**ENROLMENT FORM**

**Essay Courses**

**Contact number:** 079 196 756 81

**Email:** **info@essaycourses.co.uk**

**www.essaycourses.co.uk**

*Please fill in all the details below:*

**Name of the student:**

**Contact number:**

**Email:**

**Level of study:**

**Course of study:**

**Year of study:**

**Type of course you are attending with Essay Courses:**

**Dates of attendance:**

**Assessment of academic needs**:

*Please highlight the fields in which you require academic assistance:*

* **How to write an introduction**
* **How to write a conclusion**
* **Literature review (as a theoretical review, mostly relevant for dissertations and research projects)**
* **Research methods (methodology, qualitative/quantitative methods, interviews, questionnaires, etc – only relevant if you will be conducting primary research)**
* **Essay structure and research skills (critical analysis and essay structure)**
* **Citation and bibliography (referencing styles – specify the style(s) you struggle with) - selecting academic resources**
* **How to avoid plagiarism**

\*Alongside this form please send us two or three of your course work essays/assignments, which you feel were poorly marked so that we can provide them to the tutors and they can provide the best possible assistance.

**When you send your sample(s) please name them in the following way Name\_Surname\_Sample for example: John\_Smith\_Sample, John\_Smith\_Sample\_1, John\_Smith\_Sample\_2, etc**

**When you email us the completed form, make sure you name it in the following way: Name\_Surname\_EC for example John\_Smith\_EC**

**If the files are not named in this exact manner, we will not be able to proceed them and there is a chance of losing your information**

Email the completed enrolment form with the academic samples to info@essaycourses.co.uk at least **a week** before the start date of your course

\*All students are advised to bring their **laptops/netbooks** to the workshops

**GDPR STATEMENT:**

**As part of the General Data Protection Regulation (25 May 2018), we would like to inform you that we will store your information (academic samples, contact details, level of study and name of your discipline) as we need them in order to keep your student profiles updated, in case follow up work or assistance is required, and in order to conduct the workshops. The academic samples may be used in some of the workshops you are enrolled in as part of the lesson requirements. Your personal data will not be shared with a third party, and by completing the form and registering for any of the course or services, you agree that your data is stored by us, and some of your academic samples may be used throughout the workshop.**

**Student signature: …………………**