

Enrolment form

Date: _____	Passport size photograph
Our Ref: _____	
CAS No: _____	

Personal details:

Title: _____
Name: _____
Surname: _____
Nationality: _____

Date of Birth: _____
Place of Birth: _____
Passport No: _____
ID No: _____

Student contact details:

Address in your country: _____

Tel: _____

E-mail: _____
Skype ID: _____
UK Address (if any): _____
Tel: _____

Next of kin details (1) (relative/friend):

Name: _____
Surname: _____
Relationship: _____
Tel. No: _____

Address: _____

E-mail: _____

Next of kin details (2) (relative/friend):

Name: _____
Surname: _____
Relationship: _____
Tel. No: _____

Address: _____

E-mail: _____

Course details:

<input type="checkbox"/> General English	<input type="checkbox"/> IELTS	Start date: _____
<input type="checkbox"/> Intensive English	<input type="checkbox"/> Foundation course	Number of weeks: _____
<input type="checkbox"/> FCE	<input type="checkbox"/> ICM Business Studies	Preferred time(s): _____
<input type="checkbox"/> Callan Method	<input type="checkbox"/> ICM Computing	Level: _____
<input type="checkbox"/> Grammar Course	<input type="checkbox"/> ICM Hospitality Mgt.	Session starting:
		<input type="checkbox"/> Jan <input type="checkbox"/> Mar <input type="checkbox"/> Jun <input type="checkbox"/> Sep

Qualification:	Institution:	From (date)	To (date)

How did you find us?

- Friend
 Website
 Flyer
 Agent
 Newspaper _____
 (Please specify)

Terms & Conditions

Registration & Fees

- A registration fee of 100 GBP is payable for enrolment on all courses.
- Late registration fee of £20 will apply if you have arrived to the UK but fail to register within one week of the course commencement date.
- The tuition fees do not cover the cost of books and other material the students might require during their course of study, nor cover the cost of exams and registration with the professional bodies and the fees of examination centres.
- Students applying for a professional course at Eynsford College should pay 70% of the course fee before the CAS number can be assigned.
- Students applying for a General English Language Course at the College should pay a full fee before the CAS number can be assigned.
- Fees are not transferable to other students.
- If you fail to pay your fees according to your instalment plan for two consecutive payments, we reserve the right to cancel your course for non-payment. To be re-admitted to the course, you will need to pay your outstanding balance in full plus £50 towards the administrative expenses.
- If you are more than one week late with the payment of your instalment, a late payment charge of £10 will apply.
- Before assigning a CAS number to a student, we reserve the right to ask for additional documents such as student's own bank statements, parents' bank statements if they are sponsoring the student on the course of studies, as well as other documents related to the visa application in order to assess the case. However the College bears no responsibility if the student's visa application is refused for any reason not directly related to the College.
- If it has been more than six months since the student has been assigned a CAS number, there might be a need for a new CAS number in order to renew the application for entry clearance. There will be a charge of £250 in such circumstances.
- If an entry clearance has been refused, you can ask the College for a transfer of deposit and fees to the next intake, i.e. defer your course to the next intake while you appeal the decision (subject to availability). You will need to provide the BHC refusal letter and we might ask you for other documents like bank statements or any other documents submitted with the student's visa application. Please note that £250 will be charged for new CAS.
- If a new CAS is required to make a new application to UKBA as a result of refusal, an additional fee of £250 will be applicable.

Refunds

- No fees will be refunded if the CAS number has already been assigned to a student, unless the visa application has been refused.
- If the course is discontinued or postponed by the College, students enrolled on the course will be given an option to change to a different course or a full refund will be given.
- Refunds will be made by cheque or bank transfer and in no circumstances in cash and only to the person who have paid the course fees.
- Please allow 3 weeks for all refunds.
- £250 administration fee is non-refundable in all cases.
- In case of refusal, we will need to see an original refusal letter from the UK Border Agency or the respective British High Commission in order to process a refund.
- In case of existing students studying on the course, renewing their visa and having their visa refused, if the course has already started, we will calculate refund from the date of the refusal and retain the amount of fees equivalent to the period studied, or 250 pounds whichever is greater.

No refunds will be made in the following cases:

- If student's visa application has been refused because of his/her non-attendance, poor-attendance, non-compliance with the Home Office rules and requirements, working for more hours than it is allowed by the Home Office, submitting false documents to the College in order to get an admission or to the Home Office in order to obtain visa.
- If, whilst the student's application being in the Home Office, the College suspended the student from the course due to non-attendance or poor-attendance.
- If a student studying a professional programme failed to make a progress on the course for two consecutive terms and has been suspended from the course for the same reason.
- For the course which has already finished.
- If the student has been reported to the Home Office by the previous educational institution the student had been registered with, and this resulted in refusal of the student's visa application.
- If a student has been refused an Entry Clearance as a consequence of previously being removed/deported from the UK and he/she failed to inform us about this prior to enrolling on the course.
- If a student is awaiting an appeal decision against the visa refusal. Refunds will be considered on the presentation of the Court's final decision (of refusal).

Holidays

- Students are entitled to take holidays depending on the type and duration of their course.
- All students are required to use their holiday allowance during the College holidays (Christmas and Easter holidays). There will be no reduction in tuition fees for these periods; courses will be extended for such periods.
- For students on professional programmes, the holiday entitlement will be restricted to

outside the term dates, and students would not be authorised to take holidays during the term times (emergency cases will be reviewed for approval).

General

- By signing our application form you are entering into contract with Eynsford College and agreeing with our terms and conditions.
- Places on courses are subject to availability and the admission can be refused on College's discretion.
- We reserve the right to change course fees, the timetables, teachers, classrooms and may combine classes without further notice.
- No Certificates of Completion will be issued by the College to the students if the student failed or has no examination results from a professional body.
- We reserve the right to suspend or dismiss any student without refund of fees in the event of serious misconduct, unacceptable behaviour, disrespect or bullying toward our staff or other students.
- Use of computers in the College outside the IT classes is subject to availability and at the College's discretion
- Students will not be allowed to use College computers for unauthorised purposes.
- We reserve the right to use any photographs of students taken during the classes or outside activities for advertising and promotional purposes and the copyright of these photographs should belong to the College.
- The College is not responsible for safekeeping of any delivery of post, faxes, etc. sent to a student at the College address or for safekeeping of exam results or certificates.

Discipline

- Examples of unacceptable behaviour which can lead to suspension:
- Being abusive and disrespectful towards teachers and other students.
- Causing disturbance and nuisance.
- Causing damage to the College property.
- Consuming drugs or alcohol on College premises.
- Failing to observe health and safety rules and fire precautions.

Change of Sponsor

- If you want to change your college and therefore a Tier 4 sponsor before the end of your current course, you will need to inform us and show us the offer letter from another school/university before any attendance/leaving letters can be issued.
- Until you are given a leaving letter you will remain to be a student of Eynsford College and therefore will have to maintain your attendance on the course.

Disclaimer: By signing this form I agree with terms applied.

Date: _____

Signature: _____

For Office Use:

BHC No: _____