



(July 2010)

CECOS London College

Photograph
(Passport-size)

APPLICATION FOR ADMISSION

(Please read the College Prospectus before completing this form)

Please complete this form in **BLOCK** capitals using black ink

59 Compton Road, Islington, London N1 2YT, United Kingdom

Tel: +44 (0)20 7359 3316

E-mail: info@cecos.co.uk

Fax: +44 (0)20 7288 1599

Website: www.cecos.co.uk



Commencement: (Please indicate the date you wish to commence your course of studies by checking one of the following:

Sep 20___ Jan 20___ Apr 20___ Jul 20___ Other _____

Family name

First name(s)

Title (Mr/Mrs etc)

Date of Birth

Address (if in UK)

Overseas Address

Postcode:

Telephone

Telephone

Mobile No

Mobile No

Date of entry to UK (if applicable)

Sex: Male Female

Marital Status

E-mail address

Nationality

Passport No

Visa details: (For international students already holding a visa)

Visa valid from

Valid until

Course Title: (Please state the course for which you wish to apply)

Course Level: (Please state the course level/modules you wish to apply)

Undergraduate Postgraduate

Other _____

Mode: (Overseas students requiring student visa may only take full-time courses)

Full-time One-Day Release Part-time (Day) Part-time (Evening)

Course Duration: (1 term - 3 months) Please indicate the duration of your intended course by checking one of the following

1 Year 18 Months 2 Years 3 Years 4 Years

Who will pay your fees? Please tick as appropriate

Parents Family Member Employer (Please attach evidence) Self

Name

Address:

Telephone:

Fax:

Educational Qualifications: (Please list all schools, colleges, universities or other training institutes you have attended)

Level <i>(starting from recent)</i>	Calendar year		Grade or %age	Name of School/College/University	City	Country	Certificate/ Diploma/ Degree
	From	To					

English Language Proficiency:

Have you taken the TOEFL, IELTS or PTE? Yes _____ No

If "YES" then what was your score?

Date passed:

Please note that a proof of English language proficiency is required for consideration of admission. Without proof of English language proficiency, your application will be refused.

Work Experience (if any):

Job Title	Name of organisation	Full/Part-time	From	To

Please give reasons for choosing this programme and any future educational plans:

To help us provide assistance wherever possible please state briefly if you have any health problems or special needs requiring support or facilities:

PERSONAL STATEMENT

Please enter below a personal statement by yourself which could include: your academic interest, details of any relevant practical experience, responsibilities; outside interests; reasons for wishing to study at CECOS London College; where appropriate, reasons for wishing to study in the UK etc. (Please attach an extra sheet, if necessary)

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Accommodation in the UK:

Accommodation in the UK is arranged through our Student Co-ordinator's office.

Will you require an accommodation arrangement by this office? Yes No

Referee Details

Applicants must provide details of two references below, at least one of which should be an academic teacher who is familiar with your recent academic work. We may contact them in order to get further details:

	First Referee	Second Referee
Name		
Occupation/Relationship to Applicant		
Address Line 1		
Address Line 2		
Address Line 3		
Country		
Postcode/Zip Code		
Telephone (with country & area code)		
Fax (with country & area code)		
Email address (print carefully)		

Please ensure that you have attached the following with the form:

- Two recent coloured Passport sized photographs
- Copies of Academic Certificates and other official transcripts
- Score of TOEFL / IELTS / PTE
- Copy of Passport

Terms & Conditions:

- a. British residents having no visa requirements to remain in the UK, may claim the refund of tuition fee paid, less administrative charges of £200, if the Admissions Office receives a written request from the student for cancellation of admission, at least one month in advance before the commencement of classes. In case the Admissions Office does not receive the notice in time, a deduction from the refund will be made equal to the fee of one term.
- b. No fees are refundable to the International Students if, after the commencement of a course, the student stops attending the classes or leaves the course before its completion, or he/she is suspended by the College due to low attendance or misconduct or a legal prosecution by the law enforcing authorities.
- c. A student who requires Student Visa to enter or remain in the UK, will be entitled to a refund of the tuition fee, less administrative charges of £200 if his/her visa application is refused. A letter of refusal from the British Embassy (APP200), the original fee receipt and the original documents of admission issued by the College must be attached with the application form. If this application reaches the College after the commencement of the course a full one term fee will be deducted from the refund and after the commencement of any term the fee for that term is not refundable. A visa refusal during an ongoing term will entitle the student for the refund of the remaining fee for subsequent terms only. Administrative charges of £30 apply to every subsequent re-application.
- d. In case of fee transfer from another Institution, the fee is not refundable to the student but only to the same institution.
- e. If the student gets visa, and is not willing to attend the course / college, the deposited fee is not refundable and not transferable.
- f. If the student is granted unconditional admission by CECOS and he/she changes his /her mind of coming to the college and doesn't appear for visa, only half of the deposited fee is refundable, if a written request reaches the college before commencement of session along with the original letters issued by the college and full copy of the passport. If such request reaches the college after the commencement of session, the deposited fee is non-refundable.
- g. A minimum of 6 - 8 weeks is required to process the refunds on receipt of an application, according to the rules. No interest or profit is claimable upon any refund payments. The refundable amount is refunded in the same currency in which it was received by the College, irrespective of the exchange rate.
- h. No refunds are considerable when students in UK have postponed the commencement of their course.
- i. All the refunds must be claimed directly from the college within one year of refusal date. The tuition fee will not be refunded if the request reaches later than this. This point is not applicable to appeal cases.
- j. No refund will be given if the student is refused Tier 4 (General) Student entry clearance under paragraph 245ZV of the immigration rules where he/she is required to claim 10 points for maintenance; or where there is a mistake on part of the student.
- k. The College reserves the right to change or amend any refund procedures at their discretion. All refunds are subject to the approval by the Executive Director.

Declaration:

I confirm that I have read and understood the above terms & conditions and all the information provided in this application form is complete, factual and correct. I understand that I must submit all required credentials along with official transcripts and educational record with this application form to facilitate the decision for my admission. Further I believe that all application documents submitted to CECOS London College will become the property of CECOS and cannot be returned and/or reproduced. I confirm and agree to abide by the rules and regulations of CECOS London College as set out in the college prospectus/brochure/website, which I accept as a condition of this application. I also understand that the rules and regulations can be changed at any time without any prior notice and I abide myself to follow them. By signing below, I bound myself to pay the complete tuition fee for my course.

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Admission decision:

Accepted

Rejected

Conditional

Comments:

Course title on which place offered:

Course Start Date:

Processed by:

Date: