

INTERNATIONAL APPLICATION 2011/12

Accommodation

*****The College **DOES NOT** provide accommodation for students*****
*******Students will be expected to find their own accommodation*******

Your Address & Tel no. in UK (if known):

.....
.....Tel no:

Emergency Contact (If under 18 this must be your guardian in the UK)

Name

Address

.....

Tel. / Fax No..... Email.....

Relationship to you (mother/father/uncle/aunt/friend etc).....

Fees:

I understand that the course fee will be **£5,900** for the academic year 2011/12
I am receiving Financial Sponsorship (Confirmation letter required, refer to Tier 4 Guidance)
I am funding the cost myself (Please provide evidence, refer to Tier 4 Guidance)

**Please use this check list to ensure you have provided all the necessary documents
(Please ✓)**

<input type="checkbox"/>	The completed application form from the prospectus + these 2 additional pages
<input type="checkbox"/>	Your photograph x 2
<input type="checkbox"/>	Your personal statement (a minimum of 200 words to explain why
<input type="checkbox"/>	Copy of Passport (pages showing photograph & passport number)
<input type="checkbox"/>	Copies of education certificates
<input type="checkbox"/>	Copy of IELTS Certificate (Academic)
<input type="checkbox"/>	Evidence of Financial Sponsorship or of funds required (in your name).
<input type="checkbox"/>	Copy of birth certificate

Please send ALL of the above documentation to:

**International Admissions
Bracknell & Wokingham College
Church Road
Bracknell
Berks
RG12 1DJ
Great Britain**

**Tel: +44 (0)1344 766 205/207
Fax: +44 (0)1344 766 698**

YOUR APPLICATION CAN ONLY BE DEALT WITH IF ALL OF THE ABOVE ARE INCLUDED

**INTERNATIONAL APPLICATION 2011/12
CONTINUED**

- ❑ If we accept you, we will let you know and you will then need to organise the full payment or the non-refundable course deposit (MINIMUM £2500). This is required in order to receive the Acceptance Letter to help you get a visa.
Please allow plenty of time to arrange a visa, as there is often a long wait to get an appointment at the British Embassy or High Commission. (Refer to Tier 4 Entry Clearance Guidance)
- ❑ Then you will also have to arrange your accommodation before you arrive in UK.

Your signature or the signature of your parent* or guardian* if you are under 18

**NB THE COLLEGE CANNOT BE HELD RESPONSIBLE FOR YOUR CHILD'S SAFETY OUTSIDE THE COLLEGE.*

Signature:.....

Relationship to Student:

Name:.....

Date:.....

Terms and Conditions for International Course Application

1. The fees due in any one year are those published for that academic year (September-June/July) and are payable in full in advance by 1st September . Fees which remain unpaid 2weeks after the start of the course or agreed payment date may be subject to a £100 late payment surcharge.
2. The course fee and deposit are valid only for the person, course and dates specified.
3. If a visa is refused or a student is not able to take up the offer of a place due to hospitalisation, the deposit will be refunded, less an administration fee of £250 Documentary proof of the visa refusal or a verified translation of a letter from a doctor or relevant health official is required before the refund can be authorised. Any letter of acceptance issued by the College must also be returned with the afore mentioned letter.
4. No reductions in course fees can be made for absences from the College for whatever reason.
5. Students are not expected to take holidays during term time.
6. Examination fees and books are not included in the course fee unless otherwise stated.
7. The College reserves the right to refuse entry to public examination if the tuition fees have not been paid in full, and/or if the student fails to meet the satisfactory level of work effort, performance or attendance.
8. A student may be asked to leave the college for disciplinary reasons, poor attendance or for non-payment of fees. Any fees already paid will not be refunded.
9. The College reserves the right to alter timetables, hours, fees or programmes of study shown in the college prospectus or other college literature at short notice should circumstances demand it. Where classes fall below the minimum number of students, classes may be closed or the number of hours per week reduced at no reduction in fees.
10. The College will not accept liability for any loss or injury sustained by a student whether in connection with his/her study or not. Personal insurance is strongly recommended.
11. To avoid accusations of fraud or involvement in illegal immigration, the College will inform the Immigration Authorities of any student who fails to arrive at the start of his course, leaves the course early or who fails to attend at least 80% of classes. This will be reported to the UK Border Agency as per the conditions of the Tier 4 Entry Clearance.