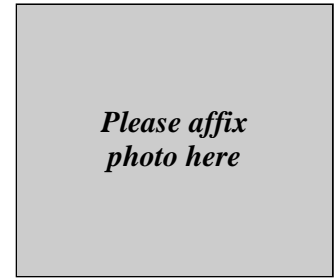




Registrar
 St. Patrick's College
 24 Great Chapel Street
 London W1F 8FS. UK

Tel: +44 (0)20 7287 6664
 Fax: +44 (0)20 7287 6282
 Email: info@st-patricks.ac.uk
 www.st-patricks.ac.uk

Ref:



APPLICATION FORM

Please ensure that the application is FULLY completed using CAPITAL letters ensuring legibility. Tick as appropriate, and comment where necessary. Should you wish to provide additional details in support of your application, please use separate sheets.

PERSONAL DETAILS

Mr Mrs
 Miss Ms First Names: Surname:

Nationality: Date of birth: Occupation:

Passport No.:

Address in your country

Street:

Country:

Telephone:

Fax:

E-mail:

Your address in England (If known)

Street:

Post code:

Telephone:

Fax:

E-mail:

Mobile Tel:

Where are you currently based? UK Overseas if so, Country:

COURSE DETAILS

Course title: Start Date:

ACADEMIC QUALIFICATIONS (Please send us copies of all certificates)

Award	Title	Major Subjects	Grade	PT/FT Mode	Start/Finish Dates	Name of College/University (Include Country)

RELEVANT WORK EXPERIENCE. (if applicable) – Continue on another sheet if necessary

Dates	Position	Duties	Employer

Sponsor Details

You may have more than one sponsor. Someone living in the UK for example could sponsor your accommodation while someone else from any part of the world could pay your college fee. You will need a letter and supportive documents from all your sponsors when you apply for the visa at the British High Commission or Embassy.

Financial Sponsor

Sponsor Name:..... Telephone:
Relationship to student: E-mail/Fax:
Address:
.....Postcode:

Accommodation Sponsor (if applicable)

Sponsor Name:..... Telephone:
Relationship to student: E-mail/Fax:
Address (if known):
..... Postcode:

ACCOMMODATION REQUEST* (if applicable)

Family: Bed & Breakfast £20 per night
 Half Board £24 per night
Would you like us to arrange accommodation for you? Yes No Residence: From £27 per night + £40 Booking fee

PLEASE NOTE: Accommodation bookings must be for a minimum of **2 WEEKS**. 2 weeks notice is also required to leave your accommodation, and you **MUST** inform the college.

Accommodation required from Date: To Date: Do you smoke? Yes No

Special requirements (e.g. special dietary/medical needs, allergies etc.):

AIRPORT TRANSFER* (Please tick)

Would you like someone to meet you at the airport? Yes No

Heathrow £65 one way
 Gatwick £75 one way
 Other:

Date and time of arrival in the UK: Flight details:

Please note that in case of delayed flights and or other delays such as immigration control etc, a waiting charge will be levied.

PAYMENT

Course Fees

Registration Fee£35

Accommodation

Booking Fee (If applicable).£40

Airport Transfer

Bank Transfer Charges
(Please add £12 if
you pay by bank transfer)

Total

In how many monthly instalments would you like to pay your fees?

1 Up to 3
Up to 4 Up to 6
Up to 8 Up to 10

I am sending (Please tick)

£35 Registration fee
and, Full payment
or Deposit

I wish to pay by (Please tick)

Bank Transfer Nat West Bank, 208 Piccadilly, London, W1A 2DG, England
Account Name: St. Patrick's International College
Account No. 79371957 Sorting Code: 56-00-03

Credit/Debit Card: Visa Master Card Switch Delta
Card Number

Expiry Date: Issue Number (Switch only):

Card Holder Name:

Signature: Date:

Marketing:

How did you hear about us? Agent Newspaper Magazine Internet Friend/family Passing by
 Radio TV Leaflets Staff Other:

Please provide details:

Disability:

Do you consider yourself disabled as defined by the Disability Discrimination Act? i.e. Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

No Yes If yes, please state briefly the nature of your disability:.....

Application Check List

Please use the checklist below to ensure that the application is fully completed.

Fully completed and signed application form Where required:
 2 x Passport sized photos Payment for accommodation enclosed
 Copies of certified qualifications/certificates Payment for airport transfer enclosed
 Copies of certified work experience letters
 Other documents, please (listed):

Payment of £ by Bank draft/cheque/Credit Card/Bank Card

I confirm that I have read and accept the conditions of enrolment and I understand that my application is accepted on that basis.

Signature: Date:.....

*Prices correct at the time of publishing and may change without prior notice. Accommodation and Airport transfer service is subject to advanced notice and availability. Any cancellations/changes must be made 14 days before the intended dates. Failure to comply will result in charges being incurred.

TERMS AND CONDITIONS, FEES POLICY AND FINANCIAL REGULATIONS

This policy is in addition to our standard Terms & Conditions, as printed in the college prospectus.

A GENERAL TERMS AND CONDITIONS

- All applications must be accompanied by a non-refundable registration fee of £35, copies of all the required certificates and two passport-sized photographs. We regret that we will not be able to consider your application if the registration fee is not enclosed. This fee is not refundable unless admission is refused.
- All students must produce evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties. Anyone found to have given false information or forged documents will be expelled from the college.
- All applicants/students on their arrival in the UK will have their pre-requisites (for their chosen course) assessed by the College academic staff. Following assessment, the staff may at their discretion, require the student to complete an access course successfully prior to joining their chosen course. Any applications for exemptions will be assessed by and granted only at the discretion of the staff. Any exemptions granted will be subject to conditions, e.g. students wishing to join the 2nd year of undergraduate study (or an HND) need to demonstrate successful completion of the 1st year (for instance an HNC and its associated coursework). In all cases, the decisions of the academic staff are final.
- Students are required to attend all lectures, take all tests and submit assignments set by their tutors. Failure to adhere to these guidelines/deadlines may render the student liable to certain penalties, such as - re-sits, which may in turn affect the student's duration of studies, fees, completion, etc. Students must inform the College of any change to their UK address and/or telephone number.
- Students wishing to transfer their course from one term to another due to extenuating circumstances acceptable to the college may do so but a notice of two weeks is required and there is an administration fee of £100.
- St. Patrick's reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
- St. Patrick's accepts no legal liability in the case of accidents, illness, loss of or damage to, personal effects and mail. Students will be required to pay for any damage they cause to the premises and/or property of the college or their accommodation arranged by the college.
- St. Patrick's reserves the right to expel any students for improper conduct or any conduct that interferes with the well-being of other students, staff or the reputation of the College.
- It is the student's responsibility to apply and register with the relevant academic or professional bodies where applicable and to enter for any external examinations.
- Overseas students who are in the UK on a student visa are required by law to enrol on a full-time weekday course of at least 15 hours a week. Attendance at St. Patrick's is a compulsory 18-22 hours of formal daytime tuition each week. Students are required to attend tutorial sessions and will be given work to be completed in their own time. They must also comply with all other immigration regulations and laws.
- Students must agree to abide by the Terms & Conditions and Fees policy (see separate section). This information is updated from time to time and is available on request.
- In the event of refusal of a visa, tuition fees will be refunded (not the registration fees) subject to an administration charge of £100, provided that all original documents issued by the College (acceptance/enrolment letter, receipts) and proof of rejection of student visa (a letter issued by the British Embassy/High Commission Authorities, confirming the refusal of visa/entry) are returned to the College. All refunds will be made in UK Pounds (£).
- Students must pay at least £1500 or 50% of the tuition fees, whichever is higher, to enrol for a specific course. Foundation degree applicants are required to pay their full fees upfront.
- Course fees may be paid by instalments at the discretion of St. Patrick's College. There will be a charge for this facility. Overseas students are not normally eligible for this facility for their first year at St. Patrick's College.
- The College reserves the right to contract any third party to provide it services, including enforcing any terms of this agreement, and to store students' personal information.
- The College reserves the right to conduct and provide its services from premises within reasonable commuting distance of its current campus.
- Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.

B FINANCIAL REGULATIONS

B1. INFORMATION FOR ALL STUDENTS

The fees for students attending The College are detailed on the fees list. The fees can be paid from the following sources :

- An employer or other recognised sponsor (see section B2 below)
- Student or his/her family (see section B3 below)

Students who are unable to produce acceptable evidence of support from their sponsor will be liable for the payment of their fees as specified in the category of "Payment by student " below.

All students must enrol at the start of their course, and each subsequent year. At that time they must either provide an acceptable written guarantee from an official sponsor accepting responsibility for all fees due or make full payment of their fees and any registration fees for the academic year concerned or elect to pay by instalments. The College will only accept student enrolments upon receipt of the relevant payments or sponsor authorisation. Instalments are due at the beginning of each month or as stated in the fees statement (see section 3 below). It is the responsibility of each student or sponsor to ensure that the College receives payments by the due date irrespective of whether a reminder has been issued. A penalty charge of £25 will be applied for late payments as detailed in section B3 below.

The College reserves the right to change a student's fee classification in the light of changes in legislation, or where it can be shown that a student has withheld information relevant to his/her fee status.

Those whose funding will come from outside the UK should apply immediately for the necessary transfer of funds. The College will not agree to the delayed payment of fees because of exchange control issues.

B2. SPONSORED STUDENTS

The College reserves the right to accept a sponsor's guarantee. In a case where the guarantee is not acceptable, it is the student's responsibility to pay his/her fees in line with our Admission Procedure.

B3. PAYMENT BY STUDENT

Students who are on full time courses lasting more than five months and are financing themselves may pay their tuition fees in a **single payment** at the time of enrolment or by **instalments**.

SINGLE PAYMENT: This should be paid within 30 days of the course start date, unless payment by instalments has been agreed. If whole fees are not paid within 30 days of the start date of the course or other notified date, the student will incur supplementary charges as detailed below.

PAYMENT BY INSTALMENTS: Students who are on full time courses lasting more than five months may pay by monthly instalments. A supplementary charge will be added to the tuition fees as follows:

Number of Monthly Instalments from the start day of course	Supplementary Charge
1	FREE
Up to 3	£60

Number of Monthly Instalments from the start day of course	Supplementary Charge
Up to 4	£80
Up to 6	£120

Number of Monthly Instalments from the start day of course	Supplementary Charge
Up to 8	£160
Up to 10	£200

INSTALMENT DETAILS:

FIRST INSTALMENT: Total tuition fees or min £1500, or 50% of the course fee, whichever is greater excluding the Registration fee of £35 must be payable before enrolling on a course. The supplementary fee may be waived if the full fees are paid within 30 days of the course start date. Foundation degree applicants are required to pay their full fees as the first (and only) instalment.

SUBSEQUENT INSTALMENTS: The College reserves the right to change instalment amounts. Normally the instalment amounts are evenly spread over the chosen/agreed term. Students wishing to pay off balances earlier than the agreed term may do so and obtain a rebate on the supplementary charge, which is usually 50% of the difference in the supplementary charge to the nearest later number of instalments as laid down above.

The following conditions will also apply to those paying by instalments

- Students who choose to pay by instalment(s) must continue to do so until the full balance of the course fee and any charges are paid in full.
- A facility to pay by instalments will normally be withdrawn from individuals who fail to meet instalment deadlines promptly.

Late payment charges / Rejected transactions

- A **penalty charge of £25** will be applied for late payments. The College may not accept any reason for delayed payment. Any transactions rejected by the bank will be classified as late payment.
- The penalty charge will be applied in all instances where payment has not been received by the College at close of business on the instalment due date.

B4. REFUNDS

All refunds are made at the discretion of the College, in accordance with the conditions below.

REGISTRATION FEES: Registration fees are non refundable.

TUITION FEES:

In order to claim a refund of tuition fees the student or sponsor must meet the following conditions:

- Advise the Registrar in writing of withdrawal from the course four weeks before the start date of the course on the advertised start date or within a reasonable period thereafter.
- Complete and return the Refund Application form along with Student card and other College property, including all original documentation issued by the college.
- Overseas students or their sponsors must return all original documents issued by the College (acceptance / enrolment letter, receipts etc) which were issued by the College and proof of rejection of student visa (a letter issued by the British Embassy / High Commission or British Immigration Authorities, confirming the refusal of visa / entry).
- Overseas students must still be in their country of domicile (or other country apart from the UK) and not have obtained a visa/entry clearance for the UK.

Refunds will be calculated as follows:

- Full refund:** A full refund of tuition fees will be made if the College is unable to offer an advertised course on the advertised start date or within a reasonable period thereafter.
- Home / Overseas students (based in the UK):** From the tuition fees paid, £300 will be retained by the College and the balance of the fees paid will be refunded if they meet conditions (i, ii) set above, and the college must be satisfied that the student has not taken any advantage of college documents and references. This includes the arrival into, or extension of stay in, the UK, Council Tax and other benefits or services.
- Overseas students (not based in the UK):** Tuition fees will be refunded after £100 deduction of administration cost only after they meet conditions (i, ii, iii, iv) stated above. Should the student wish to appeal against an entry clearance/visa decision, the College will provide documentation for the next available session at no extra cost if the student/sponsor does not apply for a refund.

No refund will be made if the student or sponsor is not meeting the conditions set out above or the student is required by the Home Office to leave the UK because of non or poor attendance or because of any breach of the law.

Refunds will be made to the person or organisation that initially made the payment.

B5. OUTSTANDING LIABILITIES

The College will initiate the recovery of all outstanding fees or property at the earliest practicable date after the liability has incurred. However, if a student still owes any fees (e.g. tuition fees) or is yet to replace, or reimburse the College for, property lost or damaged by her/him, admission to the course will be refused after informal notice until the debt is discharged in full.

B6. EXCEPTIONAL ARRANGEMENTS

Special arrangements can be made where exceptional/extenuating circumstances apply. These are at the discretion of the college.

B7. ACCOMMODATION

Should the college be asked to arrange accommodation for a student, a minimum of two weeks rent is required in advance by the college as a deposit in order to secure the students accommodation. This deposit is non refundable should the student find alternative accommodation.

St. Patrick's reserves all rights to change, vary, or defer the terms of enrolment, fees and financial regulation at it's discretion.

OFFICE USE ONLY

Registry

Check list: Complete incomplete, details:

Application Received by: Date:

Notes:
.....

Admissions Tutors

Received by: Date Received:

Course Offered: Session:

Conditions:
.....