



# ALBION COLLEGE

Attach photograph here

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## APPLICATION FORM

PERSONAL DETAILS		
Surname:	First Name(s):	
Date of Birth:	Passport No:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country of Birth:	Nationality:	
Permanent Address:		
Correspondence Address (if different from above):		
Telephone:	Fax:	
e-mail:		

PREVIOUS EDUCATION:		
Dates of Attendance	School/College	Main Exams and Grades

WORK EXPERIENCE (IF ANY):	
Dates:	Employer:
Job Description:	

ENGLISH LANGUAGE LEVEL (IF KNOWN):	
IELTS: Score: _____	TOEFL: Score: _____
OTHER (Please specify)	



<b>TUITION FEES:</b>	
Who will be responsible for paying your tuition and living expenses?	
Parents <input type="checkbox"/>	Self financing <input type="checkbox"/> Others (Please specify)
Name:	
Address:	
Tel:	e-mail:
Signature to confirm willingness to pay tuition fees + living expenses of applicant for duration of studies at Albion College:	
_____	_____
<small>Signature</small>	<small>Date</small>

<b>TERMS AND CONDITIONS:</b>
<ol style="list-style-type: none"> <li>1. Once we have received your application, we will advise you on whether or not we will be able to offer you a place at the College and, wherever possible, issue you with an offer letter.</li> <li>2. We will then ask you for a deposit of at least 50% of tuition fees towards the first year's tuition fees, and when we have received this deposit, we will issue a CAS (Conformation of Acceptance for Studies) confirming that a place has been reserved for you on your intended programme. If you require a student visa to study in the UK, this CAS can then be used to apply for your visa. We will be happy to advise you on all aspects of the visa application process, and in most countries, we have representatives who will be able to help you.</li> <li>3. Deposit payments can be made by cheque or through bank transfer into our College account, details of which can be found on the fees page of our website.</li> <li>4. If a visa application is unsuccessful, the deposit will be returned less an administrative fee of £200. Before we return the deposit, we will need to see a copy of the visa rejection form.</li> <li>5. The tuition deposit is non-refundable except when the visa application has been unsuccessful.</li> <li>6. On arrival in the UK, you must report to the College within 72 hours.</li> <li>7. Except in exceptional circumstances, students will not be allowed to transfer from one programme to another once they have accepted a place on the programme or programmes offered</li> <li>8. If a student decides to leave the college, then notice of at least one term must be given.</li> <li>9. Students must ensure that they maintain an attendance rate of at least 80%. Students who fail to maintain this level will be reported immediately to the UK Border Agency.</li> </ol>

<b>UNDERTAKING:</b>
<p>I undertake to pay all tuition fees as they become due and undertake to give the required notice of cancellation or payment of fees in lieu of notice. I understand that only in exceptional cases will I be able to transfer from the offered programme to an alternative course. I also accept the terms and conditions as stated above.</p> <p>Please sign if you agree;</p> <p>Signature: _____ Date: _____</p>

**Please attach the following to your application:**

1. Passport copy
2. Copy of latest academic qualification
3. Copy of latest English qualification
4. Bank statements and proof of income in English for last 6 months of person responsible for paying your fees and living expenses