

- Professional Graduate Certificate in Training & Learning (PGCTL)
- Diploma in Teaching ( UK LEVEL 6 / UAE Level 7)

## PERSONAL INFORMATION (PLEASE WRITE IN BLOCK LETTERS ONLY)

Date of Application:   -   -

|                                |   |                           |
|--------------------------------|---|---------------------------|
| First Name:                    | <input style="width: 100%;" type="text"/>   | Passport Size Photographs |
| Middle Name:                   | <input style="width: 100%;" type="text"/>   |                           |
| Last Name:                     | <input style="width: 100%;" type="text"/>   |                           |
| Mobile No.:                    | <input style="width: 45%;" type="text"/> DOB: <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>           |                           |
| Language Spoken:               | <input style="width: 100%;" type="text"/>   |                           |
| E-mail ID:                     | <input style="width: 100%;" type="text"/>   |                           |
| Place & Country of Birth:      | <input style="width: 60%;" type="text"/> Gender: <input type="text" value="M"/> <input type="text" value="F"/> Blood Group: <input style="width: 10%;" type="text"/>  |                           |
| Religion:                      | <input style="width: 100%;" type="text"/>   |                           |
| Current Nationality:           | <input style="width: 100%;" type="text"/>   |                           |
| Previous Nationality (if any): | <input style="width: 100%;" type="text"/>   |                           |
| Marital Status:                | <input style="width: 100%;" type="text"/>   |                           |
| Current Address:               | <input style="width: 100%;" type="text"/>   |                           |
|                                | <input style="width: 45%;" type="text"/> Landmark: <input style="width: 55%;" type="text"/>   |                           |
| City:                          | <input style="width: 100%;" type="text"/>   |                           |
| State:                         | <input style="width: 100%;" type="text"/>   |                           |
| Country:                       | <input style="width: 70%;" type="text"/> Pin: <input style="width: 30%;" type="text"/>  |                           |
| Full Address in Home Country:  | <input style="width: 100%;" type="text"/>   |                           |
|                                | <input style="width: 45%;" type="text"/> Landmark: <input style="width: 55%;" type="text"/>   |                           |
| Home Country Contact Number:   | <input style="width: 45%;" type="text"/> Tel: <input style="width: 10%;" type="text"/> - <input style="width: 45%;" type="text"/>   |                           |
| City:                          | <input style="width: 100%;" type="text"/>   |                           |
| State:                         | <input style="width: 100%;" type="text"/>   |                           |
| Country:                       | <input style="width: 70%;" type="text"/> Pin: <input style="width: 30%;" type="text"/>  |                           |
| Passport No:                   | <input style="width: 60%;" type="text"/> Date of Issue: <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> |                           |
| Place of Issue:                | <input style="width: 60%;" type="text"/> Expiry Date: <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>   |                           |

## PARENT INFORMATION (PLEASE WRITE IN BLOCK LETTERS ONLY)

|                |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Father's Name: | <input style="width: 100%;" type="text"/>   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile No.:    | <input style="width: 20%;" type="text"/> - <input style="width: 60%;" type="text"/> | E-mail: <input style="width: 150%;" type="text"/> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Occupation:    | <input style="width: 100%;" type="text"/>   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mother's Name: | <input style="width: 100%;" type="text"/>   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile No.:    | <input style="width: 20%;" type="text"/> - <input style="width: 60%;" type="text"/> | E-mail: <input style="width: 150%;" type="text"/> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Occupation:    | <input style="width: 100%;" type="text"/>   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## IN CASE OF EMERGENCY PLEASE PROVIDE 2 CONTACT NUMBERS:

Name:

Relationship:

Mobile No.:  -  E-mail:

Name:

Relationship:

Mobile No.:  -  E-mail:

Do you currently reside in the UAE?  Yes  No

If yes, attach either of the following:  Tourist or Visit Visa  Visa Cancellation Paper

Do you have Emirates ID?  Yes  No

If yes, then attach front and back side of the Emirates ID:  Front Side  Backside

## ACADEMIC INFORMATION (PLEASE WRITE IN BLOCK LETTERS ONLY)

|  | GROUP MAJOR | YEAR | SCHOOL NAME / BOARD / UNIVERSITY | % / CGPA | GRADE/CLASS |
|--|-------------|------|----------------------------------|----------|-------------|
| Year 10 or Equivalent                            |             |      |                                  |          |             |
| High School / Year 12 / AS/A Level or Equivalent |             |      |                                  |          |             |
| GRADUATION                                       |             |      |                                  |          |             |
| Any Other (if applicable)                        |             |      |                                  |          |             |

## REQUIRED DOCUMENTS (SUBMIT SCANNED COPIES OF THE APPLICABLE MARKSHEETS/CERTIFICATES)

### ACADEMICS

Copy of Year 10 / IGCSE Transcript and Pass Certificate  Copy of High School / Year 12 / AS/A Level Transcript and Pass Certificate

### DOCUMENTS FOR DEGREE AND DIPLOMAS

All Semester Transcripts  English Language Proficiency (if available)

Convocation Degree / Provisional Certificate  Any Additional Certifications

### PHOTO ID & ADDRESS PROOF

#### Mandatory:

- 1) Passport
- 2) 4 Passport Size Photographs or Scanned Photograph. (The photo has to be coloured with white background)
- 3) Country ID / Emirates ID

**Note:** 1. Additional information / documents if required by N|A|M|E Dubai, UAE / Awarding Body / KHDA  
2. Attestation: The academic documents will need to be attested from University or concerned Ministry from home country and Ministry of Foreign Affairs in the UAE, as applicable.

## BACKGROUND QUESTIONS

- Do you have a Valid Passport?  Yes  No
- Have you ever been refused a Visa to any country?  Yes  No
- Have you ever applied for any type of Immigration to any country?  Yes  No
- Were you ever removed from any country?  Yes  No
- Have you ever travelled outside your country of residence?  Yes  No
- Have you ever overstayed your authorized stay in any country where you were legally admitted?  Yes  No
- Have you ever been convicted of any criminal offence ?  Yes  No
- Do you suffer from a serious medical condition?  Yes  No

If you have answered "Yes" to any questions above, please provide more details.

---

---

## STUDENT ASSESSMENT

**Awards / Achievements (if any):** Attach supporting documents

**Are You Currently a part of a School?**  Yes  No

**IF yes , what is your designation** \_\_\_\_\_

### Details

| Name of School | Date of Joining | Part Time / Full time | Subject /Subjects | Grade /Grades | Curriculum | Language of Instruction | City & Country of School |
|----------------|-----------------|-----------------------|-------------------|---------------|------------|-------------------------|--------------------------|
|                |                 |                       |                   |               |            |                         |                          |
|                |                 |                       |                   |               |            |                         |                          |
|                |                 |                       |                   |               |            |                         |                          |

### Past work Experience

| Name of School | Date of Leaving | Part Time / Full time | Subject /Subjects | Grade /Grades | Curriculum | Language of Instruction | City & Country of School |
|----------------|-----------------|-----------------------|-------------------|---------------|------------|-------------------------|--------------------------|
|                |                 |                       |                   |               |            |                         |                          |
|                |                 |                       |                   |               |            |                         |                          |
|                |                 |                       |                   |               |            |                         |                          |
|                |                 |                       |                   |               |            |                         |                          |

**Any other Certification**

| Name of Certification | Issuing Body/ Institution | Year |
|-----------------------|---------------------------|------|
|                       |                           |      |
|                       |                           |      |
|                       |                           |      |
|                       |                           |      |

Are you looking for a Job as a Teacher?  Yes  No

| If Yes, Which Subject / Subjects would you like to teach | Which Grade / Grades would you like to Teach | Which City, Country would you like to teach in |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If No, then why do you want to do the course?

---

---

---

---

Level of Proficiency in English  Beginner  Intermediate  Proficient  Native

Have you given any competitive Exams in English?  Yes  No

**Details**

| Name of Exam | Year | Result |
|--------------|------|--------|
|              |      |        |
|              |      |        |
|              |      |        |
|              |      |        |

**Other Languages Known**

---

# DECLARATION TO BE READ, UNDERSTOOD & SIGNED BY THE STUDENT

## DECLARATION TO BE READ, UNDERSTOOD & SIGNED BY THE STUDENT

I, Mr/Ms \_\_\_\_\_ Admitted as a student at Nest Academy of Management Education (hereinafter referred to as "N|A|M|E" or "Academy"), Dubai for

o Professional Graduate Certificate in Training & Learning (PGCTL)

o Diploma in Teaching ( UK LEVEL 6 / UAE Level 7)

Course / program, the holder of passport numbered \_\_\_\_\_ and a national of country \_\_\_\_\_, do hereby undertake the following:

1. I, hereby, declare that, the entries made by me in the Provisional Admission Form are complete and true to the best of my knowledge and based on records. I have neither withheld any information nor furnished fraudulent information. Should it however be found that any information furnished therein is fraudulent, incorrect or untrue in material at any time during the pursuit of the course, I realize my selection or admission to the course is liable to be cancelled and I am liable for criminal prosecution. Further I also agree to forego my seat and fees paid thereof to N|A|M|E, unconditionally and I will not move any court of law in this connection.
2. I, hereby, undertake to present the original documents for verification immediately upon demand by the concerned authorities of the college.
3. My total tuition fee for the course is \_\_\_\_\_. I hereby declare that I am aware of the cancellation policy of N|A|M|E Dubai. Student Visa charges are applied for every renewal annually if availed for. Currently the Student Visa charges are USD 1,100 or AED 4,100 for a one-year resident visa of a student and student Visa Deposit is USD 900 or AED 3,300.
4. I understand that once the admission is confirmed, I am not eligible for any refund of tuition fees, visa charges or any other fees.
5. I hereby undertake that in case of any cancellation of admission, cancellation of student residence visa sponsorship of N|A|M|E or in case of absconding, I am liable to pay the remaining full tuition fees and I am not eligible for any refund. I will bear all the charges for the cancellation and absconding charges and penalties. In such an occurrence, I undertake to absolve the education consultant who referred my admission to the academy and shall not seek any recourse or compensation with respect to admission cancellation, tuition fees or other expenses after returning back to my home country or otherwise.
  - For Diploma in Teaching (ATHE UK Level 6) 72 credits program or the PGCTL 90 credits (UAE Level 7) programs my total tuition fees is \_\_\_\_\_. In order to cancel the admission or for the academy to cancel the sponsorship of residence student visa, I need to pay the remaining tuition fees of the full course that I am enrolled for.
  - For Extended Diploma in Teaching (ATHE UK Level 6) 120 credits program the total tuition fees is \_\_\_\_\_. In order to cancel the admission or for the academy to cancel the sponsorship of residence student visa, I need to pay the remaining tuition fees of the full course that I am enrolled for.
6. I undertake and understand that until I pay full tuition fees and all due charges to the academy, I am not eligible for transcripts or results or certificates awarded by the academy or its accrediting awarding bodies or any of the partner universities and I agree not to claim the same or register any complaint for the same.
7. I understand that upon non-payment of accommodation charges (if availed for) for student accommodation, I am not eligible to stay at the accommodation and agree to pay the fine as mentioned in the Student Accommodation Policy and vacate the same immediately upon non-payment. If I fail to comply with the same then I authorize the academy to take necessary actions for vacating myself and my belongings from the premises at my risk and take necessary legal action. I forsake any rights for complaints and compensations in this regard.
8. I, hereby, promise to abide by the admissible rules and regulations, concerning discipline, attendance, etc. of N|A|M|E, and also to follow the Code of Conduct prescribed for the Students of the Academy, as in force from time to time and subsequent changes/modifications/amendments made there to acknowledge that, the Academy has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
9. I undertake to maintain decent level of attendance as recommended by the academy from time to time, during my period of study. In case of failure to maintain attendance, I understand and acknowledge that the academy has the right to cancel my admission and relinquish the sponsorship of residence visa, take punitive action against me, as may be deemed fit and proper including classifying as abscond case with immigration and other authorities for deportation proceedings. The academy can initiate abscond proceedings and I shall be liable to bear AED 7,000 towards expenses of abscond proceedings.
10. I, hereby declare that, both I will not indulge in, nor tolerate ragging, in any form, even in words or intentions, and I accept to give an undertaking in the prescribed format for the same.
11. I also declare that I am not suffering from any serious/contagious ailment and/or any psychiatric/psychological disorder.
12. I, hereby declare that I shall be solely responsible for my involvement in any kind of undesirable / interdisciplinary activities outside the campus and shall be liable for punishment as per the law of the land. I further understand that, N|A|M|E shall in no way provide any support to me and will not be held responsible for my any such action.
13. I, hereby undertake to inform N|A|M|E, about any changes in the information submitted by me, in the Admission Form and any other documents, including change in addresses and phone nos., from time to time.
14. I, hereby undertake to inform N|A|M|E, if I take admission at any other University or Education Institution and agree to complete the Academy formalities for the same.
15. I grant to N|A|M|E, the right to take photographs of me during my course of study at N|A|M|E. I authorize N|A|M|E its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that N|A|M|E may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content. The right of use of these photographs will continue to remain in existence after the completion of my course.
16. I accept and agree to produce the Emirates ID, Passport or other ID documents in original to the academy or other authorities when asked for.
17. I agree that I will make the full payment of all due tuition fee instalments or other charges like medical insurance, accommodation or transportation fees before taking possession of Emirates ID.
18. In case of any cancellation of sponsorship of my residence visa, I undertake to exit the country once within the time period stipulated by immigration. In such cases I undertake to handover the passport to the academy for processing and understand that it shall be handed over back to me on the airport at the time of flying out of the country for exiting within the time period stipulated by immigration.
19. I undertake to pay all the fines that are levied to me by any authority including but not limited to immigration, TECOM, RTA and I agree to let the academy hold any of my documents, including transcripts, certificates and results, until I pay all such fines or reimburse the academy if it has paid the fines on my behalf.
20. I undertake not to do any illegal work or activities.
21. I undertake to inform the academy about any paid internships that I opt for and shall seek a no objection letter from the academy. In case I do not abide by the laws and regulations of UAE with respect to work and internships, I absolve the academy from any liability that may occur on account of the same.
22. If I am involved in any activity that is in contravention of law then I authorize the academy to cancel its sponsorship of visa and take appropriate legal action.
23. I undertake to change the phone number linked to my Emirates ID to my own UAE phone number, after I take the final possession of my emirates ID card.

# Guidelines

## 1. CODE OF CONDUCT

Students will:

- Interact with one another, with employees, faculty and with members of the public in a professional, courteous, civil, dignified, respectful, fair and equitable manner.
- Perform their job functions with utmost care and responsibility.
- Honour the need for confidentiality with respect to information obtained in their course of practical training/internships & will not disclose confidential information gained by reason of their positions.
- Example of prohibited behaviour
- Behaviour that demeans, ridicules, or embarrasses an employee or fellow volunteers. This can include practical jokes that may be offensive or damaging to the volunteering relationship.
- Bullying which creates an intimidating, humiliating or uncomfortable work environment.
- Abuse of authority (someone in a position of authority uses his/her position to undermine, intimidate, interfere with, improperly influence or threaten another volunteer or fellow students, company officials).
- Harassment of others because of race, ancestry, age, record of offences, marital status, same sex partnership status, family status or disability

## 2. DRESS CODE

N|A|M|E believes that there is a positive relationship between student attire, achievement, attitude, and behaviour. The intent of this dress code is to establish dignity and professionalism in the classroom, on field trips, and in the campus where N|A|M|E premise is situated. A student's appearance should not be a distraction /disruption to the learning environment. Dress modestly and appropriately no clothes which are skimpy, revealing, offensive, etc

## 3. POLICY FOR SUBSTANCE ABUSE

Students are required to abide by the highest standards of discipline for their behaviour in and outside N|A|M|E. Non adherence to discipline standards will invite serious disciplinary action against the student. Indulging in activities like consuming drugs, alcohol, smoking or any other activity in Campus which is construed as a societal offence at large, will call for strict disciplinary action.

Penalties for major disciplinary violation: Where the violation is major by the Competent Authority, the following penalties may be imposed:

- Suspension / debarment from the academy where the student will be declared 'persona non-grata' and will be debarred from entering the premises, facilities and from attending the classes.
- Permanent expulsion from the academy
- Any other course of action which may be reasonable in the circumstances

## Transportation Services

Nest Academy of Management Education ("academy"), Dubai, provides transportation services to the students through its vehicles, which are driven by qualified and responsible drivers to ensure the safety of all our passengers.

These services include; transportation for students living in academy's accommodation, transportation for local students from fixed pick up points near to their resident to academy and transportation for field training and field trips.

1. I shall provide the Academy with my contact details and update the same, whenever required. I shall also provide with Parents' contact number and update it whenever required.
2. I am aware that transportation will be available for me from fixed points and at fixed times. The services will be available from accommodation/ fixed pick up point near the residence of the students to Academy campus. The transport is not available to facilitate commute of students for individual internships or individual training sessions that they may take up. The transport services are available for the scheduled lectures or practical trainings as per the published or circulated academic calendar of the academy.
3. I shall pay the repair costs for any damages caused by me to the bus.
4. I shall notify the academy management of any offence relating to the bus cleanness or any misbehaviour of the driver or students.
5. I shall follow all the traffic safety rules throughout the trip and when waiting for, getting on or off the bus. I will not violate any safety regulations or expose myself or others to danger during the college bus trip.
6. I shall be present near the pickup point at or before the specific time.
7. I will not leave the bus before reaching the academy or the designated drop-off point. I shall board the bus only from the stated pick up point.
8. I shall always remain seated with seat belts fastened. In case I have not fastened the seat belt and in occurrence of mishap, academy shall not be held responsible. The academy shall not be held responsible for any mishap that occurs due to an unforeseen circumstance / situation or an act of God.
9. The academy cannot be held responsible for any negligence by the driver or the transport provider.
10. I will not misbehave, makes trouble or get involved in any improper or aggressive behaviour.

## Student Declaration

I agree that I am required to use my best endeavours to meet the requirements of the programme selected and to abide by the rules and regulations of N|A|M|E. I further agree to keep myself updated and also to abide with all future amendments or changes made in Academic guidelines, Training & Internship requirement, Study Centre, Examination Centre and other terms of Admission, Terms and Conditions, Student Accommodation Policy and all the academy policies. I understand that if I breach any of N|A|M|E's rules or my behaviour is deemed unacceptable by N|A|M|E, including poor attendance or unsatisfactory progress, my Admission may be cancelled and I agree that I will not be entitled to any refund of the tuition fees or other charges paid to N|A|M|E.