



IEP Italy



Academic
Year
2023/24

Application
form

Your gateway to quality
international education



IEP Italy

1. Personal details (AS SHOWN ON YOUR PASSPORT)

Applications must be typed

First Name _____	Family Name _____
Title _____	Previous Family Name _____
Identity Card No. (or Passport Number) _____	
Date of Birth (dd/mm/yyyy) _____	Male Female Other
Home address _____	Correspondence address (if different) _____
_____	_____
_____	_____
Post Code _____	Post Code _____
Country _____	Country _____
Tel No _____	Tel No _____
Email _____	Email _____

Please include two passport-size photos with your application. Digital photos are also accepted.

2. Course(s) applied for: (choose one)

Foundation diploma in economics,
international relations, sustainability

Foundation diploma in digital
and information technology

Foundation diploma in science and energy

Foundation diploma in agriculture
and sustainability

Postgraduate programmes

Master in glocal sustainable development

Master in technical engineering: Stirling
machine technologies and applications

Master in science and technology
for cultural and natural heritages

Master in international disaster management Master
in sustainability and world agricultural heritage

Master in municipal waste management

Master in bioenergy and environment

Master in geothermics
and geothermal applications

Master in circular economy

Master in technologies on mobility
and sustainable transport

Master in formulation, design and management
of european and international projects

Master in agri-food chain in
European and global markets

Master in new and conventional energies

Master in italian language and culture

Master in executive management

Master in public & business administration
for sustainable development

3. Finance & fee status

All students offering registration might be asked by IEP Italy to supply evidence of financial status to ensure that they complete the course without financial hardship.

Who will be paying fees: **Self**

 Employer

 Other _____

Nationality _____ **Country of Birth** _____

Country of perm. residence _____ **Entry date to Italy (dd/mm/yyyy)** _____

4. Declaration of Criminal Record

To help IEP Italy reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions (even if still pending) that an applicant has.

You must answer "Yes" if any of the following statements apply to you.

- a) I have a relevant criminal conviction that is still not spent.**
- b) I am currently undergoing criminal proceedings by the competent authorities.**

Please indicate if you have a relevant criminal conviction by ticking in the box: Yes

For applicants who answer "Yes", IEP Italy shall ask for more information before making a decision.

5. Have you ever studied previously in Italy or another EU country?

Yes **No** **At which school/college/university/institution?**

If you have been a student at IEP Italy or any of IEP's associate educational institutions, please give the course details below.

Course details

Year of completion _____

6. Previous and present education

*PT = part time, FT = full time,
DL = distance learning, OT - other

Please list details of all institutions attended since age 11.

Name and address of institution	From (year)	To (year)	Study mode *PT/FT/DL/OT
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7. Academic qualifications – examinations achieved

Please list all qualifications taken, whatever the result, in chronological order. Documentary evidence of known results should be sent with this form.

Exam Year	Awarding body	Subject	Qualification	Result
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8. Academic qualifications – examinations pending

Complete this section only if you are awaiting the result of any examination taken recently.

Exam year	Awarding body	Subject	Qualification
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9. English Language

Entry is conditional on the attainment of the required proficiency in the English Language.

Were any of the previous qualifications taught in English? Yes No

If yes, which _____

Please give full details, including dates, of any English tests taken/to be taken:

Level	Where studied	Awarding body	Year taken	Result
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10. Work Experience

*PT = part time, FT = full time

Please give details of work experience, training and employment.

Year from	Year to	*FT/PT	Post held	Organisation	Duties
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11. Further information

Please provide any information you feel would support your application.

12. Disabilities / special needs

Please tick the appropriate box(es) and in the space at the bottom of this section indicate any additional support or facilities that you may need from IEP Italy.

- 0 No known disability**
- 1 Specific Learning Difficulty (eg Dyslexia)**
- 2 Blind/partially sighted**
- 3 Deaf/have a hearing impairment**
- 4 Wheelchair user/mobility difficulties**
- 5 Autistic Spectrum Disorder or Asperger Syndrome**
- 6 Mental health difficulty**
- 7 Unseen disability eg diabetes, epilepsy, asthma or a heart conditions**
- 8 Two or more of the above disabilities/special needs**
- 9 A disability not listed above** _____

I am registered as a Disabled Student with the competent authorities Yes No

If yes, where? _____

Please details below any additional support* or facilities you may need.

*Additional support given by IEP Italy may incur extra charges.

13. Source of application

Please tick the appropriate box to tell us how you first heard about our programmes.

Advertisement. If so, where? _____

Article in press, magazine, etc. If so, where? _____

Website

Web search. If so, which search engine? _____

Social media. If so, which one? _____

Personal Recommendation. If so, from who? _____

Progression from another IEP Italy (or its associates) course. If so, which one?

Educational Representative, If applicable, Name: _____

Other. If so, please specify _____

Please use the following space to give us any other comments and suggestion you might have about the information we provide for our courses and the way we convey such information.

Declaration

I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I also declare that I confirm and accept all terms and conditions stipulated in this application form including attachments.

Signed:

Date: _____

Post your application to...

**International Education Partners
Via Ticino 18, 00198
Rome, Italy**

You can also present the application form by hand or send it by email to admissions@iep.edu.eu

Equal opportunities monitoring form

In completing this form you are helping IEP Italy to monitor the fairness of its admissions processes and to ensure equal treatment for all applicants. This form will be separated from your application and will be kept with strict confidentiality by the Quality Assurance Manager. The information supplied might be recorded on our computer system during the application process and in such case, the form will be destroyed as confidential waste. Please tick the box/boxes that best describe you.

I am	Male	Female	Other
My age today is	Under 18	18–21	22–24
	25–29	30–39	40 or over

Please indicate your ethnicity by choosing one of (A) to (F) below and ticking the appropriate box.

A White

European

Outside Europe

Other _____

D Mixed

White and Black Caribbean

White and Black African

White and Asian

Other _____

B Black

Caribbean

African

Other _____

E Chinese or other ethnic group

Chinese

Other _____

C Asian

Indian

Pakistani

Bangladeshi

Other _____

F Information Refused

Information refused

I indicated on my application that I have a disability. Yes No

Terms & Conditions

These Terms and conditions shall govern the relationship between IEP Italy, hereinafter referred to as “the institution,” and

bearing ID Card/Passport Number

hereinafter referred to as “the student.” By accepting an offer to study at the institution and by completing the process of registration, enrolment, and following the Admissions Board approval, the institution and the student are agreeing to abide by the terms of this agreement. (By signing this Student’s Agreement, you confirm the acceptance of all Terms & Conditions).



- 1 Mobile phones are not to be used in class. Eating/ drinking in class is not allowed. Students are to handle all equipment with care. Smoking is strictly prohibited on the institution campus/es except for designated areas. The subjects of Politics and any discriminatory comments or remarks regarding political belief, race, ethnicity, origin, gender, age, sexual orientation, language, disability, and religion are not allowed on the institution campus.
- 2 The student shall have the right to obtain the assessment results upon having completed the necessary assessment requirements of the programme or parts thereof on the condition that the student satisfies all his/her obligations.
- 3 The student is to inform the institution if there is any change to the academic or personal information that was provided at admission, registration, or enrolment stage as soon as is reasonably practicable.
- 4 Overseas students are obliged by law to provide the institution with any change in their contact details, including their residential address and telephone number in Italy, as well as a contact address overseas following the completion of their studies.
- 5 Students opting to pay their tuition fees periodically shall adhere to the payment terms agreed (as indicated on p1 of this application) and fully respect the due dates of payments as per the agreed terms. Failure to settle periodic due payments will result in students not being able to continue their studies until payment is settled. It is in the student’s interest to ensure that payment dates and terms are fully adhered to.
- 6 The student is in default and hence not eligible for a refund of tuition fees and any other expenses incurred for the purpose of studying in Italy, when:
 - The student withdraws from the programme either before or after the agreed starting day.
 - The student, not having previously withdrawn from the programme, fails to start the programme on the agreed starting date.
 - The student fails to pay an amount they were directly or indirectly liable to pay to the institution in order to undertake the programme.
 - The student is suspended or expelled from the programme due to disciplinary measures taken by the institution.
 - A student is issued with a visa, or in the eventuality where the student is in breach of any condition in relation to their visa. ►

7 **Cancellation and Refund Procedures:** In the event that a student is unable to obtain a Visa, the student shall be entitled to a refund of the tuition fees paid. To initiate the refund process, the student must submit a written refund application to the IEP Italy Registrar, specifying the reason for the request and providing all necessary details. An administration fee of 150 Euros will be deducted from the refund amount as part of the refund procedure. This clause serves as a contractual agreement between the institution and the student regarding the cancellation and refund procedures.

8 **Data Sharing:** IEP Italy shall grant access to CIRPS member Universities and the Italian Higher Education Authority to the information collected through this student agreement. The data shall be transmitted within a reasonable time from when it was requested and shall be used by the Authority in pursuance of its functions. ►

- IEP Italy is associated with a number of players in the industry who may, from time to time, be looking to employ the skills you acquire through courses offered. As part of our student development programme, we may wish to recommend your skills to prospective employers in the industry.
- IEP Italy will hold your personal data on their database. This information may be accessed, reviewed, and used by the designated staff within the institution for administrative and marketing purposes. IEP Italy, or its approved suppliers, may also send you details of products and services you may be interested in.
- The personal information provided in this form will only be processed for the purpose of course administration and shall be processed in accordance with the provisions of the Data Protection Act, Cap 440 of the Laws of Italy. Certain information may be forwarded by the institution to the relevant Italian government Ministries or entities to allow the said Ministries and/or entities to measure the uptake of any scheme launched by the same Ministry or for other research or statistical purposes.
- If the student applies for any scheme or loan for part or full financing of his/her studies with the institution, the full responsibility for such schemes or loans lies with the student, and the institution cannot be held liable for any changes/terminations/suspensions of such schemes or loans. Furthermore, the institution cannot be held accountable if the organisation awarding the financing scheme or loan fails to honour its commitments towards the student. In any case, the full programme fees should be honoured in full by the student to the institution.
- IEP Italy may take photos from time to time that can be used for marketing and/or promotional purposes, including print and social media. If you do not wish to feature in such material, you are kindly requested to inform IEP Italy administration in writing. ■

For Office Use Only

Attachments to this Application Form:

- Two passport photos
- Copy of CV
- Copy of ID / Passport
- References (if applicable)
- Copy of relevant qualifications
- Application processing fee

FOR OFFICIAL USE ONLY

Approved for Admissions Board: Yes No

Fee* € _____

Date _____

Conditions _____

Payment terms _____

Signed _____

International Education Partners

Via Ticino 18, 00198
Rome, Italy



IEP Italy

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study@iep.edu.eu

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