

Application for Admission

Student No:

Personal Details

Title: Mr Mrs Miss Other

First Name: Middle Name:

Surname:

Date of Birth: Sex: Nationality:

Passport No: Expiry: Issue Date:

Address for correspondence

City/State:

Country: Post Code:

Tel: Fax: Mobile:

Email Address:

Educational Plans

Course Title:

Course Level:

English Language Proficiency

- A. Is English your first language? Yes No
- B. Is/Was English the language of instruction of your first Degree? Yes No
- C. If the answer to A&B is **not** English, Please include any formal evidence of English Language qualifications with this application form (i.e. IELTS, TOEFL, PITMAN, GCSE)

Please do not fill below this line – for office use only

Fee Paid £

Balance £

Referral Details and Decision:

Education Achievement

University/College	Address	Qualification	Grade	Date

Employment and Training Details

Please give details of any employment relevant to the course:

Name of Employer	Address	Occupation	Date

Please give details of any training courses you have attended:

Course Title	Date

References

Please provide two confidential referees of your academic ability and suitability to the course:

Name:	<input type="text"/>	Name:	<input type="text"/>
Relationship	<input type="text"/>	Relationship	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>

Signature Signature

Source of Information

How did you hear about the college?

- (a) Recommended by a friend: _____
- (b) Agent: _____
- (c) Advertisement: _____
- (d) Other (Please specify) _____

All Students must ensure that they read the following terms and conditions of enrolment before they sign the Enrolment Form.

1. Enrolment for a course at the college constitutes a binding agreement on the student to follow the course and pay the full tuition fees.
2. The minimum entry requirements for each course are set out in the college prospectus.
3. All courses are open to applicants' aged 18 and over.
4. Once you have been accepted by the college, a **minimum deposit £1000** is required in order to obtain a letter of acceptance.
5. All tuition fees must be paid in full prior to commencement of the course. At the discretion of the college students may be allowed to pay their fees by instalments.
6. Tuition fees are not refundable. However, if a student has been refused a visa to enter the U.K, fees paid will be refunded, apart from the sum of **£100** to cover our administrative charge, provided the following conditions are met:
 - a. The student has not entered the U.K
 - b. The student provides the college with the original '**Refusal Letter**' issued by the British Embassy /High Commission.
 - c. If the student has lodged an appeal, the fees will only be refunded once the college receives documentary evidence that the appeal has been dismissed.
 - d. The original letter of Acceptance and the receipt for fees paid must be returned to the college
7. The college reserves the right to cancel or postpone a course, if there is insufficient demand. If the course for which an application is made is cancelled for whatever reason, fees paid will be refunded.
8. It is the student's responsibility to ensure that external examination entries are submitted in time and that Registration/Examination fees for examining Boards are fully paid.
9. The college will not facilitate any student who is in breach of the Immigration Rules.
10. Overseas (non-European) students on a student visa are required to attend a full-time course of a minimum of 15 hours per week daytime study. The college is unable to provide attendance certificates to students whose attendance in class is less than 80%. Absences through ill health must be supported by a medical certificate.
11. If a student is required by the Home Office to leave the U.K because of non/poor attendance, or due to any breach of law, tuition fees paid will not be refundable.
12. The college reserves the right to make changes in regulations, syllabuses, fees, etc. without prior notice.

Declaration to be signed by the applicant

1. I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
2. I agree to the Oxbridge College of IT & Management processing my personal data contained in this form and other personal data that the college may obtain from me or other people connected with my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes in accordance with my principles set out in the 1998 Data Protection Act.

Signature:

Date: