



## Application Form

Please complete this application form and attach your supporting evidence to apply for approval. Please submit your application by email at [fdc@futuredigitalcentre.ae](mailto:fdc@futuredigitalcentre.ae).

### INSTITUTIONAL DETAILS

Centre / Branch Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Country: \_\_\_\_\_

Website: \_\_\_\_\_ Date of Establishment: \_\_\_\_\_

### CONTACT DETAILS

Please provide details for one member of staff who will be our dedicated contact within your institution for all communications regarding this application and subsequent renewal.

Name of Main Contact Person: \_\_\_\_\_

Designation / Position: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

You should also provide details of any staff members who will be the dedicated contact for prospective students to your institution. These contact details will be displayed on our Academic Partner Directory.

Name of Other Staff: \_\_\_\_\_

Designation / Position: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ACADEMIC AND QUALITY ASSURANCE

Does your institution currently offer other qualifications? If yes, please indicate:

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Do you have any specific queries or issues with any particular areas of any qualifications?

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Would you like to book a video call with the FDC Team to discuss qualification delivery, assessment and quality assurance? \_\_\_\_\_

Would you like to book any additional workshops with the FDC Team, to assist your team with programme of interest familiarization? \_\_\_\_\_

### ADMISSION TARGET

Approximately, how many students are you expecting to register this year? \_\_\_\_\_

What are the programs would you like to offer?

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### DOCUMENTS REQUIRED TO BE SUBMITTED

Attach the following documents along with this application form:

- Business Plan
- Current Licenses
- Product Plan
- HR Plan
- Learning Support
- Marketing & Social Media Plan
- Number of Student Enrollment Projected in the first 3 years
- Feasibility
- Admin & Registration & Exam Structure
- Quality Assurance & Audit
- Organizational Chart & CV of Staff
- Latest Financial Statement
- Performance Matrix (for Gold & Platinum)

### CENTRE DECLARATION

*I confirm that we meet all the requirements in respect of this application and all that details given are to the best of my knowledge and correct. I confirm that we have read the FDC Manual and all current policies and that our centre adheres to these.*

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

|                                  |  |                  |                      |
|----------------------------------|--|------------------|----------------------|
| <b>For FDC official use only</b> |  |                  |                      |
| <b>Application Date Received</b> |  |                  |                      |
| <b>Review Status</b>             | <b>Documents</b>   | <b>Submitted</b> | <b>Not Submitted</b> |
|                                  | <i>Application Form</i>                                  |                  |                      |
|                                  | <i>Business Plan</i>                                     |                  |                      |
|                                  | <i>Current Licenses</i>                                  |                  |                      |
|                                  | <i>Product Plan</i>                                      |                  |                      |
|                                  | <i>HR Plan</i>   |                  |                      |
|                                  | <i>Learning Support</i>                                  |                  |                      |
|                                  | <i>Marketing &amp; Social Media Plan</i>                 |                  |                      |
|                                  | <i>Student Enrollment Projected in the first 3 years</i> |                  |                      |
|                                  | <i>Feasibility</i>                                       |                  |                      |
|                                  | <i>Admin &amp; Registration &amp; Exam Structure</i>     |                  |                      |
|                                  | <i>Quality Assurance &amp; Audit</i>                     |                  |                      |
|                                  | <i>Organizational Chart &amp; CV of Staff</i>            |                  |                      |
|                                  | <i>Latest Financial Statement</i>                        |                  |                      |
|                                  | <i>Performance Matrix (for Gold &amp; Platinum)</i>      |                  |                      |
|                                  | <b>Comments</b>  |                  |                      |
| <b>Approval Status:</b>          |  |                  |                      |