



NORTH LONDON COLLEGE
 376 High Road Tottenham London N17 9HY
 Tel: 0208 808 8008 Fax: 0208 8016699
 Web: www.northlondoncollege.co.uk
 E-mail: info@northlondoncollege.co.uk

Attach Passport
 Photograph here

Application Form

Please complete all parts of this form in Block Capital (After completion, e-mail or return the form above address)

SURNAME _____ Mr / Ms / Mrs / Dr / Other

FORENAME(S) _____

HOME TOWN ADDRESS: _____

_____ City: _____ Postcode: _____

Tel: _____ Mobile: _____ Fax: _____

E-mail: _____

Date of Birth: _____ Place of Birth: _____

Nationality: _____

Passport Number: _____ Passport Expiration Date: _____

Visa Type / Expiration Date: _____

UK ADDRESS: _____

_____ City: _____ Postcode: _____

Course applying for: _____

Intended starting Date: _____ Choice of study: Full Time Part Time Day Release

Previous Education / Qualification Records				
College	Address	Country	City	District/County

Qualification Obtained				
Subjects		Grades	Month	Year

Employment and Training Details				
Employers Name / Address	Occupation	Job Description	Date from	Date to

ANY TRAINING / EXPERIENCE RELATED TO CHOOSING COURSE

Reason for choosing / Applying for the course

ENGLISH PROFICIENCY	
Type of English course	
Score	
Passing Date	

TERMS AND CONDITIONS

1. To enrol on a course, a deposit of 50% of the total course fee must be paid at the time of booking. The deposit is valid for a maximum of one month.
2. The outstanding balance of the course fees must be paid in full before commencement of the training.
3. Payments can be made in cash to the college registrar at the college or Cheque made payable to NORTH LONDON COLLEGE
4. Cancellation charge of 50% will be charged on fees paid if notified two weeks before commencement of lecture otherwise 100%.
5. The College will run the course registered for if student is not informed of the course withdrawal two weeks before commencement.
6. If a Student fail to notify or report to the college 10days after the start of the course, or 10 days after the extended allowed date for students coming from overseas, The UKBA will be notified of such student none arrival and may lead to termination from the course and removal from the college register. (any fees paid will be forfeited)

Refund:

- A.** The initial deposit will be refunded if the college fails to run the course or fails to reserve a place for the prospective student.
- B.** Where a visa is not granted to the prospective international student, for a refund request to be granted, the following documents must be returned to the college
- b.1. The Original College admission letter given to the student, The Embassy Refusal letters. Where a third party is to receive the refund on behalf of the student, a letter of authorisation from the student will be required) before refund can be authorised, with a deduction of 15% of the course fees for administration cost.
- b. 2 but where the refusal is due to presentation of forged, illegal documents or any fraudulent act, the college will deduct 50% of the course fee.
- C.** Where the refusal is caused by any fault of the college, a full fees will be refunded or a reissue of the admission letter and a new place reserved if the student so wish.
- D.** If the student withdraw from the course after application has been accepted and a receipt issued, 25% will be deducted from the amount paid.
- E. (1) If a CAS certificate is issued, and visa is refused due to the student / prospective student's fault or negligence to the UKBA's requirements, the amount deposited will not be refunded as such CAS number cannot be retrieved.**
- E. (2) If the refusal is due to the college fault, another CAS will be issued for re-application.**

(The college Receipt for the money received or letter of acceptance issued are legal document, and therefore are evidence of contract between the college and the student.)

I confirm that information given in this application form is true, I agree to North London College processing personal data contained in this form, I agree that information obtained from me or other people on my behalf by the college will be stored in a hard copy and in the college central data base to be used for internal college administration and other purposes registered with the Data protection register I have read and agreed to the terms and conditions of enrolment as outlined above, and confirm to the best of my knowledge that the information given by me on this form is correct. (Applications submitted by email are deemed to have accepted the terms of the declaration given above)

Signature: _____

Date: _____

Sponsors Signature : _____ (Where applicable)

Date: _____

Office use

Application Number: _____

Course Code: _____

Candidate Accepted

Candidate Refused

Under consideration



Reasons for decision taking: _____

Any alternative Course offered :) Yes / No: (if yes state) _____

Candidate Learning status: _____

Course Start Date: _____ Course End Date: _____

Course Fee: _____ Fees payment method agreed /Time allowed: _____

Interviewed By: _____

Decision made by: _____

Date: _____

Date: _____