

OFFICE USE ONLY	
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Amount paid	£
Decision	Accept / Reject
Signature:	

## APPLICATION FOR ADMISSION

Last name (Mr/Mrs/Ms etc)		Please attach one recent passport photo here
First/ other names		
Current Address           Tel: E-mail:	Name and address of emergency contact (and identify relationship)/ sponsor           Tel: Email:	
Date of Birth	Nationality	
Proposed starting date: _____ Mode of Study (please tick✓) Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		
Financial support: please state how you intend to finance your studies? Student Finance <input type="checkbox"/> Privately <input type="checkbox"/>		
*Have you ever applied for student finance before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many years of finance have you received? 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/>		
How did you hear about The City College?		

### EDUCATIONAL/ PROFESSIONAL QUALIFICATIONS

Name of schools, college, university, etc	From	To	Qualifications/Grades obtained

### EMPLOYMENT RECORD

Name & contact details of employer	From	To	Position

# 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).

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.

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 either on Sharepoint and/ or the main notice board. Students should check these 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 makes every effort to ensure that the information contained on its website [www.citycollege.ac.uk](http://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.

The College does not take responsibility for any incorrect information provided by unauthorised parties. 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 may pay the year's tuition fee in full before study commences or arrange to pay their fees by three instalments. Payment by instalments incur a £150 per year service charge (non-refundable). 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. If you have previously applied and received any payments from Student Finance in an academic period (including maintenance payments) you may have lost a year or more of funding. If unclear, please ask us for advice.

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.

## Cancellation, withdrawal & refunds

If the College cancels a course, every effort will be made to offer an alternative. If no suitable alternative is available, a full refund will be given.

The Director of Studies or Principal must be notified in writing (email or letter) by the student if he or she wants to withdraw.

Where tuition fees are wholly or partially paid by the Student Loans Company (SLC), the amount to be refunded is based on the tuition fee liability formulae used by

the SLC. Any fees received from the SLC will be adjusted with the SLC through the SLC's payment recovery procedure. Refunds are not made to student or to any other party.

## Self-funding and sponsored students

Students who notify the College before the programme has started are entitled to a full refund of any tuition fees paid less a £150 administration charge (charge payable for all refunds).

Students who withdraw before the end of the first term in any academic year are entitled to a refund of 66% of the tuition fee providing the fees have been paid for the whole of the academic year. There is no entitlement to a refund for the first term. Students remain liable for the cost of the first term if full payment has not been made.

Students who withdraw after the first term has ended and before the second term has ended are entitled to a refund of 33% of the tuition fee providing the fees have been paid for the whole of the academic year. Students who have only paid up to and including the second term are not entitled to a refund. Students remain liable for the cost of the first term and second term if full payment has not been made.

Students who withdraw after the second term has ended in any academic year are not entitled a refund. Students remain liable for the cost of the first term and second term if full payment has not been made, and the third term at the discretion of the College.

Students withdrawing from a short course of one term or less are entitled to a full refund providing they provide a minimum of 72 hours written notice before the start of the course.

There is no entitlement to a refund resulting from absence because of changes in work commitments, personal or financial circumstances, or any other reason for not being able to attend the course. In such circumstances, any outstanding fees will remain payable.

Any debt or charges owing to the College will be subtracted from any refund of fees.

All refunds will only be made to the bank and account holder (or other financial institution) that originally paid the fee. Where payment of tuition fees is split between more than one payer, any refund due will be made in proportion to the original split. The College will not refund in cash under any circumstances.

# 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 £150 registration fee (non-refundable), and the agreed tuition fee. Fees may be made by direct transfer to Inter-Ed UK Ltd., Barclays Bank, 99 Hatton Garden, London, EC1N 8DN, sort code 20-37-83, account number 60934356. IBAN GB55 BARC 2037 7560 9343 56, or by debit card or credit card. The City College is the trading name of Inter-Ed UK Ltd, registered in England No, 05037242.