

Course Application Form

	Given Name	Family Name	Name to Appear on Certificate	
	Nationality	Country of Origin	Date of Birth	Passport Number

Home Address

Number/ Name:	
Street/ Road:	
Town:	
Country/ State:	
Postcode/ Zip code:	
Country:	
Telephone:	
Fax:	
Email:	

Do you have any medical or physical disability: **YES / NO**

If YES please provide brief details:

Will your disability require the provision of any specialist facilities during your study or examination period at the College?

Apart from the above I confirm that I know of **NO** other **physical or medical** condition which would prevent me from completing my course within the dates given on my offer letter. I also confirm, and I will provide proof, that I have enough funds to support my studies in the UK.

I understand that I must attend all lectures at the college and obtain a minimum of 80% attendance. I will be required to attend the college for a minimum of 15 hours per week and that I must submit all assignments and sit examinations on time. If I fail to meet these conditions I understand under UKBA rules the college will remove my sponsorship to study, my visa will then become invalid and that I will be reported to the UK Border Agency. **ALL THE INFORMATION GIVEN ON THIS FORM IS ACCURATE AND NO FALSE DECLARATION IS MADE.** Please note terms and conditions on page 6.

Signed:

Date:

YOU MUST ALSO SIGN, where indicated, on PAGE 6

Please state the courses you wish to apply for:-	Select Month of entry:
--	------------------------

Educational Qualifications & Work Experience

Employment or Training Details:

Name and Address of Employer	Position Held	From Date	To Date

Examinations still to be taken with results expected:

Awarding Body	Examination	Date of Exam	Expected Result

Diploma, degree, teaching or other qualifications:

Date Passed	University/ College	Address	Award/ Grade

School Examinations:

Year	Examining Body	Type of Exam	Subject	Result

Attach the relevant attested photocopies of your educational qualifications and provide English language translations as appropriate.

References: (At least one reference should be someone who can provide details on your previous education and your ability to study).

Referee 1	
Name	
Address:	
Telephone:	
Referee 2	
Name	
Address	
Telephone	

Accommodation Required in Birmingham:

Yes

No

If No please give UK address where you plan to live (note you MUST live within easy travelling time to the college)

Summary of Fees Payable																																
Course Fee:	£																															
Deposit:	£																															
Balance Due:	£																															
<p>Bankers drafts are REQUIRED method of payment and should be made payable to: <u>Birmingham International College</u> The agent is NOT authorised to take cash. <i>IF for any exceptional reason the fee is paid by cash a receipt for the FULL amount must be obtained with date and name of person taking the cash. The College admissions officer will need to be advised immediately and also verify this receipt on arrival.</i></p>																																
<p>Alternatively Credit/Debit Card may be used by giving details below:</p> <table border="1"> <tr> <td>Card Type:</td> <td>Visa</td> <td></td> <td>Access/ Master Card</td> <td></td> </tr> <tr> <td>Card Number:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Expiry Date:</td> <td></td><td></td><td></td><td></td> </tr> </table>		Card Type:	Visa		Access/ Master Card		Card Number:																					Expiry Date:				
Card Type:	Visa		Access/ Master Card																													
Card Number:																																
Expiry Date:																																

Now please complete the following page in your own words. (Forms that are not FULLY completed will be returned)

If your qualification meet the entry requirements for your chosen course the Principal of the College together with the College Admissions Officer will use

- the information you provide
- the information supplied by the College representative
- your referees (where applicable)

to identify if you should be offered one of the places on the course.

Have you ever been refused a visa? **Yes/No**
If so give date and reason for refusal.-

Why I want to study this course?

If your last study was more than 2 years ago please explain why you wish to return to study and what you have been doing since you last studied.

Why I want to study in the UK?

Explain how studying in the UK will benefit you when you return to your country.

Any additional information you wish to give to support your application.

Agent Interview Notes:

The Agent MUST interview the applicant and identify the reasons they support the application from this student.- (see list of questions to ask)

College Remarks (for office use only):

College Principal and/or Admission Officer to state reason for accepting or rejecting the applicant.-

**Checklist of enclosures to be submitted with this application:
I enclose herewith:**

- Copies of my educational certificates as certified by authorised College representative, a lawyer, Magistrate, Justice of Peace or a British Council Office.
- Three passport sized photographs (Please print names and intended course/s on the reverse of each photograph)
- Copy of my C.V. –For Students with any work experience.

Guidance Notes On Completing This Application:

Before making the application students must have read the prospectus or web site carefully. It is particularly important that students understand the entrance requirements for the course/s of study for which they are applying. If in any doubt as to their eligibility to join a particular course/s the student should contact the college or college country office where we will be pleased to advise you.

Payment of Fees: All fees must be settled in full four weeks prior to the commencement of the course/s or upon enrolment at the latest.

Declaration:

I declare that the statements made by me are correct to the best of my knowledge and belief and I agree to be bound by the College terms and conditions, as stated opposite, which I confirm I have read, understood and accept. I also accept I have to attend lessons for at least 15 hours per week and also meet minimum of 80% attendance.

If I fail to attend or to make satisfactory progress I accept I will be reported to the UKBA.

Signed:

Date:

Return Completed Form To: Country Office OR-

Birmingham International College
Lyndon House, Hagley Road
Birmingham B16 8PE, United Kingdom
Tel.: +44 (0) 121 454 6717
Fax: +44 (0) 121 410 2761
Email: info@bic.ac Web: www.bic.ac

Terms and Conditions:

- This application form must be signed by the student.
- i. Enrolling for a course at the College constitutes a binding agreement on the student to follow the course schedule and to pay the full fee.
 - ii. Students unable to join their course by the scheduled date must inform the College in writing at least two weeks prior to the commencement date of their course. Any applications for deferment of the commencement date, which are not received within the specified time, will only be accepted at the College's discretion.
 - iii. Tuition fees are payable in full before students start their course of study
 - iv. Unless otherwise stated, fees quoted for the course are for tuition only.
 - v. Tuition fees or deposit paid are **not refundable**. However, if a student has been refused a visa for entry to the United Kingdom, the total fees paid will be refunded **minus £200**, providing ALL the following conditions are met:
 - a) The student has informed the College in writing about their inability to start the course/s, at least two weeks prior to the commencement of their course.
 - b) The student has not entered the United Kingdom.
 - c) The College is provided with the original refusal letter issued by the British High Commission/ Embassy which confirms the reason for refusal of a visa for entry to the UK.
 - d) An authenticated copy of the refusal stamp in the passport.
 - e) The student has not appealed against the refusal of a visa. If an appeal has been lodged, the fees will be refunded only upon receiving documentary evidence that the appeal has been dismissed.
 - f) The Certificate of Enrolment and the receipt for the fees paid are returned to the College in their original form.
 - vi. However tuition fees or deposit paid are **not refundable where refusal is due to the use of fraudulent documents**.
 - vii) Students who are late starting their course will not be entitled to any refund, or reduction in tuition fees. This also applies where students have been absent from class for a period of time and they may not have been attending all the subjects for which they have been enrolled.
 - viii). Should the College remove sponsorship from the student because of non registration or poor attendance then tuition fees will not be refunded.
 - ix). If a student is required by the Home Office to leave the United Kingdom due to any breach of law, then tuition fees will not be refunded.
 - x). Important notices to students are displayed on the main notice board and it is the students' responsibility to read such notices.
 - xi) All details in the prospectus and accompanying documents are correct at the time of printing. The College reserves the right to make changes to the structure and content of course/s, including cancellation for all causes which are deemed beyond the control of the College.
 - xii). Permission to miss classes to travel will not be given during term time.
 - xiii) UK Border Agency regulations do not allow leave of absence from attending the college where a repeat of study would then be required.
 - xiv) The Directors reserve the right to require a student to leave the College at any stage if a student does not fulfil the above requirements. If a student's continual presence would, in the opinion of the Directors, be detrimental to the well-being of staff, other students or the College generally or if a student does not meet his/her financial obligations, then in such cases tuition fees will not be refunded.
 - xv) Anyone supplying false information in this application or while at the College is liable to immediate suspension from the College.

Version updated Nov 2010.