



## APPLICATION FORM

Please complete the form and return it via email to [education@danat.bh](mailto:education@danat.bh)

### PERSONAL INFORMATION

#### CONTACT DETAILS

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_  
Mobile \_\_\_\_\_ Address \_\_\_\_\_

Town/City \_\_\_\_\_ County/State \_\_\_\_\_  
Postcode/Zip code \_\_\_\_\_ Country \_\_\_\_\_  
Date of Birth (DD/MM/YYYY) \_\_\_\_\_ (We cannot accept students under the age of 18 for our courses).  
Gender: Male  Female

If your contact address whilst studying is different from the above or if you would like to give your work address for deliveries or as a preferred contact, please give details of an alternative address:

Name(s) or company \_\_\_\_\_ Position in company \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_ Mobile \_\_\_\_\_  
Address \_\_\_\_\_  
Town/City \_\_\_\_\_ County/State \_\_\_\_\_  
Postcode/Zip code \_\_\_\_\_ Country \_\_\_\_\_

#### Preferred contact

Use the alternative address for: deliveries , invoicing , whilst studying

How did you hear about Gem-A? \_\_\_\_\_

### EMERGENCY CONTACT DETAILS (On-site students only)

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

### STUDENTS WITH ADDITIONAL NEEDS

This information will be passed on to your tutor and/or education provider.

Do you have any learning/health disabilities that you feel may require additional support in order for you to progress on the course and/or sit the examination? Yes  No

Do you have any medical conditions our first aid and teaching staff should be aware of? Yes  No

If 'yes', you may be contacted by student support to provide further details.

### COURSE DETAILS

Please enter the details of the course(s) you are applying for.

Course Description	Course Code	Start Date	Price
Total Fees Payable			

Please note:

- ALL PAYMENTS WILL BE PROCESSED IN BAHRAINI DINARS (BHD).
- All fees include course notes, examination fees and theory tuition where applicable.
- For all Gem-A's courses access to the internet and an email address are required.

Please give any previous gem qualifications you have completed that are relevant to this application:

## COURSE FEES AND PAYMENT SCHEDULE

### Gem-A Foundation Course Fees

	Fees (BHD)
Total Fees (Exclusive of VAT)	1,703
Plus: Value Added Tax (VAT)	170
<b>Total Fees (Inclusive of VAT)</b>	<b>1,873</b>

### Payment Schedule (BHD)

50% Upfront upon registration	937
12.5% By end of September	234
12.5% By end of October	234
12.5% By end of November	234
12.5% By end of December	234

## PAYMENT METHODS

### FOR LOCAL PAYMENTS

Payment via Cash, BenefitPay, or Debit Card/Credit Card, please contact: [education@danat.bh](mailto:education@danat.bh). Please refrain from communicating any card details to us in writing.

Payments by cheque made payable in Bahraini Dinars to:  
**Bahrain Institute for Pearls and Gemstones "DANAT"**

### FOR INTERNATIONAL PAYMENTS

Payment via PayPal, please contact: [education@danat.bh](mailto:education@danat.bh) for the link

Payments by bank transfer (bank charges must be included) Sort Code:  
Account Name: **Bahrain Institute for Pearls and Gemstones "DANAT"**  
IBAN: **BH66NBOB0000099629607**  
Account No. : **0099629607**  
SWIFT Code: **NBOBBHBM**  
Bank Name: **National Bank of Bahrain**  
Bank Address: **P.O. Box 106, NBB Tower Main Branch, Manama, Kingdom of Bahrain**

### Payment Details

We accept payment for courses and lab classes by bank transfer, cash, BenefitPay, cheque and credit/debit cards. Course fees may also be paid by instalments; details and forms for this are available from the Education section of the DANAT website or from the education office, email: [education@danat.com](mailto:education@danat.com).

**Privacy statement:** DANAT is a data controller and will collect and process the data on this form to provide you with the service you requested. DANAT shares your personal data with its subsidiaries and other third parties to fulfil its legal, public or contractual obligations. DANAT retains your personal data for as long as is necessary for the relevant purpose. If you want to know more about how DANAT will use your information please take a look at our privacy policy: [www.danat.com/privacypolicy](http://www.danat.com/privacypolicy)

## DECLARATION

Please tick this box to indicate that you have read the Terms and Conditions (We cannot accept any application if this remains unticked)

Please tick this box to indicate that you understand the level and requirements of the course you have applied for.

Is English your first language? Yes  No

Please note: Your application cannot be accepted unless accompanied by the correct documents. Course and examination entries exclude arrangements and costs for travel and accommodation. DANAT reserves the right to alter course and examination dates, prices and details, and to cancel courses.

Please sign here to confirm your education application and that you have read the Terms and Conditions:

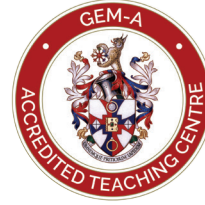
Name (in block capitals) \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

If your company or someone else is paying for your course, please ensure that they sign below.

Name of payee/company if applicable (in block capitals) \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_



# Terms & Conditions

These terms and conditions represent an agreement between DANAT and you, a prospective student.

**Payments:** All course fees must be paid in full prior to the commencement of the course unless the instalment agreement has been made. Your application cannot be accepted unless accompanied by the correct payment. The course fees advertised in this prospectus include course notes, tuition, instruments and examinations. Course prices are reviewed each academic year. You must inform DANAT immediately of any changes in your circumstances that may affect your fee status. All outstanding fees must be paid before the final online assessment date concludes; failure to do so will result in you being refused entry to the exams. In the event of late or non-payment/default of account, any debt collection charges will be passed on to the student/guarantor at a rate of 12.5% of the value of any overdue invoice(s) on their account. The student consents to this information being passed to a third party collection agent in the event of late or non-payment/default of account.

**Instalments:** Details of the instalment options can be downloaded from the website. We can only provide the instalment plans indicated and the standard plans may not be deviated from. Each instalment must be paid in full and on time, and all fees must be paid by the last instalment date indicated on the schedule. For further information please contact [education@danat.bh](mailto:education@danat.bh)

**Withdrawal or cancellation:** You have 14 calendar days from the date of registration to cancel your course. For cancellations received within 14 days from the date of registration, and prior to the course start date, a 100% refund will be provided. For cancellations received within 14 days from the date of registration, but after the course start date, you will incur a 25% cancellation fee. For cancellations received after 14 days from the date of registration, no refund will be given. If a student has opted to pay by instalments these clauses will still apply. Course transfers are permitted when there are proven mitigating circumstances.

**Attendance:** You are expected to attend all classes or complete all tasks and activities required by your course. If your attendance or online activity falls below 80% then you will not be entered into course exams and may be withdrawn from the course(s) with no refund given. Students should follow the absenteeism procedures outlined in Gem-A Student Policies and Procedures. Advance notification must be given for any known forthcoming absences. If you do not attend classes or cannot complete the tasks requested due to unforeseen circumstances you must contact your tutor or the Education Coordinator as soon as you are able to do so. Students who have attendance issues and who fail to contact DANAT may be required to attend a Non-Attendance Meeting (NAM) and may be withdrawn from the course(s).

**Behaviour:** Students are expected to adhere to the policies and procedures outlined in the Gem-A Student Guide to Policies and Procedures at all times and to act appropriately in all classes and interactions with fellow students, tutors and staff. Failure to do so could result in dismissal from the course and/or refusal to accept applications for subsequent courses.

**Coursework and assessment:** Your course content and assessment methods will be outlined to you in your induction class or during the introduction to your online course. You are required to complete the coursework assessments that contribute towards your final grade within the timeframes specified. It is solely the responsibility of the individual student to ensure they understand the course and assessment requirements and complete these by the given dates.

**Privacy information:** You understand, and by attending the course agree, that DANAT may need to contact you, your next of kin, your employer or any other fee-sponsoring body, regarding issues such as attendance, conduct, progress, etc. Such communication may be via telephone, letter, fax, email or any other appropriate means. To view DANAT's full privacy statement please go to [www.danat.bh](http://www.danat.bh)



# Terms & Conditions

**Exam centre:** Gem-A sets up examination centres in areas where there is usually a sufficient number of candidates wishing to sit the examinations and an availability of gemmological instruments for the practical exams. The allocation of students to an exam centre is entirely at the discretion of Gem-A and no guarantee is given that a centre will be set up in any particular locality.

**Change of contact details:** It is the student's responsibility to ensure DANAT has been informed of any changes to personal details, including changes of residential address. You must inform DANAT immediately of any such changes. To do so please email [education@danat.bh](mailto:education@danat.bh)

**Complaints:** Gem-A has a complaints procedure which is set out in the Gem-A Student Guide to Policies and Procedures. You will receive a copy of this when you enrol onto a course.

**Language requirements:** There is a significant English language requirement for all students. Evidence is required to show that students are native speakers or have passed a Secure English Language Test (SELT) at a minimum of CEFR level C1 (validity date is required).

Examples of a SELT include IELTS Academic (level 7) or TOEFL (score 95–120). If it is found that the student subsequently can not keep up because of language deficiencies they are liable for withdrawal from the course following a period of consultation.

**Course levels:** By applying to one of Gem-A's courses the student is confirming that they understand and can comply with the study hours and academic levels required to do the course.

**Disability support:** If you have any learning/health disabilities that you feel may require additional support for your studies or exam, or require special consideration for your exams please add this information to your application form or contact the Education Coordinator.

You will need to provide supporting, appropriate, documentary evidence, such as a statement of special educational need, a detailed letter from your doctor or any other relevant documentation.

**Additional conditions:** Our courses must be completed within two years of start date including attempting the exam. If the course is not completed within this time frame it will need to be re-started with full payment of the fees being required.

**Membership:** As a student you are required to adhere to the Terms and Conditions of Membership as outlined in the Memorandum and Articles of the Association, including passing a fit and proper person criteria.

(Visit [www.gem-a.com/index.php/membership/resources/applications-articles](http://www.gem-a.com/index.php/membership/resources/applications-articles))

**Exam entry:** Gem-A Theory exams are held in January and in June of each year. All exams are arranged internationally and you will be provided with information and dates when you enrol. Please ensure that you are prepared and available for your exam dates. Please note that all pre requisites for any examination must be fulfilled before sitting the examination. It is the responsibility of each individual student to ensure these requirements are met.

**Exam papers:** All Examination papers are the property of Gem-A. Answer papers are not returnable. Please do not telephone Gem-A for results as they will not be disclosed by telephone.

**By agreeing to these Terms and Conditions the applicant is confirming that they accept and will abide by them and that all information provided to DANAT is both correct and honest.**

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Signature