



# Enrolment Form

## Office Use Only

Ref:	
Date of Arrival	
Enrolment Date	

### Please complete this form in BLOCK CAPITALS

Surname/Family Name: \_\_\_\_\_

First/Given Names: \_\_\_\_\_

London Address : \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tel No \_\_\_\_\_

Next of Kin Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Tel No: \_\_\_\_\_

Course Enrolling: \_\_\_\_\_

Duration of Course: From \_\_\_\_\_ To: \_\_\_\_\_

Awarding Body: \_\_\_\_\_

*Please see the overleaf*



### **Terms & Condition of Enrolment**

1. Deposits and tuition fees are only refundable in part or in total according to the refund policy.
2. 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.
3. All tuition fees must be paid in accordance with the Procedure for Registration and Enrolment of Students. 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.
4. All college fees are for tuition only, unless otherwise stated. Examination fees are additional unless otherwise stated.
5. The College reserves the right to change lecture times or to alter or vary at any time from the published course outline.
6. The College reserves the right to merge certain classes with other classes of the same academic level, at any time.
7. 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.
8. 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.
9. The College will not be responsible for any mail or money sent to students who use the College as their corresponding address.
10. Though students' files are confidential, some data are held on computer and may be disclosed to authorised body or individuals when requested.
11. The above conditions will be subject to interpretation in English law courts.

I hereby acknowledge that I have read and agreed to be bound by the above 'terms & conditions of enrolment' and intend to study at the college.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_