

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.

**All prospective learners 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 Home Office 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, learners 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, learners may be allowed to use them as part payment for a new learner they introduce to the College. This new learner will then become responsible for payment of the outstanding fees. The learner 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 learner 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 learner 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 learner 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 learners recommence studies at the College as soon as possible. In such an event, learners 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 learners will be subject to the conditions herein.
10. The College will not be responsible for any mail or money sent to learners who use the College as an accommodation address.
11. Though learner 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 tutors and other facilities. Accordingly, learners must appreciate that if they fail to attend classes regularly or abandon their course, the College is still under an obligation to other learner 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 the learner whether or not they continue to attend their classes, otherwise this will have a detrimental effect on other learners.

#### **Section 4: Additional support**

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

Tower Bridge Business Centre 46-48 East Smithfield London E1W 1AW Tel: 020 3667 7607 [ccl@central-college.com](mailto:ccl@central-college.com) [www.central-college.com](http://www.central-college.com)

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?

.....  
.....

**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 .....

## **EQUAL OPPORTUNITIES MONITORING**

The information requested is to enable the college and The British Institute of Facilities Management's monitoring of enrolments. Some information may be forwarded to OfQual, but this will be anonymous. All information will be treated as **strictly confidential** and managed in compliance with the Data Protection Act of 1988.

<b>Title</b>	First name	Surname	
<b>Marital status</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
<b>Ethnic origin</b>	African <input type="checkbox"/>	Asian <input type="checkbox"/>	British <input type="checkbox"/>
Caribbean	Chinese <input type="checkbox"/>	European <input type="checkbox"/>	Mixed <input type="checkbox"/>
<b>Disability</b>	Under the Disability Discrimination Act (DDA) a disability is defined as physical, sensory or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.		
Do you consider yourself to be disabled? We will be pleased to consider any reasonable arrangements or resources which may support your studies.			
Are you disabled?	YES <input type="checkbox"/>		NO <input type="checkbox"/>
If <b>yes</b> , please detail any special needs you may have, in order to assist your completion of this course			
LRS – Learning Record Service - The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK. <a href="https://www.gov.uk/government/publications/lrs-privacy-notices">https://www.gov.uk/government/publications/lrs-privacy-notices</a>			
If you wish to be LRS registered please sign.	Signature		
Accreditation of Prior Learning (APL) & Recognition of Prior Learning (RPL). Claims must be supported with appropriate documentation and submitted to the course leader.	If you have studied and achieved success at an equivalent level to one or more units of your BIFM studies it may be possible to claim APL or RPL. If your RPL claim is successful, your record will show that you were expert from the assessment. If your RPL claim is successful will still need to submit an assignment to BIFM, but you will not need to study for it at CCL.		
I wish to claim	YES <input type="checkbox"/>		NO <input type="checkbox"/>

**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.....