



New London College

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www.newlondoncollege.co.uk

SHORT-TERM COURSES APPLICATION FORM

(for college use)

Application No :	Date Received:	Enrolment Date:
Recruitment ID :	Start Date :	Course Code :

* To be filled in BLOCK LETTERS

1. Personal Details			
Surname/Family Name			
First name(s)			
Title: (Miss/Ms/Mrs/Mr/Dr)		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth		Nationality	
Contact Address (for correspondence)			
	City/Town:	County:	
	Postcode:	Country:	
	Telephone No:	E-mail:	

2. Course Details			
Course Name			
Duration			
Intended Start Date		Intended Date of Completion	
Choice of Study Mode	Full -Time Day <input type="checkbox"/>	Part -Time Day <input type="checkbox"/>	
	Part-Time Evening <input type="checkbox"/>	Part-Time(Weekend) <input type="checkbox"/>	
Reasons for studying the course (this would enable us to provide any assistance if needed)			

3. Educational and Other Relevant Qualifications				
Qualification Title	University/School/College Name & Address	Result (Pass/Fail)	Grade/Division/Class	Date of Award or Anticipated Award (Month/Year)

4. Employment			
<i>Please enter periods of employment or research experience in chronological order, with most recent at the top</i>			
Date From (Month/Year)	Date To (Month/Year)	Employer & Address	Title & Description of Post(s) Held

5. Sponsored Students (must be signed by the authorizing person)

Name of the Organisation			
Name		Position	
Address			
Signature		Date	

6. How did you hear about the course in New London College?

We would be grateful if you could indicate below how you heard about the course you have applied for. This will enable us to plan further publicity more efficiently.

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Total Fees		Fees Paid	
Balance (if any)		Balance Due Date	
Mode of Payment		Details	
Received By		Receipt Date	

Terms and Conditions

- The student has to pay the full fees at the time of enrolment.
- The College requires students to attend all lectures and classes and to submit written work and attend all tests and examinations and to work hard and diligently throughout the course.
- Applicants from overseas are reminded that they must comply with the Home Office regulations.
- Your attention is drawn to the English Language skills requirement, satisfaction of which is a fundamental condition to the admission to the College.
- In the event of cancellation, for whatever reason, the following will apply:
 - Cancellations must be made in writing and will only be considered to have been made on the date on which they are received by the Admissions Office.
 - For cancellations which are received more than two weeks before the course commencement date an administrative charge of £50 will be deducted from the deposit and any balance held will be refunded.
 - For cancellations received less than two weeks before the commencement date the deposit will not be refunded but the balance of any fees will be refunded.
 - Where cancellations are received after the course commencement date, for whatever reason, no refund will be given. In addition. Any balance of outstanding fees on the student's account must be paid in full.
- The tuition fees should not be paid to anyone else but the college. Do not deposit tuition fee with third parties or send money to the College by post.
- You can pay your tuition fees either by a direct bank transfer, bank draft, cash or cheque on the college name only. You can also pay a direct debit if you have a bank account in United Kingdom.
 - An offer of a course place is for a specific intake. Fees paid will not be carried forward if you transfer to the next intake unless your reason for seeking such a transfer is that: You were unable to register in time for the intake you expected to join because delays were experienced in securing a visa: or
 - You are required to take another relevant qualifying exam.
- Program details are correct at the time of going to press but are subject to alteration.
- Some courses may lead to qualifying exams by other professional examining bodies. At the end of the course, all the students will have to pay themselves an examination fee for the relevant external examinations. If any student fails to pay the examination fee in time, he or she may not be allowed to undergo the final examination for that term by the respective examining body.
- Where students change their course of study during the term, no refund will be given for the revised course if it involves fewer subjects. Additional fees will be payable for the revised course if it involves an increased number of subjects to that for which original enrolment was accepted.
- Fee is not refundable if, after the commencement of the course, the student stops attending or leaves the course before its completion or is suspended by the college owing to non-attendance, misconducts etc.
- The College reserves the right to cancel a course with one week's notice prior to the commencement date for the course whereupon any fee paid will be refunded in full.
- The College reserves the right to withdraw a subject up to one weeks after the published commencement date where it considers that it is not viable, whereupon an alternative subject will be offered on a pro-rata refund of the course fee given.
- For courses leading to qualifications awarded by Other Examining Bodies, students must agree to be bound by the Regulations of the particular body prior to enrollment, as mentioned in the student handbook, and any subsequent amendments made thereto from time to time.
- Anyone supplying false information on the application form is liable to suspension or expulsion from the College.
- The Directors reserve the right to require a student to leave a course at any stage if the student does not fulfill the above requirements, if a student's continual presence would, in the opinion of the Directors, be detrimental to the well-being of staff, other students or the College generally or if a student does not meet his or her financial obligations. Any fee refunded to an excluded student is wholly at the discretion of the Directors of the College.
- Minimum of 2 weeks time is needed for the processing of refunds. No interest is paid on any refund payments
- The contractual relationship between a student and the College shall be governed by and construed in accordance with the laws of England and Wales.

Declaration

To be signed by all students

I declare that the information given by me in this application is correct and complete to the best of my knowledge and belief. If I am admitted to the College I undertake to observe the College's Regulations and to ensure payment of tuition fees and other financial liabilities to the College. I agree that the New London College may process personal data contained in this form, or other data which the College may obtain from me or other people whilst I am an applicant and student, for any purposes connected with my application or for any other legitimate reason.

I have read all the Terms and Conditions of the College stated in this form and agree to be bound by them.

Signature of Applicant:

Date:

Please sign this form after reading all the terms and conditions carefully before submitting it to:
Admissions Office, New London College, 1 Martindale Road, Hounslow West, Middlesex TW4 7EW, UK.