

**38 Goodmayes Road,
Goodmayes, Essex,
IG3 9UR UK**
Tel: 0208 599 2211
Fax: 0208 599 9964
Email: info@bellscollege.co.uk
URL: www.bellscollege.co.uk



Office Use Only	
Ref No:	<input type="text"/>
C+S Date	<input type="text"/>
C+E Date	<input type="text"/>
Method of Study:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Application For Admission

Please ensure that you meet the entry requirements for your chosen. Please complete all sections of this form in **BLOCK CAPITALS**, using blue or black ink.

1. Name of course(s) that you are applying for _____	Academic Year <input type="text"/>
A. _____	
B. _____	
2. Family Name / Last Name _____ <small>(Name as it appears on your passport / birth certificate)</small>	3. Mr / Mrs / Ms / Miss _____
4. First Name (Forenames) _____	
5. <input type="checkbox"/> Male <input type="checkbox"/> Female <small>(Please tick as appropriate)</small>	6. Nationality _____
7. Country of Birth _____	8. Date of Birth _____
9. Are you at present living in UK <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Please tick as appropriate)</small>	
10. Home / Permanent Address	11. The address you will be staying at in the UK or a UK contact address
_____	_____
_____	_____
_____	_____
Tel No. _____	Tel No. _____
Fax No. _____	Fax No. _____
E-mail. _____	E-mail. _____

Please give details of your education and any qualifications obtained at school, college or university. Please ensure you have included photocopies of your examination certificates.
Note: - Your application will not be considered without these. Please note you will be required to present the original documents on arrival at the college.

Date from	Date to	Education Establishment	Full / Part-time	Course / Qualifications subjects taken or to taken	Date / /	Grade

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 apply for admission to Bells College. I confirm that to the best of my knowledge the information give 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: _____

Reference: (This Section Must Be Completed)

This section should be completed by 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 _____

Terms and Conditions of Admission

- No student will be admitted to any Programme unless the Registrar is satisfied that the student's previous education will enable him/her to benefit from the proposed programme.
- Students deposit will be counted for student tuition fees. Student deposit is only refundable should student visa application to the UK be refused, to which case, student need to provide a copy of the refusal letter from the British Embassy, General Consulate or High Commission before we start refunding your deposit. If student visa is granted, but student decide not to come to study with us, student tuition fee deposit is not refundable.
- When student gets visa the remaining tuition fee for the course will automatically become 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.
- 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, but provided that the uplift 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 uplift is to be changed.
- If a student is required by the Home Office to leave the UK because of non- or poor attendance, or because of any breach of law, tuition fees paid will not be refundable.
- 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 immediately.
- 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.
- 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: _____