


## Application Form

	<p><b>1 – 6 Speedy Place, London UK WC1H 8BU</b></p> <p><b>Tel: +44 (0) 20 7837 8382</b>  <b>Fax: +44 (0) 20 7837 8225</b>          info@tudorcollege.co.uk          www.tudorcollege.co.uk</p>	<p>Affix a passport size photograph</p>
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### PERSONAL DETAILS *Please complete the form in CAPITAL LETTERS*

Title: Mr/ Ms / Miss / Mrs	Nationality:	Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname/Family Name:		First Name:	
Full Address:			
Postcode:		Country:	
Telephone No:		Mobile No:	
Email Address:		Date of Birth: dd / mm / yyyy /	
Passport Number:	Valid Date: dd / mm / yyyy	Date of Issue: dd / mm / yyyy	

### UK or OVERSEAS CONTACT

Title: Mr/ Ms / Miss / Mrs	Relationship to Student: Sponsor /Parent	Other: Please state:
Surname/Family Name:		First Name:
Full Address:		
Postcode:	Country:	Tel Number:

### COURSE TO WHICH YOU ARE APPLYING

Course Code:	Title of Course	Fee: <i>(exam, membership fees not included)</i>	
		Tuition Fee	£            per year
		Scholarship:	
		Total Fee:	
		Deposit:	
		Balance Due:	

Please state the month and year when you expect to start the course dd / mm / yyyy to dd / mm / yyyy

Would you like details of Accommodation? YES/NO

How did you hear about Tudor College London?

### PERSONAL STATEMENT

Please **attach a separate sheet** to provide us with information about yourself; your reasons for choosing this course; the knowledge, skills and positions of responsibility you have obtained through your work/education; the challenges facing you in your studies, work or personal career development and your future plans.

**EDUCATIONAL QUALIFICATIONS**

(Please state most recent first and attach copies of certificates or transcripts.)

University, School, College Name & Address	Degree, Diploma, Certificate, A-level, GNVQ	Subjects	Pass Overall or Fail Overall	Grades or Class	Date Awarded

**ENGLISH LANGUAGE QUALIFICATIONS**

If English is NOT your first language please specify which English Language Qualification you have or intend to take and give the relevant grade/score if known (eg TOEFL, IELTS)

**EMPLOYMENT & RELEVANT WORK EXPERIENCE**

Employer's Name and Address	From Month & Year	To Month & Year	Position Held	Brief Outline of Duties

**REFERENCE**

<b>Referee 1: Name</b>	<b>Referee 2: Name</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b> <b>Town:</b>	<b>Post Code:</b> <b>Town</b>
<b>Country:</b>	<b>Country:</b>
<b>Telephone No:</b>	<b>Telephone No:</b>
<b>Email:</b>	<b>Email:</b>

**STUDENT DECLARATION**

I hereby apply for admission to Tudor College London. I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct. I have read and understood and agree to be bound by the Terms and Conditions and the Refund Policy of the College.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CHECKLIST

- Have you
1. Complete the application form in full
  2. Attach copies of transcripts/certificates of your qualifications (they can be emailed to us directly)
  3. Attach completed references to the application form
  4. Attached documentary evidence of your settlement status in the UK or EU (if appropriate)
  5. Passport copies.

Please return this completed application form with references to:

**The Admission Office**  
**Tudor College London**  
**1-6 Speedy Place**  
**Off Cromer Street**  
**London**  
**WC1H 8BU**

**Telephone: +44(0)20 7837 8382**  
**Fax: +44(0)20 7837 8225**  
**Email: info@tudorcollege.co.uk**

**Note: application form and relevant documents can be either faxed or emailed to us.**

## PAYMENT OF TUITION FEES

### Payment of Tuition Fees

Tuition fees do not include any other fees such as examination fees, professional bodies' membership fees, awarding bodies' fees or books. Enrolment on the course creates a binding agreement to follow the course and to pay the full fee. Fees can be paid by bank draft, cheque, bank transfer or cash, in Pounds Sterling or Euros. Cheques and drafts should be made payable to:

### TUDOR COLLEGE LONDON

#### Bank Details (for Bank Transfers)

Payable to: **TUDOR COLLEGE LONDON**

Name of Bank: **Lloyds TSB**

Branch: **Eastern Branch**

Sort Code: **30-92-90**

**BIC: LOYDGB21053**

Account No: **02307470**

**IBAN: GB39LOYD30929002307470**

Please fax the 'Bank Deposit' slip to Tudor College as proof of payment. The 'Bank Deposit' slip must be stamped and dated by the bank.

The 'Bank Deposit' slip should show your name and course to ensure that the payment is credited to your account with us.

All payments must be made directly to Tudor College London and any payments made to agents will not be acknowledged as having been paid to us until received and receipted.

## GUIDANCE NOTES

### Registration Process:

#### 1. Letter of Acceptance - Conditional Offer

Once the application has been received and processed successfully, you will be sent a Letter of Acceptance which will state that the College is willing to offer you a place on the chosen course subject to the payment of the tuition fee either in full or by three instalments. (The conditions and amount of each instalment will be stated in the Confirmation of Place Letter). You will also be given an estimated cost of living per year in London. **This letter cannot be used for student visa application purposes.**

**2. Confirmation of Place letter** - Upon receipt by Tudor College of the agreed initial tuition fee or the full fee, usually:

**Local/UK/EU - minimum of £1000**

**Outside of the UK - minimum of £2000**

the College issues a Confirmation of Place letter to overseas students. This letter confirms that a place has been reserved on the course at Tudor College London and acknowledges receipt of your tuition fee payment. This Confirmation of Place letter is required to obtain your Embassy interview and student visa.

**3. Enrolment Letter** - On arrival in UK, you must complete the final registration process. You must personally register with Tudor College London and be placed on the college student register. We will then issue you with an Enrolment Letter, your individual college registration number and college ID card.

To open a Bank Account and to obtain a National Insurance Number (NI) you will need to take your Enrolment Letter along with you to show proof that you are a registered student.

You must bring the following documents to the College:

1. Current Passport
2. Two passport size photos
3. Educational certificates/documents
4. Confirmation of Place letter (original)

Failure to appear at the agreed starting date or failing to inform the College of their visa application status will mean forfeiting fees and the College is obliged to notify the Home Office and visa issuing authority that the student no longer has a place on the course.

1. Enrolment on a course, together with the payment of the required deposit, creates a binding agreement to follow the course and to pay the full fee. All fees must be settled no later than five weeks prior to commencement date of the course. Your attention is drawn to the English Language skills required, satisfaction of which is a fundamental condition of admission to a course at the College and the appropriate awarding bodies and universities.

2. Fees can be paid by bank draft, cheque, bank transfer, credit card or cash, in pounds sterling or Euros.

3. Tuition fees do not include any other fees such as examination fees, professional bodies' membership fees, awarding bodies' fees or books.

#### **Tuition Fee Refund**

4. In the event of cancellation, for whatever reason, the following will apply:

a) Cancellations must be made in writing and will only be considered to have been made on the date on which they are received by the Registrar at the College.

b) For cancellations, which are received more than 8 weeks before the course commencement date, an administrative charge of £200 will be deducted from the deposit and any balance held will be refunded.

c) For cancellations which are less than 8 weeks before the course commencement date, the deposit will not be refunded, but the balance of any tuition fees already paid will be refunded.

d) No refunds will be given, where a cancellation, for whatever reason, is received after the commencement of the course.

e) No refunds will be given if the student stops attending or leaves the course, for whatever reason, before its completion or is suspended by the College owing to nonattendance, misconduct etc.

f) Overseas students should note that where a statement has been sent to the Home Office to support a student visa application, the College must notify the Home Office of any cancellation of the course.

g) Visa Refusal: Students requiring a student visa to enter or remain in the UK may claim a refund of the tuition fee paid (less administrative charge of £200.00) only if their visa application has been refused and the College informed of this prior to the commencement of the course.

h) The application for a refund must be accompanied by a copy of the refusal letter from the British Embassy (APP200), copies of all the pages of the passport and the original documents of admission issued by the College.

i) If the College is informed of the refusal after the commencement of the course, one term's fee is deducted. After the commencement of any term, the tuition fee for that term is not refundable and visa refusal during the term entitles the student to a refund of the fees for subsequent terms only.

j) Home students or students not requiring a student visa to enter or remain within the UK may claim a refund of the course fee paid (less administrative charge of £200.00) provided a written notice of cancellation is received by the College at least one month before the commencement of the course. If the notice is not received in time, one term's fee will be deducted before a refund is made.

k) In the case of students not requiring a student visa, at the student's request and if recommendation by the Course Tutor, the fees may be deferred to a course commencing at a later date.

l) If students change their course of study during the term time, no refunds will be given where the revised course involves fewer subjects.

m) A minimum of 6 weeks is needed for the processing of refunds. No interest is paid on any refund payments.

n) No refunds are due where students have postponed the commencement of their course in the UK.

o) Where a student has obtained a student visa using our college documentation and then decides not to follow his/her course at this college once they have arrived in UK, there will be no refund.

5. All refunds are made subject to the prior approval of the Executive Board.

6. An offer of a course place is for a specific intake. Fees paid will not be carried forward if you transfer to the next intake unless your reason for seeking such a transfer is that:

a) you were unable to register in time for the intake you expected to join because delays were experienced in securing a visa; or

b) you failed to meet the English Language requirements of the awarding universities and required to take an English Language programme.

7. Where a student change his/her course of study during the term, no refund will be given for the revised course if it contains fewer modules/subjects than the original course.

8. Students are entered for examinations (where applicable) only if their attendance is not less than 80% of the total and they are recommended by the Head of Department. While the College informs, advises and assists students in examination entry procedure, it is the students' own responsibilities to ensure that they register with the professional bodies as Student Members, that external examination entries are in order and sent off to the appropriate examining bodies by the appropriate closing dates. All examination fees and students' membership fees must be paid by the students before the examination. No refund will be given if the students fail to meet the above deadlines.

9. The College reserves the right to cancel or withdraw any course after the published commencement date where it considers that it is not viable to run that module/subject/course, whereupon an alternative subject/course will be offered or a refund of fees.

10. Students are expected to conduct themselves responsibly on the College premises. The College has a 'No-Smoking', 'No drugs' and 'No-alcohol' policy on its campus. Misconduct may result in suspension of the student from the College. In such cases no refund of fees will be given and any outstanding tuition fees will be payable in full

11. Anyone supplying false information on the Application Form is liable to suspension or expulsion from the College.

12. The Directors reserve the right to require a student to leave a course at any stage, if the student does not fulfill the above requirements; if the student's continued presence would, in the opinion of the Directors, be detrimental to the wellbeing of staff, students or the College generally; or if the student does not meet his or her financial obligations. Any fee refunded to an excluded student will be done so wholly at the discretion of the Directors.

13. We are required by the Home Office to record your attendance and supply any and all details when requested.

14. The contractual relationship between a student and the College shall be governed by, and construed in accordance with, the Laws of England and Wales.