

Application and Enrolment Form

Please ensure that the application is FULLY completed using CAPITAL letters ensuring legibility. Tick as appropriate and comment where necessary. Should you wish to provide additional details please use separate sheets. Enclose the necessary documents in support of your application as per the checklist on the last page.

For office use only							

Please Attach Photograph

Please insert 2 passport-sized photographs

1 PERSONAL DETAILS

Surname / Family Name		Title (Mr/Miss/Mrs)	
First Name(s)			
Email			
Date of Birth			
Current Address in UK		Permanent Address (In Own Country)	
Postcode		Postcode	
Telephone		Telephone	
<input type="checkbox"/> Single		<input type="checkbox"/> Married	
<input type="checkbox"/> Divorced		<input type="checkbox"/> Widowed	
		<input type="checkbox"/> Separated	
Nationality		Mother Tongue	
Occupation		Passport Number	

2 COURSE DETAILS

Course(s) Title / Level	Starting Date (dd/mm/yyyy)	Duration	Mode (Note: Overseas students who require a visa may only take full-time courses)
1.	__/__/__		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
2.	__/__/__		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
3.	__/__/__		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
4.	__/__/__		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening

3 EDUCATIONAL QUALIFICATIONS

Title	Examining Board / Institution	Date Awarded	Subjects Passed

Examinations To Be Taken / Results Pending

Title	Examining Board / Institution	Result Date	Subjects Passed

English Language Proficiency *(Please tick as applicable)*

Is English your first language? Yes No

Have you attended any courses in English Language? Yes *(please attach evidence)* No

Have you taken any English Language Proficiency test? Yes *(please attach evidence)* No

4 WORK EXPERIENCE *(if any)*

Job Title	Name of Organisation	Full Time/Part Time	From	To

5 ACCOMMODATION Would you like us to arrange your accommodation? Yes No

Please arrange _____ weeks of accommodation starting on ____/____/____ HOST FAMILY: <input type="checkbox"/> Self Catering <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Half Board HOSTEL <input type="checkbox"/> Self Catering ROOM TYPE: <input type="checkbox"/> Single Room <input type="checkbox"/> Double Room <input type="checkbox"/> Twin Room Smoking: <input type="checkbox"/> Yes <input type="checkbox"/> No I have read and accept the Access College terms relating to accommodation bookings. Signature: _____	Please specify any other preferences (e.g. Dietary requirements):
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6 AIRPORT MEETING SERVICE Do you require the airport meeting service? Yes No

Date of Arrival	Airport of Arrival
Flight Number	Airline
Time of Arrival	Destination on Arrival

7 QUESTIONNAIRE

a. How did you hear about Access College? <input type="checkbox"/> Leaflet <input type="checkbox"/> Friends <input type="checkbox"/> Access College Student <input type="checkbox"/> Website <input type="checkbox"/> Parent/Family <input type="checkbox"/> Library <input type="checkbox"/> Advert (Please Specify) _____ <input type="checkbox"/> Other (Please Specify) _____	b. Have you studied in the UK before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please Specify.. _____ _____ _____	c. Please give reasons for choosing this programme of study: _____ _____ _____ _____
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8 PAYMENT (Please tick as appropriate)

How will your fees be paid?

Cash (in person only) Cheque
Allow 2 weeks to clear for UK cheque or 8 weeks for foreign draft. Credit/Debit Card Bank Transfer

Who will pay your fees?

Parent Family Member Employer Self

Other (Please Specify) _____

FOR OFFICIAL USE ONLY
 Please do not complete this section

Booking

Date Received: ___/___/___

Date Approved: ___/___/___

Start Date: _____

9 POINT BASED SYSTEM - TIER 4 APPLICATION CHECKLIST

Applicants must provide the following documentation and information. For overseas students, ALL this information is mandatory, in line with the UK Border Agency's rules for student visa applications. Documents provided must be originals. Where the original documents cannot be sent, notarised copies or copies attested by the issuing authority are acceptable. The documentation required must be clear, legible and where necessary translated into English language by an approved translator.

All Applicants	Applicant to Tick	Office Use
Personal & Identification		
Fully completed Application Form (signed & dated)		
Copies of current valid passport id pages (clearly showing photo and signature)		
Copy of national ID card		
Academic & Professional		
Comprehensive CV/Resume		
High School education and transcripts		
Statement of Purpose (SOP) - explaining reasons for choosing Access College London and how the course will be of benefit.		
IELTS or TOEFL test result sheets		
Financial & Sponsorship		
<i>If self financed</i>		
• Bank account statements - last 3 months		
• Proof of where the funds have come from and whether these will be genuinely available.		
• Proof of savings, inheritance, income (e.g. wage slips and Income Tax returns).		
<i>If sponsored by an organisation</i>		
• Bank account statements - last 3 months		
• Affidavit of sponsorship		
• Clear explanation of applicant's relation to sponsor		
Applicants for Second Year Entry (HND), Final Year (BA/BSc) and All Postgraduate (PgD/DMS/MBA) Courses:		
Professional courses (e.g. CIMA, CIM etc.) parchments/certificates and transcripts/mark-sheets		
Tertiary education certificates and transcripts (further education, college, university)		
Employer reference letters.		

FEES

Registration:

Course1 Fees:.....

Course2 Fees:.....

Surcharge:

Other 1:

PAYMENT OPTIONS

Full Payment:

Deposit Payment:
 Deposit
 Balance
 Balance Date: ___/___/___

Scheduled Payments:
 Deposit
 1.Date: ___/___/___
 2.Date: ___/___/___
 3.Date: ___/___/___
 4.Date: ___/___/___
 5.Date: ___/___/___
 6.Date: ___/___/___
 7.Date: ___/___/___
 8.Date: ___/___/___
 9.Date: ___/___/___
 10.Date: ___/___/___

Invoice Number:

Invoice Date: ___/___/___

10 DISABILITY

Do you consider yourself disabled as defined by the Disability Discrimination Act. i.e. do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

NO **YES** If yes, please complete the Disability Assessment Form.

9 ACCEPTANCE (This section must be completed and signed)

I have read the Access College terms and conditions and accept them to be legally binding on my part. I agree to make all payments on the due dates.

Name of Student/Agent _____

Signature of Student/Agent _____ Dated: ___/___/___

(If the Student is under 18 years old this must also be signed by the guardian.)

Guardian's Name _____

Guardian's Signature _____ Dated: ___/___/___

Agent / Sponsor's details (or stamp)

Make receipt out to Agent / Sponsor

Booking Terms & Conditions

COURSE BOOKINGS

- Registration, enrolment and payment of a deposit for any of our courses will serve as a binding agreement to follow the course to completion and to pay the full fees.
- Extension of courses by payment of additional fees will not be allowed. Any additional payments shall be treated as a new and separate course bookings unless agreed in advance.
- Fees must be paid as they become due. Late payments may be subject to late fees.
- Fees are non-transferable to any other individual.

COURSE CHANGES

- Original start dates cannot be altered by the student unless the college receives written notice four weeks prior to the commencement of the course and if notice is given less than four weeks, a non refundable *Course Change* fee will be charged. Start dates can only be changed by a maximum of four weeks before or after the original booked start date. The college reserves the right to refuse any request to alter the course start date.
- If students wish to change the type of course they are studying (e.g English to Travel & Tourism), a *Course Change* administration fee will be payable and any additional course fees must be paid.
- Students enrolled on one of our Elective or Add-On Courses such as the Conversation/Pronunciation, Grammar or Writing Practice courses cannot - under any circumstances change the time of their classes once booked.
- All requests for change of class must be made in person by completing the appropriate forms. All forms must be completed before Wednesday 6.30pm and transfers will normally be in effect as of the following Monday.
- If a student fails to start a course on the commencement date or if a course is abandoned by the student before completion of the course, their name may be taken off the class register. In such cases no refunds will be made save in accordance with the terms set out below.
- Courses will not be extended due to unauthorised absence or illness.
- The college reserves the right to introduce new courses and alter existing ones. Where there are substantive changes to the substance of the course, the College will normally notify the student in writing or by posting a notice on the noticeboard giving the reason for, and the nature of the changes.

CLASSES

- The College may change any class, class time, classroom, teacher, merge or split classes at any time deemed necessary by the College without prior notice.
- Although the College will do everything possible to determine the time and/or location of the students' course, this cannot be guaranteed.
- The College reserves the right to place students in an appropriate level if the placement tests taken shows that this is necessary or if deemed necessary by the course tutor. There will be no refunds in such instances.

EXAMINATION FEES AND REGISTRATION WITH EXAMINATION BODIES

- Students may be required to pay for examination fees and/or pay to register with examination bodies in addition to paying for their course fees. A list of these fees can be obtained from the course administrator or at the reception. Examination fees vary depending on the type of course being undertaken. Availability will be on a first-come-first basis. It is the students' responsibility to ensure that examination fees are paid on time.

HOLIDAYS

- Student will normally be required to take holidays during our standard college end-of-term and mid-term holidays. We also operate a flexible holiday scheme on selected courses.
- Students on a course with a flexible holiday scheme that want to go on holiday during term time must notify the college at least one week in advance.
- Holidays must start on a Monday and cannot be taken mid-week or carried over from one course to another
- Students studying for less than 8 weeks are not entitled to any holidays.

Unless specified the maximum authorised holidays are as follows:

8-11 weeks of study	: 1 week
12-23 weeks of study	: 2 weeks
24-35 weeks of study	: 4 weeks
36+ weeks of study	: 6 weeks

ATTENDANCE AND STUDENT PROGRESSION

- Students are expected to maintain a 100% attendance. Student may be deemed to have abandoned a course, if his or her attendance falls below 85%.
- Students are expected to complete all course-work and submit all assignments on time.
- Students are required to take all tests and assignments.
- The College will take disciplinary action should the student have poor attendance or poor progression on their course, which may result in their removal from the register.
- The College will however, endeavour to work through any issues that might be affecting the students attendance or rate of course progression through our student counselling service.

CANCELLATIONS & REFUNDS

- Fees are non-refundable in the case of late registration, abandonment or cancellation of a course, save where prescribed by this contract or by statute.
- When a course is cancelled, fees are non-transferable to any other individual.

COURSE CANCELLATION BY THE STUDENT

- Students can cancel their course booking in one of two ways; either by giving 28 days written notice before the original start date or by applying for a refund under our 'Visa refusal refund scheme'.
- Any notice of cancellation must be in writing and sent to 39 Wimbledon Hill Road, Wimbledon, London SW19 7NA, UK together with all required documents.
- The original start date or the earliest start date shall be considered as the start date for any refund application.
- Refunds will take a minimum of 5 weeks from the date all original documents are presented to the College.
- Refunds will be made only in the name of the student regardless of who pays for the course.
- Refunds will only be made by bank transfer or cheque and all bank charges will be forwarded to the student.

28 days notice:-

- If a course is booked then subsequently cancelled by the student, the College retains the right to claim for one whole terms' (12 weeks) fees in lieu in addition to an administration fee of £100.
- Notice must be received no later than 28 days prior to the original start date of the course. All original documents must be returned to the college by this time. If less than 28 days notice is given, no refund will be given, unless due to a visa refusal.

Visa refusal refund scheme:-

- Where a student has cancelled owing to a visa being refused, the College reserves the right to exercise a lien on any fees until all original documentation supporting the student visa application, in addition to the original official visa refusal letter from the British Authorities are returned/supplied to the College.
- Under this scheme the following refund schedule will apply after deducting the £100 administration charge:

Notice Given	Refund Given
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More than 4 Weeks notice	90% of full course fee
3 - 4 Weeks notice	70% of full course fee
2 - 3 Weeks notice	50% of full course fee
1 - 2 Weeks notice	30% of full course fee
0 - 1 Week notice	10% of full course fee
After course start date	NIL

- If a student is refused entry into the United Kingdom or Leave to remain in the UK either due to lack of funds, working without a work permit, poor attendance, an invalid change of status, or providing the British Authorities or the College with false information; or if a student is given a different kind of visa to enter or remain in the UK; they will not qualify for a refund under our visa refusal refund scheme.
- Students are required to book a course well in advance so as to meet all of the British Authorities visa requirements. If a visa is refused due to failure to do so they will not qualify for a refund under our visa refusal refund scheme. It should therefore be noted that bank transfers will take up to 8 weeks and cheques will take up to 10 working days. College letters can only be issued after confirmation from our bank of the receipt of cleared funds.
- If a student with leave to remain in the UK travels out of the country during a course or once a visa has been issued and is refused re-entry, then they will not qualify for a refund under our visa refusal refund scheme.

COURSE CANCELLATION BY THE COLLEGE

- In the unlikely event that the College is forced to cancel the course, the College shall refund the course fees within 60 days of notice of cancellation being given to the student. The College shall not be responsible for any consequential loss suffered by the student as a result of the termination.

ACCOMMODATION

- The accommodation arrangement fee is non-refundable.
- A minimum of 4 weeks notice is needed in order to arrange appropriate accommodation.
- Accommodation cannot be arranged unless the student pays the full amount in advance for a minimum of 4 weeks plus the accommodation arrangement fee.
- The minimum stay needs to be 4 weeks unless the duration of the course is shorter.
- An Accommodation booking is confirmed ONLY when full payment is received.
- If a student wants to change the starting date of their accommodation or make a cancellation at least 4 weeks notice in writing must be given to the college.
- There is no guarantee that the accommodation arranged will be within distance from the college, although all accommodation is in the surrounding area of the college. Easy access by train and bus is always available.

walking distance from the college, although all accommodation is in the surrounding area of the college. Easy access by train and bus is always available.

- Host families with whom students are placed are not necessarily British, however English is normally the language spoken in the home.
- We do not accept students under 18 years of age.
- Properties will normally be inspected by a representative of the college to ensure that they comply with our standards.
- In case of booking B&B (Bed & Breakfast) or HB (Half Board) students are normally free to help themselves to breakfast (i.e. self catering) and the students are expected to respect the facilities they use.
- Students are liable for any damage they cause to the host family's property.
- Students are expected to respect and abide by the host family's reasonable schedule and house rules. Failure to do so may result in the student being expelled from the accommodation and/or the College.
- If a student is expelled from the College or from an accommodation no refund will be given.

ACCOMMODATION CANCELLATION BY THE STUDENT

- Once the accommodation booking has started there is no refund if it is cancelled by the student.
- If the accommodation booking is cancelled by the student before the booking commences then the following refund criteria applies.

Accommodation Booking Refund Criteria:

Notice Given	Fees Forfeited
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More than 4 weeks notice before accommodation starting date.	Arrangement fee plus 2 weeks payment.
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Between 0 and 4 weeks notice before accommodation starting date.	Arrangement fee plus 3 weeks payment.
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ACCOMMODATION CANCELLATION BY THE COLLEGE

- If the accommodation booking is cancelled by the college through no fault of the student then a full refund will be given.

COLLEGE RULES

- Students are expected to abide by the college rules at all times. They must not partake in any actions that may harm the College or bring it into disrepute.
- Whilst on the college premises, students are obliged to follow all of the College rules and regulations. Disruptive behaviour may lead to expulsion and in such instances no refunds will be made.
- Only in real emergencies can personal calls or messages be taken on behalf of students.
- It is not the responsibility of the College to provide parking or storage for students. This includes bicycles, which should be parked outside the College at the owner's risk.

FORCE MAJEURE

- Neither the College nor any of its' representatives will be held liable in the event of any contracted service becoming impossible to supply due to industrial disputes or any other causes beyond their control.

LIABILITY

- The College, staff and representatives will not be held responsible for any loss of or damage to property (including delivery of fax and personal post) whilst on the premises.

INSURANCE

- It is the responsibility of the student to take out personal insurance against all risks relating to their studies including the inability to attend or continue a course and the loss or damage of any property.

DISCLAIMER

- It should be noted that the College has made every effort to ensure the accuracy of all printed material. At the time of going to press all information was correct.
- Our prospectus and marketing material are provided for illustration purposes only and do not form or constitute any contractual term between the College and any other person.

GENERAL

- The College will not under any circumstances disclose personal information to a third party other than the British Authorities, without first informing the student concerned or their representative.
- These terms are governed by the law of England and are subject to the exclusive jurisdiction of the Courts of England
- The decision of the Principal will be final and binding in all cases.

For further information call the College on the campus telephone numbers listed herewith or refer to our website.

Wimbledon
39 Wimbledon Hill Road
Wimbledon London SW19 7NA


access college
LONDON

Tel: +44 (0) 20 8946 7655
Fax: +44 (0) 20 8946 7684

info@accesscollege.co.uk
www.accesscollege.co.uk