

# International Students

## APPLICATION FOR ADMISSION FORM

### INSTRUCTIONS TO APPLICANTS

- 1 Please complete this form as fully as possible.
- 2 In support of your application you must attach certified copies of your academic transcripts to include proof of English Language level e.g. IELTS or equivalent UKBA recognised English Language test, before an offer can be made.
- 3 You must send a non-refundable deposit of £300 along with your application. This forms part of your tuition fees. If you are applying through an accredited agent you may register your deposit with them.
- 4 If you are under 18 on the 1st September of the year the course commences, this form must be signed by your parent/guardian.
- 5 Please print in block letters using black ink.

Please attach a passport photograph

Sponsorship Licence Number (SLN): 07MABU3G2

### PERSONAL DETAILS

Surname or Family Name:

First Name/s:

Date of Birth Day/Month/Year:

Sex:

Male

Female

Nationality:

Country of Birth:

Religion:

Address in Home Country (must be completed):

Correspondence Address (in the United Kingdom):

Telephone:

Mobile:

Fax:

Email:

### COURSE DETAILS

Please refer to the International Guide/Full-time Prospectus, Course Information Sheets for this information. To enable us to issue an Application Letter we require complete information. For English Language courses please provide an exact start date and the number of tuition hours required per week e.g. General English 15 hours, Intensive English 21 hours.

Course (Full title as shown in Full-time Prospectus/Course Information Sheets e.g. BTEC Level 3 Subsidiary/Extended Diploma in Business)	Course Duration (e.g. 1 year)	Start date (month e.g. Sept 2012)

## VISA INFORMATION

Passport Number:

What type of visa will you be using to enter the UK? e.g. General Student/Student Visitor

Are you currently studying in the UK?

Yes

No

If yes, what type of visa do you have?

If yes, name of sponsor institution, together with town/city and name of course?

When does your visa expire?

## EDUCATIONAL BACKGROUND (HOME COUNTRY)

Please attach certified copies of your academic transcripts.

School/College	Course Studied	Grades/Results	Date Completed

## EDUCATIONAL BACKGROUND (UNITED KINGDOM)

Please attach certified copies of your academic transcripts.

School/College	Course Studied	Grades/Results	Date Completed

## ENGLISH LANGUAGE

Test Taken:

IELTS

TOEFL(IBT)

PEARSONS

CAMBRIDGE

Date Taken:

Result:

First Language:

## OTHER INFORMATION

Please provide any other information relevant to this application, such as work experience or previous study not included above

## ACCOMMODATION AND ARRIVAL

Do you require College arranged homestay accommodation?

Yes

No

Do you require taxi transfer from the airport of arrival to Bournemouth/Poole?

Yes

No

*If yes, to either of the above then also complete the Accommodation Application Form, which can be downloaded from [www.thecollege.co.uk/international/accommodation](http://www.thecollege.co.uk/international/accommodation)*

**FEE PAYMENT & REFUND PROCEDURES**

1. **DEPOSIT**
  - 1.1 On application for admission to a course a non-refundable deposit of £300 is payable and will be **credited against the student's tuition fee.**
  - 1.2 This deposit of £300 will only be refunded if The College withdraws the course.
  - 1.3 This deposit may be held for the student by a College accredited agent under the Agents Agreement, but becomes payable if the student does not accept The College's offer.
2. **PAYMENT OF TUITION FEES**
  - 2.1 Tuition fees are payable in full 30 days prior to the start of the course.
  - 2.2 Tuition fees are payable in GBP sterling only by bank draft payable to The Bournemouth and Poole College, bank-to-bank transfer, cash, personal cheque, or visa/mastercard. The College will not be responsible for any monies paid to an accredited agent.
  - 2.3 There are no additional academic fees payable for programmes at The College no enrolment, library or other fees. However, students are required to pay additional expenses on some courses and these will be advised on application. When students have to repeat a subject, or subjects in the same academic year in which they have paid a full fee, no additional fee is payable. However, when they repeat a subject or subjects in an academic year in which they have not paid a full fee, a pro-rata fee is payable. Students who enrol on additional courses, will be required to pay a separate fee.
  - 2.4 Students enrolling on a two-year course will pay the same tuition fee for Year 2 as for Year 1 - regardless of whether an increase has occurred.
3. **REFUND PROCEDURES**

If after payment of fees a student withdraws their application, the following will apply:

  - 3.1 If notice of withdrawal is received by The Bournemouth and Poole College in writing more than four weeks prior to the commencement of the course, the following refund will be made:
    - 75% of full tuition fee payment

The amount retained by The College will include the non-refundable deposit
  - 3.2 Where a student withdraws from a course up to two weeks after the start date, the following rules will apply:
    - 50% of full tuition fee payment
  - 3.3 Once a course has commenced, refunds will only be given in exceptional circumstances. This applies even when the student did not attend the course.
  - 3.4 Refund decisions are taken at the discretion of the Curriculum Manager/International Office. Consideration will be given to cases where students withdraw in exceptional circumstances. Any application for a refund must be made by the student concerned in writing.
  - 3.5 Where a student has been issued with an Application Letter, subject to attaining the required level of English Language, and the student does not attain that level, the student will be requested to continue with English Language training for a prescribed further period at their own additional cost. **Where the student does not wish to take up this option, they will be unable to study at The College.**
  - 3.6 If a student has been conditionally accepted onto a course subject to attaining the required academic entry level and they do not reach this level, a suitable alternative course should be offered. If this is not acceptable, the student can obtain a refund of tuition fees less the £300 non-refundable deposit.
  - 3.7 Where a student has had to withdraw because they have been refused a visa to enter the UK, a full refund of all tuition fees **excluding the £300 non-refundable deposit** will be made upon written proof of their visa refusal.
  - 3.8 Where a student has been offered a place on a course, and the course does not run, the student should be offered a place on an alternative suitable programme. If the student then wishes to withdraw they must do so within the first two weeks of the start date in order to receive a tuition fee refund.
  - 3.9 Tuition fees will not be transferred to other educational institutions.
  - 3.10 Refunds will only processed once The College has reported to UKBA that sponsorship of this student has been withdrawn. For students who apply within the UK a refund will be issued.
  - 3.11 No refunds will made to third parties, except College accredited agents.
  - 3.12 These regulations may be waived in exceptional circumstances and at their discretion by the Executive of The Bournemouth and Poole College, and their decision is final.

**WHERE DID YOU FIRST HEAR ABOUT THE BOURNEMOUTH AND POOLE COLLEGE?**

<input type="checkbox"/>	Exhibition	Which one?	<input type="text"/>
<input type="checkbox"/>	Advertisement	Which one?	<input type="text"/>
<input type="checkbox"/>	Educational Agent	Which one?	<input type="text"/>
<input type="checkbox"/>	School/College	Which one?	<input type="text"/>
<input type="checkbox"/>	British Council Office	Which one?	<input type="text"/>
<input type="checkbox"/>	Personal recommendation	Who?	<input type="text"/>
<input type="checkbox"/>	Internet		<input type="text"/>
<input type="checkbox"/>	Other		<input type="text"/>

**FINANCE**

Please give details of the person who will be paying your fees:

<input type="text"/>	Name:	<input type="text"/>	Relationship:
<input type="text"/>			
Address:			
<input type="text"/>			
<input type="text"/>	Telephone:	<input type="text"/>	Email:
<input type="text"/>			
Signature of person paying fees:			
<input type="text"/>			

## CREDIT/DEBIT CARD DETAILS

Name on Credit/Debit Card:	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>
Credit/Debit Card number:	Amount: £	
Three digit security code:	Start date:	Expiry date:
Issue No:		

## PROOF OF BANK TRANSFER ATTACHED

Please arrange for the credit of The Bournemouth and Poole College  
Lloyds TSB, Branch Name: Bournemouth (309108)

Sort Code: 30-91-08 Account No: 03308206 BIC: LOYDGB21045 IBAN No: GB45 LOYD 3091 0803 3082 06

## EQUAL OPPORTUNITIES POLICY

The College is committed to equal opportunities. This means that people from all sections of the community are welcome. Students coming to The College are entitled to expect that they will be treated with respect and have equal opportunities irrespective of age, disability, gender, ethnicity, sexual orientation, religious persuasion or marital status.

## DATA PROTECTION

The information you provide on this application form will be used for the purposes of International student administration and to enable us to assist you with your education whilst at The College. It will be disclosed internally within The College and externally to the Learning & Skills Council and the Department for Innovation Universities and Skills. In signing this application form you give your consent to the use of your personal data in this way.

## DECLARATION

To the best of my knowledge all the information I have given is correct. I accept that my admission is subject to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures. I have read these and understand them.

Signature of Student:	Date:
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Statement of parent/guardian applies where applicant is under 18 on 1st September of the year the course commences. I will consent to my son/daughter applying to The Bournemouth and Poole College and if accepted, taking part in any educational visits, practical placement or community study, and I understand that he/she will be subject to College Regulations.

Signature of Parent/Guardian:	Date:
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## WHAT HAPPENS NEXT?

We aim to make a decision within a maximum of five working days provided we have all the necessary paperwork. We will then write to you offering you a place on a specific course with details of how to pay.

## CHECK LIST

Please tick boxes to show that you have enclosed the following with your Application Form:

- Deposit/Tuition fees
- English test results
- Certified translated copies of academic transcripts
- Photograph
- Copy of Passport details page
- Copies of all visas issued to study in the UK

Please return this form together with the required enclosures as listed above to:

International Operations, The Bournemouth and Poole College,  
The Lansdowne, Meyrick Road, Bournemouth, Dorset, BH1 3JJ, United Kingdom.

Telephone: +44 (0) 1202 205161 Fax: +44 (0) 1202 205991 Email: [international@bpc.ac.uk](mailto:international@bpc.ac.uk)  
Website: [www.thecollege.co.uk/international](http://www.thecollege.co.uk/international)

