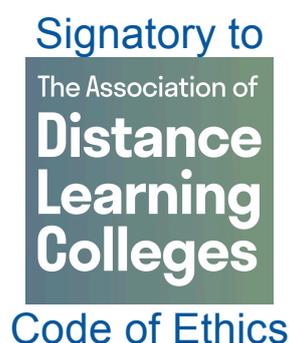


**Founded 1955 as  
The Association of British Correspondence Colleges  
(ABCC)**

## **ABCC Signatory Status for new businesses**

Applicants should write applying to join this category of membership, agreeing to the terms below and to the sending of regular up-dates to the Secretary. Your progress can be discussed by the Association's Council during the development phase, and you are encouraged to seek advice from existing Members as appropriate. Acceptance will be at discretion of Council.

1. New category of membership to remain in place until Council accepts the applicant into full membership (normally about 12 months, but a little flexibility to be applied) - progress to be reviewed at each Council meeting.
2. Applicants agree in writing that they will comply with the Association's Code of Ethics and keep us in touch with developments. Queries re documentation etc can be addressed in the first instance to the Secretary for action.
3. Signatories may show the new logo (below) on their website. Brief details of Signatory Colleges will be shown on our main website, with an outline of the business and courses on offer.
4. The fee for Signatory Membership is £150 + VAT – this to include the £50 membership joining fee which is normally paid when full membership is applied for.



## APPLICATION FOR SIGNATORY COLLEGE STATUS

Name of College	
Postal Address	
Website	
Email	
Telephone	
Chief Executive	
How long has the College been operating?	
Is the College part of a group of colleges or associated with other institutions, colleges or companies? [If yes, give details]*	Yes/No
Has the College been accredited by any other body (e.g. ODLQC, City & Guilds)?	Yes/No Accrediting body Date
In what main areas does the College offer tuition?*	
Is all tuition done by distance learning only, or are other media used?*	

\* Please continue overleaf if necessary

### DECLARATION

**To the best of my knowledge the information given above is correct. I have read the Association's By-laws and Code of Ethics and confirm that my college accepts and complies with all the provisions contained in them.**

**Signed.....Date.....**

**Job Title.....**

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### **Code of Ethics**

Members of the Association pledge themselves to maintain the highest standard of integrity in all their dealings and, in particular, they undertake:

1. To ensure that any information they give about the choice of a career, the prospects in a particular career or a prospective student's studies shall be accurate to the best of their knowledge, and that any advice they give to prospective students and others shall be given in good faith and the best interests of the persons to whom the advice is tendered.
2. To take every reasonable care to enrol students only for courses that are suited to their individual needs and educational status, or for tuition for examinations for which the students are likely to be eligible.
3. To inform students in their prospectuses and/or enrolment application forms of the conditions on which they are enrolled and to include in advertisements only statements which accurately reflect such conditions.
4. To make fair regulations governing their relationship with students, and to treat equitably those who, through circumstances beyond their control, are unable to comply strictly with their regulations.
5. To provide efficient tutorial service, to maintain adequate and appropriately qualified tutorial and administrative staff and to issue to their students without undue delay adequate and reasonably up to date tutorial literature and instruction suitable to each student's needs.
6. To encourage their students to complete their courses of study and to do everything reasonably possible to enable the students to derive full benefit therefrom.
7. To issue only certificates or diplomas that fairly represent the instruction given and not to make any statement or to imply that any such certificates or diplomas are equivalent to a degree or to a certificate awarded by a recognised examining body.
8. To ensure that all examinations and assessments related to accredited courses are administered and supervised to the standards as laid down by the appropriate external body.
9. To maintain the highest ethical standards in their publicity by making no statement in any advertisement, prospectus or publicity literature, or by correspondence or orally, that is knowingly untrue or wilfully misleading; and in particular by publishing no examination results or statistics or particulars of their tutorial service of staff that are knowingly inaccurate or misleading.
10. To prepare and maintain a record of the working procedures of the business that can be readily available to a responsible person in the event of the sudden death or major illness of the principle manager of the business. According to the set up of the business alternative arrangements are acceptable. The Association is prepared to hold confidentially a copy of such a document.
11. To arrange for the Association to be notified immediately if such an incident occurs that might cause the business activities to be in jeopardy.
12. To encourage fair, dignified and honourable competition.
13. To ensure that their staffs are acquainted with this code, that they are given all facilities for complying with it, and are encouraged to honour it in the spirit as well as the letter.

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