

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

APPLICATION FORM

Please write or type clearly in BLOCK CAPITAL LETTERS using Black ink and tick boxes where applicable

PERSONAL DETAILS

SECTION 1

Surname (family name)		Given (first) name (s)		Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/>		
				Miss <input type="checkbox"/> Ms <input type="checkbox"/>		
Date of birth	Gender	Nationality	Passport Number	Expiry Date		
Day / Mon / Year	Male <input type="checkbox"/> Female <input type="checkbox"/>					
Permanent (home)Address		UK Address (if known)				
postcode						
Email	U.K. Telephone / Mobile		Please attach a recent passport photograph		Student Photo	
Next of kin / Contact Name Address						
Telephone / Email						

PROPOSED COURSE OF STUDY

SECTION 2

Course Title (e.g. HND Business)		Date that you expect to start the course: Month / Year		
English Language Test	Where Taken	Date Taken DD / MM / YYYY	Name or Type of Test	Score
(most recent)				

Visa students must already have IELTS 4.0 / CEFR B1 or Equivalent. Students at IELTS Level 4.5 or below will usually require a minimum of 36 weeks English or the Foundation Programme before progressing to an academic programme.

If you wish to take an English Language Course Please tick the appropriate box.	Foundation English Course <input type="checkbox"/> (12months)	Academic English <input type="checkbox"/> (3months)	Other <input type="checkbox"/>
Your current Level of English	<input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Pre intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper intermediate <input type="checkbox"/> Advanced		
Expected Start Date	Mon / Year		

EDUCATION: Please give details of last two education establishments attended

SECTION 3

Name and location of the two most recent education establishments attended. E.g. High School or College	From		To		Full-time or Part-time
	Month	Year	Month	Year	

Qualifications: Please give details of your qualifications including those for which you are awaiting results

Level: eg GCSE, A, HND, Degree or Professional qualifications	Subject	From		Place of study	Results (grades or bands)
		Month	Year		

Personal statement:

Please use the space below to tell us what you hope to achieve from your studies at CCL, your career plans etc. You may continue on a separate sheet of paper if necessary.

ACADEMIC REFERENCE We may contact these references to verify details

SECTION 4

(Headmaster, principle, teacher or lecturer) (Not a member of your family)

Personal / Business Reference (Not a member of your family)

Name and Title

Name and Title

Address

Address

Tel

Tel

Fax

Fax

Email

Email

ACCOMMODATION

SECTION 5

Will you be staying with family and friends when you arrive to the UK? Yes No

If you answered yes please give the name and address of the person you will be staying with

Name

Postcode

Address

If you answered No do you want CCL to arrange temporary accommodation for your arrival (usually 2 or 3 days) ?

Yes No

GENERAL INFORMATION

SECTION 6

HOBBIES & INTERESTS

SPECIAL NEEDS / DISABILITIES

Please give details of any medical condition which may affect your ability to study (eg long term illness, pregnancy, allergies)

HOW DID YOU HEAR ABOUT CENTRAL COLLEGE LONDON?

Agent Other (please specify) If Agent please give name and address

CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes No

The completed (**signed**) application form may be sent to CCL by Fax, Email or Post. You **MUST** attach a passport photograph and include all supporting evidence e.g. Copies of your certificates and diplomas including English Language. You may also include additional information e.g. your C.V. and/or Personal Statement (about why you have chosen to study at CCL).

TERMS & CONDITIONS

1. All applications must be accompanied by copies of required certificates, copy of passport and copy of student visa or right to study in the United Kingdom.
2. All students must produce evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties. Anyone found to have given false information or forged documents will be expelled from the College.
3. All applicants/students on their arrival in the UK will have their eligibility for their chosen course assessed by College academic staff. Following assessment, staff may, at their discretion, require the student to complete a bridging course successfully prior to joining their chosen course. Any applications for exemptions will be assessed by and granted only at the discretion of the staff. Any exemptions granted will be subject to conditions. In all cases, the decisions of the academic staff are final.
4. Students are required to attend all lectures, take all tests and submit assignments set by their tutors. Failure to adhere to these guidelines/deadlines may render the student liable to certain penalties, such as re-sits, which may in turn affect the student's duration of studies, fees, completion, etc. A medical certificate is required if there are more than three days' consecutive absence owing to illness. **Students must inform the College of any change to their UK address, telephone number or student visa status. Failure to notify the college of such changes could have serious consequences for which the college cannot be held liable.**
5. No course changes or deferments can be authorized after international students have been granted a visa. Any variation to their student status will be notified to the Immigration authorities in the UK and the visa issuing authority.
6. International students not yet in the United Kingdom wishing to transfer their course from one term to another due to extenuating circumstances acceptable to the college may do so, but a notice of two weeks prior to the start of the term is required and there is an administration fee of £100. After the start of the term, no refund will be made. International students in the United Kingdom cannot be considered for extenuating circumstances until they leave the United Kingdom. The college reserves the right to refuse acceptance of any extenuating circumstances.
7. After the commencement of the course, students not reporting at the College or failing to inform the College of their visa application status will be reported to the UK Border Agency as no longer having a place in the course.
8. Central College London reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
9. Central College London accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage they cause to the premises and/or property of the College or accommodation arranged by the College.
10. Central College London reserves the right to expel any students for improper conduct or any conduct that interferes with the well-being of other students, staff or the reputation of the College.
11. It is the student's responsibility to apply and register with the relevant academic or professional bodies, where applicable, and to enter for any external examinations.
12. International students who are in the UK on a student visa are required by law to enroll on a full-time weekday course of at least 15 hours per week. Attendance

at Central College London is a compulsory 15 hours of formal daytime tuition each week. Students are required to attend tutorial sessions and will be given work to be completed in their own time. They must also comply with all other immigration regulations and laws.

13. Students must agree to abide by the Terms & Conditions and Fees policy stated below. This information is updated from time to time and is available on request.

14. (1.)REGISTRATION FEES: Registration fee of £100 GBP per student is non-refundable.

(2)TUITION FEES: In order to claim a refund of tuition fees the student or agent must meet the following conditions:

i. Advise the College in writing of withdrawal from the course four weeks before the advertised start.

ii. Apply to the college for a refund in writing and return College property, including all original documentation issued by the college.

Refunds will be calculated as follows:

1. Full refund: A full refund of tuition fees will be made if the College is unable to offer an advertised course.

2. Home/International students (not based in the UK): From the tuition fees paid £100 will be retained by the College and the balance of the fees paid will be refunded if they meet conditions (i and ii) set out above, and the college must be satisfied that the student has not taken any advantage of college documents and references. This includes the arrival into, or extension of stay in the UK, Council Tax and other benefits of service.

3. In the event that a student's Tier 4 student visa application has been refused due to an error or oversight on behalf of the College or the UK Border Agency the College reserves the right of one administrative review process if applicable and one re-application option prior to refunding any fees to the student. In the event that both remedies fail the College shall refund full tuition fees to the student minus the £100 GBP non-refundable registration fee and any applicable commission paid to the Agent.

4. In the event that a student's Tier 4 student visa application has been refused due to a fault of the student or Agent, such as falsified documents or representations, insufficient maintenance of student funds or general misconduct regarding the student's application, Central College London will not be responsible for the refund of any registration or tuition fees paid to the College.

No refund will be made if the student has not met the conditions set out above or the student is required by the Home Office to leave the UK because of non-attendance, poor-attendance, unsatisfactory progress or because of any breach of the law.

Refunds will be made to the person or organization who initially made the payment.

Fees are not refundable if, after the commencement of the course, the student stops attending or leaves the course before its completion or is suspended by the College owing to non-attendance, misconduct etc.

A minimum of 10 weeks is needed for the processing of refunds.

15. Students are entered for examinations only if their attendance is close to 100% and are recommended by the Course Leader. Though the college informs, advises and assists students in examination entry procedure, it is entirely the student's responsibility to register with the professional bodies as Student Members and to register for examinations on time. All examination fees and student membership fees must be paid by the student.

16. Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.

To be signed by the applicant

I confirm that I have read and understand the terms and conditions and that all the information on this form is correct to the best of my knowledge

Signed _____ Dated DD / MM / YYYY

FOR OFFICIAL OFFICE USE ONLY

Course offered:

Notes:

Checked by: