

PLEASE  
ATTACH  
PHOTO

STUDENT NUMBER

**APPLICATION & ENROLMENT FORM - The College of Central London**

Please complete this form in BLOCK CAPITALS. You must be over 18 years of age to study at this college.

**Section 1: Personal Details**

Surname or family name (Mr/Mrs/Miss) .....

First names .....

London Address (if known) .....

.....

.....

Post code ..... Tel no .....

Mobile phone no ..... Email .....

Date of Birth ..... Nationality..... Passport No .....

Please give your permanent address here (International).  
Home Address and Name of Parent or Guardian.....

.....

..... Tel No.....

**Section 2: The course (s) you wish to study**

Please state which course(s) you wish to study

Duration of Course: From.....To.....

Course Level: ..... Course Cost:.....

Subjects/Course .....

**Section 3: Educational qualifications. (please use a separate sheet if necessary)**

PREVIOUS RECORD State schools/colleges attended with dates. (Please enclose certificates gained and/or School Report)

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How did you hear about this College ? .....

When sending this form to CCL, please enclose 2 passport photographs of yourself, a photocopy of your passport and copies of all your educational certificates. These documents can be sent by email.

## Terms and Conditions

**All prospective students must read the following conditions before they sign the application form.**

1. Deposits and tuition fees are not refundable in part or in total. The ONLY exception is where an international student enrolling from overseas is refused entry clearance by the UK Border Agency (UKBA) provided this refusal is substantiated by a copy of the refusal in writing. In this case refunds of fees will be subject to a deduction of £50 for administration expenses. In cases where the tuition fees have been paid by another party on behalf of the student, then the student must obtain a formal Power of Attorney signed and witnessed by a Solicitor or Notary Office authorising payment to a third party.
2. Notwithstanding Clause 2, students who have to return to their country for personal reasons may transfer their fees or deposits to start at the College of Central London at a later date. In some cases students may be allowed to use them as part payment for a new student they introduce to the College. This new student will then become responsible for payment of the outstanding fees. The student applying for a refund must produce evidence of arrangements made to return home. This arrangement is made at the discretion of the College.
3. The College provides tuition for students from overseas in strict accordance with the conditions that the students have agreed to abide by when obtaining a UK student visa. Any non-compliance with these conditions (unless explained by medical or any other relevant documentation) may result in the student being dismissed and the relevant authorities being informed.
4. All tuition fees must be paid in accordance with college policy and as indicated in the declaration on the application form. Should the student make late payment on any instalment due, or default on any of these conditions, or fail to attend in class to the satisfaction of the College, then the instalment facility will cease at once, and the whole of the balance payable for the tuition fees shall become immediately due, whether or not the student continues in class.
5. All college fees are for tuition only, unless otherwise stated. Examination fees are additional unless otherwise stated.
6. The College reserves the right to change lecture times or to alter or vary at any time from the published course outline.
7. The College reserves the right to merge certain classes with other classes of the same academic level, at any time.
8. In the event of any Act of God, war or political or industrial unrest that may cause the temporary cessation of tuition, the College will ensure that students recommence studies at the College (or its associated colleges) as soon as possible. In such an event, students will be provided with any extra tuition necessary to prepare them for examinations.
9. Irrespective of any information provided verbally by the college staff or authorised representatives to prospective students, all prospective and existing college students will be subject to the conditions herein.
10. The College will not be responsible for any mail or money sent to students who use the College as an accommodation address.
11. Though students' files are confidential, some data is held on computer and may be disclosed to authorised individuals when requested. Central London College will not be liable for any information provided to a third party.
12. The above conditions will be subject to interpretation in English law courts.

**NOTE:** At the beginning of each course the College carefully plans the number of students for each class and the overheads that will be incurred providing sufficient teachers and other facilities. Accordingly, students appreciate that if they fail to attend classes regularly or abandon their classes, the College is still under an obligation to other students to continue to provide the service with the same facilities. Therefore, the College will have no alternative but to insist that retention is made of all tuition fees payable by students whether or not they continue to attend their classes, otherwise this will have a detrimental effect on other students.

**Section 4: Additional support**

**Disclosure of a disability or learning difficulty is to enable us to assess any additional support needs.**

The college wants to ensure that you are able to participate as fully as possible in your chosen programme of study. In order to help us to provide support, please tell us if you are aware.

Do you consider that you have a disability? Please give a brief description below:

No disability (Please tick box)

**Section 5: Fee status**

**Important. Please bring evidence to support the information given below**

Visa status: Are you a visa student?  If so when does your visa expire?

Are you from UK/EU?  Do you have right of abode/indefinite leave to remain?

If you have any other status, please state it here.....

**Section 6: Tell us about yourself (please use a separate sheet if necessary)**

Please give reasons for choosing this programme of study?

.....  
.....

What skills and experience do you have?

.....  
.....

What are your future education plans?

.....  
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**Section 7: Signed Declaration**

**Declaration:** I hereby accept and agree to abide by the rules and regulations of the college and the provisions set out in the notes below:

- I understand and accept the college reserves the right to close a class or to combine one class with another.
- I undertake to pay the agreed tuition fees and any additional costs connected with the courses for which I have enrolled. I understand that I will remain liable for the full amount of these fees and charges unless they are paid by a financial sponsor who has given written acknowledgement to pay the stated fees and charges on my behalf.
- I have read the colleges terms and conditions and agree to abide by its contents.
- I declare the information I have entered is correct and understand that this information will be used by CCL staff for enrolment and reporting duties and that some information requested will be stored on computer.

The information I have provided is accurate to the best of my knowledge. I understand if I have provided false information I may be withdrawn from my course.

I understand that if I request a letter from the college confirming my status as a student my address may be in the letter.

Applicant signature ..... Date .....

College signature ..... Date .....

**Terms and conditions**

I have read and accept the above terms and conditions

Name:.....

Signature:.....

**Course commitment**

I would like to enrol on the ..... course level ..... at a total cost of £.....

I confirm that I have read and agreed the attached Terms and Conditions for attendance and course fees on the course. I am aware that the copyright of all the course material belongs to the College of Central London.

Signed.....

Name.....

Date.....