wales with company number 06658727. You can contact us at dpo@thelanguagegallery.com. Our data protection officer can be contacted at dpo@thelanguagegallery.com or by writing to the The Language Gallery Data Protection Officer, 30 Holborn, London, EC1N 2LX.

Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them. You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website.

Purpose of the Processing

(i) Processing your application:
We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us.
The above processing of your personal data is justified under article 6 (1) (b) -necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:
In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) -consent. (Your consent options are detailed at the end of this form).

Categories of Personal Data

(i) Processing your application:
We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:
For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information. You can do this by emailing us at dpo@thelanguagegallery.com.

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

Recipients of your Data

In the case of some applications, we may need to share your application with some or all of the following:

- The regulator of that particular industry, such as the Solicitors Regulatory Authority or Department for Education
- The relevant awarding body, such as the Association of Chartered Certified Accountants (ACCA) or Pearson
- Student funding organisations, such as the Student Loans Company
- The Partner Institution (joint data controller) who we work with to deliver the course and/or services requested
- Your recruitment agent

For more detailed information please read our Privacy Notice on our website:

www.thelanguagegallery.com/cookie-settings-privacy-policy

The full list of our group companies can be found at this address:

www.globaluniversitiesystems.com/our-institutions

We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

Transfers to Countries outside EEA

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in our Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

Retention of your Application

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact dpo@thelanguagegallery.com in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.

Your Opt In Consents

If you don't check the relevant box below, we will not send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

Please now check below as applicable:

- I am happy to receive marketing information from The Language Gallery Limited and other GUS group institutions
- I do not want to receive marketing information from The Language Gallery Limited and other GUS group institution

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by emailing us at dpo@thelanguagegallery.com or by using the Unsubscribe link on future emails.

Submitting your application:

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

- I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.
- I confirm that I have read, understood and agree to abide by the terms and conditions of registration (including important information and policies on attendance, cancellations, deferrals and refunds) which are available at www.thelanguagegallery.com/about-us/terms-conditions. (choose the Terms and Conditions of your school location)
- I accept the terms of this Fair Processing Notice and the The Language Gallery and GUS Privacy Notice which supplements it www.thelanguagegallery.com/cookie-settlngs-privacy-policy

Print name:

Signature:

Date:

NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence: to sign this form if you are not the signatory to this application and/ or have provided false or misleading information.

If you do not know your level of English please see which information below describes you the best:

STARTER -Pre A 1 OF CEFR

I have no knowledge of English or just a few simple words.

BEGINNER -A1 OF CEFR

I can understand and use familiar and simple every day expressions like greetings, days of the week, numbers. I know the alphabet can spell my name and other simple words. I can interact in a simple way provided the person talks slowly and clearly.

ELEMENTARY - A2 OF CEFR

I can understand and take part in a basic conversation. I can describe in simple terms my background and immediate environment. I can understand basic instructions in class and I can write short simple texts like a thank you email.

LOW INTERMEDIATE -BI OF CEFR IELTS 4.0-4.5

I can understand the main points of clear standard conversation on familiar matters. I can describe experiences and events and briefly give reasons and explanations for opinions using simple language such as "I don't agree". I can write short texts such as 'my last holiday'.

INTERMEDIATE -BI+ OF CEFR IELTS 4.5-5.0

I can follow the main points of extended discussion. I can cope flexibly with problems in everyday life and deal with most situations and enter unprepared into conversations on familiar topics. I can write a basic email/letter of complaint requesting action and respond to and comment on other people's personal updates on a social media website.

UPPER INTERMEDIATE - B2 OF CEFR IELTS 5.5-6.5

I can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in my field of specialisation I can give clear a presentation on a familiar topic, and answer predictable or factual questions and can discuss topics currently in the news. I can write a letter including non-standard responses.

ADVANCED C1 OF CEFR IELTS 7.0-7.5

I can understand a wide range of demanding, longer texts, and recognise implicit meaning. I can use language flexibly and effectively for social, academic and professional purposes.