



If you have a disability and may require special facilities or support please give us details

Dyslexia     Hearing Impairment     Visual Impairment     Physical Disability     other

Please give relevant details \_\_\_\_\_.

Please give details of employment or work experience.

Detail of employment to date	Nature of Work	From	To	Part / Full-time

### Course Fees

Please indicate who will be responsible for payment of your fees. Tick one or more boxes below as appropriate.

1.  I will be responsible for payment of my fees    3.  Sponsor (Details are essential)  
2.  Overseas agency / organization / government    4.  Other

Please state name and address of 2-4 above, as appropriate

Sponsor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

### Where did you hear about the Bells College?

Friend or relative     British Council     Agent     Internet     Current or former student

Other (Please state) \_\_\_\_\_

### Declaration

I confirm that to the best of my knowledge the information given on this form is correct. I accept that completion of this form does not automatically give me a place on the course and that the College reserves the right to amend course arrangements as published.

I also understand that data from this form will be entered on computer for statistical purposes and will be used to assess the course fees.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Next of Kin:** (This Section Must be completed by all applicants)

Name of Kin \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone N. \_\_\_\_\_ Fax No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

**Reference:** (This Section Must Be Completed by all applicants)

Referee should be your current or most recent teacher, college lecturer or employer.

Name of Referee \_\_\_\_\_

Position / Occupation \_\_\_\_\_

Name & Address of School/College/Organisation  
\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

**Please comment on the following areas:**

A. Suitability for course and ability to complete the chosen course \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Personal Qualities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Any other addition information in support of this application \_\_\_\_\_

**Checklist:** You must attach the following for your application to be processed:

- A copy of passport -your photo page for E.U citizens and Visa photo page for non E.U citizens
- Copies of Credentials
- Experience Letters (if any)
- A reference letter from the named referees
- Proof of available finance
- English Language test score documents (IELTS etc)
- Two passport size pictures

## **Terms and Conditions of Admission**

- No student will be admitted to any Programme unless the principal / Registrar / Director Studies / Sr. Admission officer is satisfied that the student's previous education will enable him/her to benefit from the proposed programme.
- Students' deposit will be counted towards their tuition fees. This deposit is only refundable should student's visa application to the UK be refused, in which case, student needs to provide the original of the refusal letter from the British Embassy, General Consulate or High Commission before we start refunding the deposit. If a student is granted a visa, but he/she decides not to come to study with us, the tuition fee deposit will not be refunded.
- For applying refund students must have apply through refund request form within 14 days of refusal to admissions department, otherwise we will not consider the request for refund. We need minimum 8 weeks for processing the refund.
- If a student gets refusal for entry clearance or leave to remain in the UK on the basis of forged documents there will be no refund made or Student fails to enter in to the UK because false representation has been proved or they have been reasonably suspected on ability, qualifications and any other relevant documents at immigration, the College reserves the right to cancel CAS and no refund at all.
- If a student gets refusal due to no submission of required documents we will not consider any request for refund.
- When student gets visa the remaining tuition fee for the course will automatically becomes payable. The student will have to pay that amount under all circumstances.
- For students registering after the first day of any term, the Fees for that term will be charged on a term basis from the date of registration and will be payable in advance in the usual way.
- No allowance in respect of Fees can be made for students starting late or leaving early in any term once they have registered with the College; if the student is asked to leave the College by the Principal for disciplinary reason, any Fees due will remain payable, and prepaid Fees will not be refunded.
- In case of refunds, we will deduct bank charges and administrative fee.
- The College reserves the right, at any time to make whatever changes may be deemed necessary in admission requirements, fees, charges, tuition, policies, regulations and academic programmes prior to the start of any programme.
- The College does not accept any responsibility for students' personal possessions while they may be on any premises belonging to the College.
- The College will not be held liable for any property or money lost on the College premises. Students using the College's address to receive mail do so at their own risk. The College accepts no responsibility for any loss of mail belonging to students.
- The College reserves the right to alter timetables during an academic year at any time in writing for any reason.
- The College also reserves the right to increase the level of Fees payable for any term in the academic year, provided that the increase in Fees is notified in writing by the College to the parties responsible for the payment of Fees at least one month prior to the last day of the term immediately preceding the term for which the increase is to be charged.
- As a full-time student you need to attend the college for at least 15- 20 hours per week. We expect that you attend 100 % of your classes. In case of breach of this condition the students may face the deportation from UK. If a student is required by the Home Office/ UKBA to leave the UK because of non- or poor attendance, or because of any breach of law, the student's admission will be cancelled and tuition fees paid will not be refunded.
- If the application form is signed on behalf of the student by his/her sponsor/guardian/representative, these conditions will still apply.
- Students accepted on a programme of study, prior to interview, may be required to undergo an Entry / English test on arrival.
- Students who change address must notify the college in writing immediately. If our student fails to do, he or she will be responsible for any lost correspondence.
- Important notices to students are displayed on the college's main Notice Board and it is the student's responsibility to ensure that such notices are read.
- Students unable to join their course by the scheduled date must inform the College in writing at least two weeks prior to the starting date of their course. Any period of absence will be recorded and informed to UKBA.
- The course fee does not include the cost of textbooks, notes, or past examination papers and answers. These resources can be bought at an affordable price from the examination authorities or educational bookshops.

**Signature of Applicant:**

**Date:** \_\_\_\_\_