

Application Form

Please remember to enclose:

- * Copies of Relevant Academic Certificates
- * Copies of Passport
- * Two Passport Size Photographs

PERSONAL INFORMATION

Title (Dr, Mr, Mrs, Ms, Miss, etc.):

First/Given names:

Surname/Family name:

Date of birth:

Sex (male or female):

Nationality:

Country of birth:

Country of permanent residence:

ADDRESS

Current address:

Overseas Address (if applicable)

Postcode:

Postcode:

Tel: (Home)

Tel: (Home)

Tel: (Mobile)

Tel: (Mobile)

Email:

Email:

DATE OF ENTRY TO UK

(If applicable)

PROPOSED COURSE

(such as: BBA, MBA, LLB, Diploma.....)

ENTRY LEVEL

(such as: first year, second year.....)

MODE OF STUDY

(Please tick)

Full time

Part time

COMMENCEMENT DATE

(Please tick)

January

May

September

EDUCATIONAL QUALIFICATIONS

Please attach the relevant certified copies of educational certificates.

(Use a separate sheet if necessary).

Name of Institution / Examining Board	Title of Qualification and Level	Subject Studied	Date Passed

EXAMINATIONS FOR WHICH YOU ARE AWAITING RESULTS

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ENGLISH LANGUAGE COMPETENCE

(Students educated outside the UK should enclose copies of their English Language qualifications.)

A) Is English your first language? Yes No

B) Have you taken any English Language proficiency test? Yes No
If yes, please attach a copy of certificate.

WHAT ARE YOUR REASONS FOR APPLYING TO REGISTER FOR THIS QUALIFICATION?

(Please use a separate sheet if necessary)

MONITORING INFORMATION

Kingsway International College is committed to a policy of equal opportunities. In order to monitor the effectiveness of this policy, applicants are asked to complete this monitoring form. These statistics are used solely for the purpose of monitoring application rates and form no part of the selection procedure.

Do you have any criminal convictions, either abroad or in the UK? Yes No

You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. If you tick the 'yes' box, you may be required to provide details of any convictions below:

Please tick the box which you feel describes your ethnic origin

Black - African Black - Caribbean Black - Other Asian - Indian Asian - Pakistani

Asian - Bangladeshi Asian - Chinese Asian - Other White

Any other ethnic group (Please specify) _____

DISABILITY / SPECIAL NEEDS

Please tick the box which you feel appropriate to you.

- None.
- You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
- You have dyslexia.
- You are blind/partially sighted.
- You are deaf/have a hearing impairment.
- You are a wheelchair user or have difficulties with mobility.
- You need personal care support.
- You have mental health difficulties.
- You have an unseen disability.
- You have two or more of the above disabilities/special needs.
- You have a disability not listed above.

Please specify:

REFEREE

Name and Address of Referee.

Name:

Address:

Tel.:

E-mail:

EMPLOYMENT HISTORY

(Please use a separate sheet if necessary)

Dates		Employer	Nature of work	Part time/Full time
From	To			

PAYMENT OF TUITION FEES

Fees can be paid by bank draft, cheque, bank transfer or cash in pounds sterling. Cheques and drafts should be made payable to **Kingsway International College**.

TERMS AND CONDITIONS

- I. No student will be admitted to any programme unless the director of admissions is satisfied that their previous qualifications will enable him/her to benefit from the proposed programme.
- I. The registration fee of £100 is non-refundable.
- ii. It is a condition that the College requires at least 80% attendance from a student before examination. In the event of a student being expelled by the College, no fee will be refunded.
- iii. If a student decides to withdraw, he/she can apply for partial refund of the paid up tuition fees but only if he/she has not attended the classes for his/her course. No fees will be refunded if he/she has attended any classes.
- iv. Any prolonged absence from classes must be reported to the Administrative Office immediately. Students must notify any changes of address to the office. Overseas students must note that where a statement has been sent to the Home Office to support visa applications, the College will be obliged to notify the Home Office of any cancellation.
- v. The College reserves the right to cancel any course prior to commencement date whereupon any fees paid will be refunded in full.
- vi. The College reserves the right to withdraw a subject at any time when it considers that it is not viable, whereupon an alternative subject may be offered.
- vii. If any student ceases to study at the College for any reason whatsoever (for example: suspension, expulsion, cancellation of registration) the agreed instalments are still payable by the student for the remaining portion of the academic year at the same dates and times as in the original enrolment contract.
- viii. Students are not entitled to any refund of the deposit where the enrolment has been supported by a visa letter from High Commissions/Embassies or the Home Office in the UK or any other documentation.
- ix. The formation or continuation of any course/class is dependent upon a sufficient number of student enrolments and attendances. For most courses there will be a minimum enrolment of eight students.
- x. Students supplying false information on the application form are liable to be suspended from the College.
- xi. If the official admission form is signed on behalf of the student by his sponsor/guardian, these conditions remain binding on all parties. The College reserves the right to make whatever changes may be deemed necessary in admission requirements, fees, tuition policies, regulations and academic programmes prior to the start of the tuition.
- xii. For Pearson BTEC Level 4 HNC and Level 5 HND in Business, age should be at least 18 years and for Level 7 Extended Diploma in Strategic Management age should be at least 19 years of old.

DECLARATION

No application will be considered if this declaration is not signed by the applicant.

I declare that the statement made by me are correct to the best of my knowledge and belief. I have read and understood the College's terms and condition. I agree to be bound by those terms and conditions. I understand that no refund will be made in the event of cancellation or my non-attendance of the course.

Signed: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Application Received:

Programme Offered:

Commencement Date:

Course Fee:

Amount Recieved:

PLEASE RETURN THE COMPLETED APPLICATION FORM TO:

Director of Admissions



61 Vallance Road, London, E1 5AB, UK

Tel: +44 (0) 20 3701 1275
 Web: www.kicollege.org.uk
 E-mail: info@ kicollege.org.uk