

N E T H E R L A N D S G E M L A B O R A T O R Y

Enrollment form Gem-A gemmology training

I want to participate in (tick the box):

- Gemmology Foundation start 29 January 2024
 Gemmology Diploma start 18 September 2023

Personal data	
Title (mr, ms, mrs, other)	
Surname	
First name	
Home address	
City	
Postal code	
Address company (if applicable)	
City	
Postal code	
e-mail address	
Telephone	
Mobile	
Former Gem-A student or membership no. (if applicable)	

Go to the next page to complete and sign your registration

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Enrollment form – continued

Information needed for the exam	
Gender	
Date of Birth	
Specific learning difficulties?	
Comments	
<i>You hereby declare that you have read and agree to the terms of registration with Gem-A and NEL (see terms and conditions on the next page)</i>	
Date and place	
Signature	

Send the completed form to nel@naturalis.nl

Or to:

Naturalis Biodiversity Center
Nederlands Edelsteen Laboratorium
Postbus 9517
2300 RA Leiden



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Student registration - Terms and Conditions

Please read the following education application notes carefully:

Exam Entry: Students will need to apply for their course examination on a separate application form available from the education office. The Association sets up examination centres in areas where there is usually a sufficient number of candidates wishing to sit the examinations and availability of gemmological instruments for the practical exams. The allocation of a centre is entirely at the discretion of the Association and no guarantee is given that a centre will be set up in any particular locality. Please note that certain examination centres may make their own local exam charges; these charges are separate from the Association examination fees and are payable by the candidate direct to the centre.

Payments: All course fees must be paid in full prior to the commencement of the course. Course prices are reviewed each academic year. Your application cannot be accepted unless accompanied by the correct payment. The course fees include the exam fees unless otherwise indicated.

You will need to inform Gem-A - ATC NEL immediately of any changes in your circumstances that may affect your fee status.

All outstanding agreed course instalment fees and examination payments must be paid well in advance of exam dates; failure to comply with this will result in you not being entered or able to take course exams.

Withdrawal or cancellation: Cancellations received two weeks or more prior to the start of the course incur a minimum cancellation fee of 10% of the course or workshop fee. Within two weeks of the course or workshop starting a 50% cancellation fee is applied. We regret that for cancellations received within five days of the commencement of the course or workshop, or at any subsequent time, no refund can be given.

Attendance: You are expected to attend all classes or complete all tasks and activities. If your attendance or online activity falls below 80% then you might not be entered into course exams. Students are expected to follow the non-attendance and late procedures outlined in the student handbook. 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 are expected to contact your tutor or the education office as soon as possible. Unauthorized and consistent absence will lead to disciplinary action: you will be requested to attend a Non-Attendance Meeting (NAM) and/or to withdraw from your course.

Coursework and assessment: Your course content and assessment methods will be outlined to you in your introduction class or in the introduction of your online course. You may be required to complete assignments that contribute to your final grade. It is the responsibility of the individual student to ensure they understand the assessment requirements and complete these by the given dates.

Privacy information: You understand that Gem-A or NEL may need to contact you, your next of kin, UKBA, 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. For other data protection information see www.gem-a.com/utilities/privacy-policy.aspx

Change of contact details: You must inform NEL immediately if you change your residential address. You must also complete a change of personal details form, available from your Tutor or the Gem-A education office.

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Complaints: A copy of Gem-A complaints procedure and other relevant policies can be found in your student handbook, or can be sent to you on request.

Language requirements: There is an English language requirement for students.

Students with additional needs: If you require special consideration for your studies and exams please provide Gem-A – ATC NEL with supporting evidence such as a statement of special educational need, a letter from your doctor or any other relevant documentation.