

APPLICATION FOR ADMISSION
PRIVATE AND CONFIDENTIAL

Section A: Personal Details

Name: Title: Forename(s): Surname:	
Currant Address	Alternative Address
Nationality:	Date of Birth:
NI No.:	
Tel. No:	Tel No:
Fax No:	Fax No:
E-Mail:	E-Mail:
Dates when contactable at this address:	Dates when contactable at this address:

Section B: Proposed Programme of Study

Computing	Duration	
IAM-Diploma in Administrative Management	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years
IAM- Advanced Diploma in Administrative Management	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years
OTHM-Professional Higher Diploma	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years

In which month do you wish to commence your

April

September

Section C: Funding

Who will be responsible for your tuition fees <i>(Tick the appropriate box):</i>	<input type="checkbox"/> Yourself	<input type="checkbox"/> Employer	<input type="checkbox"/> Sponsor
If Other Please Specify:			

Questions below to be completed by non-UK applicants

Was your previous education undertaken through the medium of English?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please state your first spoken language:

Please indicate and attach details of any English Language qualifications which you possess

Qualifications	Awarding Body	Grade / Score	Date Award

Section D: Previous Education and Employment

Please provide details, including results, of all higher education examinations or professional qualifications taken, or to be taken:

Dates From-To (mm/yy)	University / College / Institution	Degree (e.g. BSc, BA, MA)	Qualification	Grade Date of Award (mm/yy)

Please provide details of any employment undertaken within the last three years:

Dates From-To (mm/yy)	Name and address of employer	Position held

Section E: Disability

Please tick from the list below the statement which is most appropriate to you:

<input type="checkbox"/>	You do not have a disability nor are you aware of any additional support requirements	<input type="checkbox"/>	You need personal care support
<input type="checkbox"/>	You have dyslexia	<input type="checkbox"/>	You have mental health difficulties
<input type="checkbox"/>	You are blind / partially sighted	<input type="checkbox"/>	You have an unseen disability (e.g. diabetes, epilepsy, asthma)
<input type="checkbox"/>	You are deaf / have a hearing impairment	<input type="checkbox"/>	You have two or more of the above disabilities / special needs
<input type="checkbox"/>	You are a wheelchair user / have mobility difficulties	<input type="checkbox"/>	You have a disability not listed above
		<input type="checkbox"/>	Autistic Spectrum Disorder (eg. Asperger's Syndrome)

Does your disability mean that you have additional support needs? Yes No

If you have a disability which may mean you have additional needs in relation to study please attach a separate sheet marked "Private and Confidential" providing details of your disability and the additional support needs.

Section F: Referees

Please supply the names and addresses of two referees from whom a reference may be sought. State for how long, and in what capacity, the referees have known you:

1.	Name:	Telephone No:
	Title:	Fax No
	Address:	E-mail :
		Length of time known :
		(in what capacity)



Section J: TERMS AND CONDITIONS, FEES POLICY AND FINANCIAL REGULATIONS

This policy is in addition to our standard terms and conditions as printed in the college prospectus.

A. GENERAL TERMS AND CONDITIONS

1. All applications must be accompanied by a non refundable registration fees of £50.00, copies of all the required certificates and two passport sized photographs. We regret that we will not be able to consider your application if the registration fees is not enclosed. This fees is non refundable unless admission is refused.
2. All students must produce evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties. Anyone found to have given false information or forged documents will be expelled from the college.
3. All applicants/students on their arrival in the UK will have their prerequisites assessed by the college academic staff. Following assessment the staff may at their discretion require the students to complete an access course successfully prior to joining their chosen course. Any applications for exemptions will be assessed by and granted only at the discretion of the staff. Any exemptions granted would be subject to condition for e.g. students wishing to join the second year of undergraduate study (or an HND) need to demonstrate successful completion of the first year (for instance an HNC and its associated course work). In all cases all cases the decision of the academic staff are final.
4. Students are required to attend all lectures, take all tests and submit assignments set by their lecturers. Failure to adhere to these guidelines or deadlines may render the student liable to certain penalties such as re-sits, which may in turn effect the students duration of studies, fees, completion etc. Students must inform the college of any change to their UK address and/or telephone number.
5. Students wishing to transfer their course from one term to another due to extenuating circumstances acceptable to the college may do so but a notice of two weeks is required and there is an administration of £100.00.
6. TCB reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
7. TCB accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage they cause the premises and/or property of the college or their accommodation arranged by the college.
8. TCB reserves the right to expel any students for improper conduct or any conduct that interferes with the well being of other students, staff or the reputation of the college.
9. Course fees may be paid by instalment at the discretion of TCB.

B. FINANCIAL REGULATIONS

1. Information for all students

The fees can be paid from the following sources:

- An employer or other recognised sponsor
- Student or his /her family

Students who are unable to produce acceptable evidence of support from their sponsor will be liable for the payment of their fees

2. The college reserves the right to accept a sponsor's guarantee in a case where the guarantee is not acceptable it is the student's responsibility to pay his/ her fees in line with our admission procedure.
3. Payment by student
Students who are on full time course lasting more than 5 months and are financing themselves may pay their tuition fees in a single payment at the time of enrolment or by instalments.

REFUNDS

Registration fees are not refundable.

In order to claim a refund of tuition fees the student or sponsor must meet the following conditions:

- i. Advice the director of Admission in writing of withdrawal from the course 4 weeks before the start date of the course on the advertised start date or within a reasonable period thereafter.
 - ii. Complete and return the refund application form along with student card and student property in including all original documentation issued by the college.
 - iii. Overseas students or their sponsors must return all original documents issued by the college (acceptance/enrolment letter, receipts etc) which were issued by the college and proof of rejection of student visa (a letter issued by the British Embassy/High Commission or British Immigration Authorities confirming the refusal of visa/entry)
 - iv. Full refund of tuition fees will be made if the college is unable to offer an advertised course
 - v. Home/Overseas students based in the UK: from the tuition fees paid £250.00 will be retained by the college and the balance of the fees paid will be refunded if they meet condition i and ii set above and the college must be satisfied that the student has not taken any advantage of college documents and references. This include the arrival into or extension of stay in the UK, council tax and other benefits or services.
 - vi. Overseas students (not based in the UK: tuition fees will be refunded after £50.00 deduction of administration cost only after they meet the conditions (i, ii and iii) stated above. Should the student wish to appeal against an entry clearance/visa decision the college will provide documentation for the next available session at no extra cost if the student/sponsor does not apply for a refund.
 - vii. No refund will be made if the student or sponsor is not meeting the conditions set out above or the student is required by the home office to leave the UK because of non or poor attendance or because any breach of the law. Refunds will be made to the person or organisation who initially made the payment.
4. Outstanding Liabilities
The college will initiate the recovery of all outstanding fees or property at the earliest practical date after the liability has incurred. However if a student owes any fees (for example tuition fees) or is yet to replace or reimburse the college for, property lost or damaged by her or him, admission to the course will be refused after informal notice until the debt is discharged in full.
 6. Exception arrangements
Special arrangements can be made where exceptional/extenuating circumstances apply. These are at the discretion of the college.
 7. Accommodation
Should the college be asked to arrange accommodation for a student a minimum of two weeks rent is required in advance by the college as a deposit in order to secure the students accommodation. This deposit is non-refundable should the student find alternative accommodation.

TCB reserves all right to change vary or defer the terms of enrolment, fees and financial regulations' at its discretion.

PLEASE RETURN THIS FORM TO:

**Thames College Berkshire, ADMISSIONS OFFICE, 94 London Street, Reading, Berkshire, RG1 4SJ
UNITED KINGDOM. Tel: +44 (0) 01189076177 Fax: +44 (0)01189076331 E-mail address: admissions@tcb.uk.com**
Upon receipt of this application form the College will issue you with a formal acknowledgement letter containing a personalised application number. **Please quote this number in all future correspondence with the College.**

<p>For Admissions Office Use:-</p> <p>Application No: _____</p> <p>Student No: _____</p> <p>Application Reviewed By: _____</p> <p>Offer: <input type="checkbox"/> Conditional <input type="checkbox"/> Unconditional</p>

Notes