

INSTRUCTIONS TO APPLICANTS

1. Please complete this form as fully as possible. Please tick boxes where appropriate and all sections are compulsory.
2. In support of your application you must attach a copy of your passport details page, certified copies of your academic transcripts, proof of English Language level e.g. IELTS before an offer can be made.
3. You will be required to pay a non-refundable deposit of £300 as part of the tuition fees following our instructions. If you are applying through an accredited agent you may register your deposit with them.
4. If you are under 18 on the first day of the course, this form must be signed by your parent/guardian.

HEALTH INSURANCE

If you apply for a short study period and for a student visa for less than six months, you are required to take out medical insurance as you will be liable for the UK National Health Services (NHS) charges for the treatment you receive in the UK except for in a medical emergency and this is limited.

Some countries have a reciprocal agreement with the UK which may entitle you to some free healthcare on the NHS.

It is your personal responsibility to arrange Health Insurance for your stay in the UK. You will be required to submit an evidence of your insurance arrangements for the duration of your stay before a place on a course can be confirmed.

Part 1: PERSONAL DETAILS	
Family Name:	
First Name:	
Date of Birth: (dd/mm/yyyy)	Gender: Male Female Other
Nationality:	Country of Birth:
Religion:	Passport Number:
Address in your Home Country:	Telephone Number: Mobile Number:
	Email Address:
Country:	Zip/Postcode:
Emergency Contact 1 Details (a family member who we can contact)	
Family Name:	First Name:
Relationship to student: (e.g. Mother)	Telephone Number:
Contact Address: (if different from above)	Mobile Telephone No:
	Email Address:
Country:	Zip/Postcode:
Emergency Contact 2 Details (a family member who we can contact)	
Family Name:	First Name:
Relationship to student: (e.g. Father)	Telephone Number:
Contact Address: (if different from above)	Mobile Telephone No:
	Email Address:
Country:	Zip/Postcode:

Part 2: COURSE SELECTION

Please choose your course from the list below. Please refer to our website for more information.

English Language Courses:

General English x 15 hours a week

Intensive English x 21 hours a week

English Plus Subject * x 21 hours a week

*Please confirm one **Subject** you wish to take as part of this course:

Start Date (dd/mm/yyyy):

When do you wish to start your course?

End Date (dd/mm/yyyy):

When do you wish to finish your course?

Other Courses:

Please confirm one course you wish to study. Examples: International Access to University, Level 3 Vocational Programme, Higher Education Programmes (Please refer to our website for a full list of our courses).

Duration of the above course:

(1 term, 1.5 term, 1 year, 2 years)

Part 3: ACCOMMODATION AND AIRPORT TRANSFER

Do you require a Homestay Accommodation?

Yes

No

(If yes, please refer to our website for more information)

Do you require an Airport Transfer from an airport to Bournemouth/Poole?

Yes

No

Part 4: ADDITIONAL SUPPORT QUESTIONNAIRE

1. Do you have any health or medical conditions? (Consider allergies too)?

Yes

No

If yes, please provide full details below:

2. Do you have a disability?

Yes

No

If yes, please provide full details below:

3. Do you have a learning difference/difficulty? (e.g. Dyslexia, Dyspraxia etc.)

Yes

No

If yes, please provide full details below:

4. Do you have any wellbeing issues? (e.g. depression, anxiety, eating problems, obsessive compulsive disorder, phobias etc.)

Yes

No

If yes, please provide full details below:

Part 5: PREVIOUS EDUCATION (HOME COUNTRY)

Please attach certified copies of your academic transcripts or reports, translated to English by an official translator

School/College

Course Studied

Grades/ Results

Date Completed

Part 6: PREVIOUS UK STUDIES

Please attach all copies of visas, BRP cards and previous visa refusal letters (if applicable) as well as copies of your certificates, transcripts and results.

Have you previously studied in the UK?

Yes

No

If yes, please provide full details below

Course Studied:

Type of Visa:

Visa Dates:

Have you had any previous UK Visa Refusals?

Yes

No

Part 7: WHERE DID YOU HEAR ABOUT THE BOURNEMOUTH AND POOLE COLLEGE?

Please provide more details: (Name of agent, School/College or Website)

Part 8: CONVICTIONS

Please declare whether you have relevant* convictions or current proceedings against you.

Yes No

*If you answer yes we will contact you and ask for more details. We are only interested in proceedings or criminal convictions that relate to violence, are of a sexual nature or involve unlawfully supplying controlled drugs or substances. If you fail to declare information it may result in disciplinary action being taken against you once you have enrolled at The College.

Part 9: DATA PROTECTION

All personal information that Bournemouth and Poole College holds is processed in accordance with current UK data protection legislation. The College is the data controller and contact details for our data protection officer can be found on our website www.thecollege.co.uk The information you provide on this form will be used for providing the services outlined in this document. Your data may be shared internally in The College and with your: accredited agent, educational institution and parents/guardian; government agencies including UKVI where applicable. We will contact you where necessary in order to provide the service detailed in this document. For more information about how we use your data, please see our full privacy notice at www.thecollege.co.uk/privacy-notice.

The College is committed to equal opportunities. See our Equality and Diversity policy on The College website for more details. We may contact any recent education provider to request information. By signing this document you agree that your personal information can be processed and used in this way.

I confirm I have read the College Terms and Conditions and College Payment Policy.
These can be found online – www.thecollege.co.uk/policy

Part 10: PUBLICITY AND PHOTOGRAPHIC IMAGES

During the course of studies, photographs, video, and other digital images may be taken of the student for academic and/or marketing purposes, including use on The College website.

We consent that photographic material can be used for course/college publicity and marketing purposes. I agree to assign to The College any promotional rights and intellectual property rights for these images. We agree that The College may retain and use images for up to five years from the date of when the image is taken.

Yes

No

Part 11: 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. In signing this form consent is given for participation of activities, receiving of medical treatment and I agree to the processing of my personal data. I will ensure that any change in circumstances will be notified to The College.

Signature of Student:

Date:

Statement of parent/guardian applies where applicant is under 18 on the first day of the course. 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. In signing this form consent is given for participation of activities, receiving of medical treatment and use of personal data. I will ensure that any change in circumstances will be notified to The College.

I give permission for my son/daughter's photograph to be taken for publicity/promotional purposes:

Yes

No

Signature of Parent/Guardian:

Date:

(If student is under 18 years of age)

WHAT HAPPENS NEXT?

Please return this form together with the required enclosures to International Operations by email to international@bpc.ac.uk

We aim to make a decision within a maximum of five working days provided we have all the necessary paperwork. We will then contact you/your agent by email offering you a place on a course with details of how to pay.

FEE PAYMENT AND REFUND PROCEDURES

1. DEPOSIT

- 1.1 On application for admissions 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 agents 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 held 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 four 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 decision 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, conditional on obtaining the required level of English Language, and the student does not meet the level, the student will be requested to continue with English Language training for as prescribed further period. **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 No refunds will be made to third parties, except College accredited agents.
- 3.11 These regulations may be waived in exceptional circumstances by the Executive of the Bournemouth and Poole College, and their decision is final.