



ITCR College

APPLICATION FORM

Hannibal House, Elephant and Castle Complex, London SE1 6TE.
Tel : +44 (0) 207 358 6977; Fax: +44 (0) 207 7035292
Email: enquiries@itcrcollege.co.uk
Website: www.itcrcollege.co.uk

Please affix
your passport
size photograph

PERSONAL DETAILS

This form should be
completed in
BLOCK CAPITALS
and returned (along
with any supporting
documentation as
required)

Title (Mr / Dr / Miss / Mrs / Ms) : Surname:

First Name (s):

Date of Birth (mm / dd / yyyy): Sex (Male / Female):

Address :

.....

..... Post Code :

Telephone : (Home) : Mobile :

Fax : E-Mail :

Overseas Address :

.....

.....

Telephone : Mobile:

COURSE DETAILS

Proposed course of study :

Start date :

Are currently studying somewhere else?

ENGLISH LANGUAGE (*Please give the results of English language tests you have taken*) :

IELTS (score) TOEFL (score) Others:

STATUS

Nationality: Country of birth :

Country of permanent residence:

If the country you live now is different to your country of permanent residence, please state when you entered and for what purpose :

Date: Purpose :

FINANCE

How do you propose to finance your course of studies?
___Employer ___Parents ___Private means ___Postgraduate award Others :.....

Please mention the name and address of the person or organisation responsible for paying your fees :

EDUCATION	Qualification & Subjects	Date Obtained	School / College/ University	Grade
	SCHOOL LEAVING QUALIFICATION			
	SECONDARY SCHOOL/INTERMEDIATE			
DEGREE OR HIGHER EDUCATION				
PROFESSIONAL QUALIFICATION	TITLE	DATE	AWARDING BODY	
	GRADE			
EMPLOYMENT HISTORY	POSITION	DATES	EMPLOYER DETAILS	STATUS (FT/PT)

**REASON FOR
CHOOSING THE
PROPOSED
COURSE**

**CRIMINAL
CONVICTIONS**

Do you have any criminal convictions? Yes No

Nature of the conviction: _____

Date of Conviction: _____

The consequences of that conviction in terms of sentence served or caution received:

NB If you do not answer this question, we cannot process your application.

**ANY OTHER
INFORMATION**

Do you have any other information relevant to this application?

**SOURCE OF
INFORMATION**

How did you hear about the college (Please tick the appropriate one):

- A) Recommend a friend scheme: ___
- B) Agent: ___
- C) Advertisement (Metro): ___
- D) Advertisement (Others): ___
- E) ITCR Website: ___
- F) Other (Please Specify): ___

REFERENCES

Full Name :

Address :

.....

.....

Relationship :

Telephone :

Mobile :

Full Name :

Position :

Organisation :

Address :

.....

.....

Telephone :

TERMS & CONDITIONS OF ENROLLMENT

As a student of ITCR College, I further agree in addition to the contractual terms already in the College Prospectus, the following undertaking:

1. Enrolment for a course at the college constitutes a binding agreement on the student to follow the course and pay the full tuition fees.
2. The minimum entry requirements for each course are set out in the college prospectus.
3. Once you have been accepted by the college, a **minimum deposit £1500** is required in order to obtain a letter of offer which will be given on or before five (5) working days.
4. All tuition fees must be paid in full prior to commencement of the course. At the discretion of the college students may be allowed to pay their fees by installments.
5. Tuition fees are not refundable. However, if a student has been refused a visa to enter the U.K, fees paid will be refunded, apart from the sum of **£200** (registration + administrative fee) to cover administrative charges, provided the following conditions are met:
 - a. The student has not entered the U.K
 - b. The student provides the college with the original '**Refusal Letter**' issued by the British Embassy/High Commission.
 - c. If the student has lodged an appeal, the fees will only be refunded once the college receives documentary evidence that the appeal has been dismissed.
 - d. The original letter of Acceptance and the receipt for fees paid must be returned to the college
6. The college reserves the right to cancel or postpone a course, if there is insufficient demand. If the course for which an application is made is cancelled for whatever reason, fees paid will be refunded.
7. It is the student's responsibility to ensure that external examination entries are submitted in time and that Registration/Examination fees for examining Boards are fully paid.
8. The college will not facilitate any student who is in breach of the Immigration Rules.
9. Overseas (non-European) students on a student visa are required to attend a full-time course of a minimum of 15 hours per week daytime study. The college is unable to provide attendance certificates to students whose attendance in class is less than 80%. Absences through ill health must be supported by a medical certificate.
10. If a student is required by the Home Office to leave the U.K because of non/poor attendance, or due to any breach of law, tuition fees paid will not be refundable.
11. The College reserves the right to exclude the student from the classrooms in case of default on any payment arrangement made with the College, and in case of ITCR moderated Courses, the College may withhold my examination results or prevent me from sitting any of the modular examinations
12. The college reserves the right to make changes in regulations, syllabuses, fees, etc. without prior notice.
13. It is the entire responsibility of the student to submit required documents to the College at least 4 weeks to the leave to enter/remain visa expiration provided the College is to make representation on behalf of the student.

DECLARATION

I wish to enrol as the above named as a student of ITCR College, London. I, undertake

1. I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
2. I agree to the Horizon College of Learning processing my personal data contained in this form and other personal data that the college may obtain from me or other people connected with my studies.
3. I agree to the retention and disclosure of such data for normal academic and administrative purposes in accordance with my principles set out in the 1998 Data Protection Act.
4. I agree to either give the required notice of cancellation or to pay the required fees in lieu of notice. I understand that fees may be varied at any time.

Applicant's Signature : **Date :**