

OFFICE USE	
App Code/E No.	
Date:	
Receipt No:	
Amount paid	£
Decision	Accept/Reject

APPLICATION FOR ADMISSION

Surname (MR/MRS/MS/MISS)		Please attach one recent passport photo here
Other Names		
Current Address Tel: e-mail:	Name and Address of Next of Kin/Sponsor Tel:	
Date of Birth	Nationality	
Proposed Starting Date Mode of Study (please tick✓) Full time <input type="checkbox"/> Part time <input type="checkbox"/>		

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

Name of Schools, College, University, etc	From	To	Qualifications/Grades obtained

EMPLOYMENT RECORD

Name of Employer	From	To	Position

Financial Support: Please state how you intend to finance your studies.	How did you hear about The City College?
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TERMS AND CONDITIONS OF ADMISSION

The term 'College' means 'The City College'. The following terms and conditions of admission apply to all applicants for class-based courses (full-time or part-time).

The College does not, currently, accept applications from overseas students who require any form of visa to be in the UK.

- An application is not regarded as valid unless it is signed and dated. It should be accompanied by a passport-sized photograph, copies of all qualifications listed on the application form, an up-to-date curriculum vitae and supporting statement (giving reasons why the applicant wishes to follow the chosen course, their aspirations etc.) and a copy of the photo page of their passport.
- Applicants may be required to provide additional supporting documentation (as required by the qualification awarding body) or as dictated by the course structure for the chosen course. This will be advised to applicants upon application and/or at the interview stage of the Admissions procedure.
- All declarations made and information provided by applicants in this application form are accepted in good faith. Any false declarations about qualifications held or personal details for the applicant or failure to produce documentary evidence of qualifications held may render a student liable to exclusion from the course to which he/she has been admitted. Applicants who have used fraudulent documentation to gain admission onto a course will render their admission null and void.
- The College reserves the right to make changes to the teaching structure and content of courses, including the amalgamation or withdrawal of courses, if deemed necessary. In the event of a course being withdrawn, the student will be allowed to follow an appropriate alternative course where available.
- The College makes every effort to ensure that the information contained on its website (www.citycollege.ac.uk) is up-to-date. Where the College produces printed promotional material, the details given on the website will prevail over any contained in the printed material.
- Enrolling for a course at the College constitutes a binding agreement on the student to follow the course applied for and to abide by the Code of Conduct and any course regulations. The Code of Conduct is contained in the Student Handbook, which is given to all students at the beginning of their studies.
- Students are required to attend classes regularly and punctually. Those arriving late for class or leaving early will be noted. All students' attendance will be monitored during the course of the semester. Students who miss classes are responsible for informing the College if they will miss any class and for catching up on all material from these sessions. Poor attendance may have serious repercussions for funding and/or progression.
- Important notices, such as college calendars; assessment submission dates, changes to time-tables etc. are displayed on the main notice board. Students should check the notice board regularly to ensure that they are aware of any issues affecting their studies. Students should also become a 'friend' of The City College on Facebook to keep up-to-date with important notices. All email communication with students will be via their City College email account and students are responsible for checking it regularly.
- Unless otherwise stated, fees quoted are for tuition, registration and assessments only. Books and other study materials are not included.
- The College does not take responsibility for any wrong information provided by unauthorised agencies. Applicants are requested to check with the College before paying any fees to any third party.
- The College reserves the right to terminate a student's enrolment if he/she has been in breach of any of the above terms and conditions and/or the Code of Conduct.

Funding your studies

- If a student is self-funding, they are required to pay the first year's tuition fees in full before the student commences studies. After the first year, and at the discretion of the College, self-funding students may be allowed to pay their fees by instalments but a surcharge may be added in such cases to cover additional administrative costs. Poor attendance will not result in any form of refund of fees.
- If a student is funded through the Student Finance England loan system, they should apply in advance of the start of the course so that their application has time (4-6 weeks) to be processed and approved.

DECLARATION

I certify that the details given in this form are true and complete, and that I have read, understood and accept the terms and conditions of admission.

Signed by applicant..... Date.....

NOTE: This form must be accompanied by a copy of your qualifications, together with a remittance of £150 in respect of registration fee (if applicable), or the total tuition fees. Cheques, Bankers Drafts, Postal Orders, etc should be made payable to Inter-Ed UK Ltd and crossed 'Account Payee Only'.