



New London College

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 www.newlondoncollege.co.uk

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)			
Previous Name (if applicable)		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Title: (Miss/Ms/Mrs/Mr/Dr)		Marital Status	
Date of Birth		Country of Birth	
Nationality		Passport/I.C. Number	
Have you previously studied in UK	Yes <input type="checkbox"/>	No	<input type="checkbox"/>

2. Address Details

Contact Address/Representative Address		Permanent Home Address (if different)	
City/Town:	County/State:	City/Town:	County/State:
Country:	Postcode:	Country:	Postcode:
Telephone Number: (with country and area code)		Telephone Number : (with country and area code)	
Fax Number:		Fax Number:	
E-mail:		E-mail:	

3. Programme to which Application is being made

Choice of Programmes (Please select the Codes of the preferred program from the NLC Course Index)	1. <input type="text" value="N"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2. <input type="text" value="N"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	The College would allocate any one of the course from the above preferences based on the availability/minimum of admissions for the particular course.	
Intended date of entry	Year <input type="text"/>	Month <input type="text"/>
Intended Source of Fees *Please specify	Self <input type="checkbox"/>	Family Member/Parents <input type="checkbox"/>
	Employer <input type="checkbox"/>	Other Sponsor* <input type="checkbox"/> _____
Is your funding already guaranteed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For MPhil/PhD Students Only (Please give an outline summary of your proposed area of research. A more detailed research proposal should be attached to a hard copy of this application form.)		

4. Disabilities (Please tick the appropriate box)

No known Disability <input type="checkbox"/>	(If you tick this box please go to section 5)
Have Disability <input type="checkbox"/>	
If you have a disability not listed above, please give brief details	
<input type="text"/>	
If support is required as a consequence of the above, please give brief details	
<input type="text"/>	

5. English Language Proficiency (please complete only if native language is not English)

IELTS Score:	<input type="text"/>	TOEFL Score:	<input type="text"/>	Others (specify):	<input type="text"/>
test date:	<input type="text"/>	test date:	<input type="text"/>	test date:	<input type="text"/>

6. Educational and Other Relevant Qualifications

Please list below, in chronological order (most recent first), your educational, professional and other relevant qualifications for entry including those you hope to obtain. Kindly attach the relevant **attested photocopies** of your educational qualifications. Please provide English language translations of these documents where appropriate. Please do not enclose original certificates.

Qualification Title, Subject and Level (e.g. BSc Biology, MA French)	University/School/College Name & Address	Result (Pass/Fail)	Grade/Division/ Class	Date of Award or Anticipated Award (Month/Year)

7. Employment

Please enter periods of employment or research experience in chronological order, with most recent at the top

Date From (Month/Year)	Date To (Month/Year)	Employer & Address	Title & Description of Post(s) Held

8. Criminal Convictions

Do you have any criminal convictions? (excluding motoring offences for which a fine and/or up to three penalty points were imposed) Yes No

Have you previously been refused admission to study, or continuation of study, other than on academic grounds? Yes No

9. Ethnicity (Please tick the appropriate box)

The College is committed to providing equal opportunities for all. To assist us with our confidential monitoring please choose one selection from A-E to indicate your ethnic group and tick the appropriate box to indicate your cultural background.

A. White

British Irish Other White Background

B. Black or Black British

Caribbean African Other Black Background

C. Asian or Asian British

Indian Pakistani Bangladeshi Chinese
Other Asian Background Specify: _____

D. Mixed

White & Black Caribbean White & Black African
White & Asian Other Mixed Background

E. Other Ethnic Background

Specify: _____

10. How did you hear about the course at New London College?

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Declaration

I enclose herewith:

- Copies of my Educations Certificates certified by New London College, its Representative Offices, a Lawyer, a Magistrate, a Justice of the Peace or a British Council Office
- A copy of my CV

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, and agree to be bound by them.

Signature of Applicant:		Date:	
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Tuition Fee & Refund Policy

1. The student has to pay a minimum Deposit of £1000 along with the application, which would be adjusted against the student's course fee on enrolment. Any additional amount the student is willing to pay on application is accepted as fees in advance.
 2. All fees must be settled in full prior to the commencement of the course or upon the enrolment if later.
 3. The College gives the student an option of paying the fees in two equal instalments. The first instalment has to be paid prior to the commencement of the course or on enrolment and the second instalment within six months from the date of commencement of the course. The College would charge the student an additional fee of £50 for the option.
 4. 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.
 5. Do not pay any tuition fees to anyone else but the college. Do not deposit tuition fee with third parties or send money to us by post. Some of our approved overseas representatives will accept bank drafts, made payable to the college only. Do not pay any or all of your tuition fees to overseas representatives, if you pay any deposit you need to obtain receipt from the college immediately. We advise the students to email or inform us whenever they make payments to the overseas agents/consultants. If you have any doubts, please do not hesitate to contact us over phone, fax or email
 6. Those students who do not produce satisfactory documentary evidence that they met the course's English language admissions requirement are required to pay a deposit of £1500 of which a sum of £500 covers the part cost of a 6 months English Certificate course in the event that a student does not satisfy the course's English language requirement after taking the College's diagnostic English language test. However, if such a student does satisfy the relevant English language requirement, the £500 will be set against the substantive course fee.
 7. At the end of the course, all the students have to pay an examination fee. If any student fails to pay the examination fee in time, he or she will not be allowed to undergo the final examination.
 8. Those students who have produced satisfactory documentary evidence that they meet the course's English language admissions requirement, but do not pass the College's diagnostic English language test at registration, will be required to attend the College's 6 months English language course at a cost of £1500 payable prior to course commencement.
 9. 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:
 - i. You were unable to register in time for the intake you expected to join due to delays in securing a visa: or
 - ii. You are required to take an English Language programme previously referred to.
 10. Students requiring a student visa to enter or remain in the UK may claim a refund of the tuition fee paid (less administrative charge of £150) only if their visa application has been refused and the college is informed of this prior to the commencement of the course. The application for the refund must be accompanied by a copy of the refusal letter from the British Embassy or High Commission and the copies of the passport. If the college is informed of the refusal after the commencement of the course, one term's fee is deducted.
 11. In the event of cancellation, for whatever reason, the following will apply:
 - i. 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.
 - ii. For cancellations which are received more than eight weeks before the course commencement date an administrative charge of £250 will be deducted from the deposit and any balance held will be refunded.
 - iii. For cancellations received less than eight weeks before the commencement date the deposit will not be refunded but the balance of any fees will be refunded.
 - iv. 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.

Overseas students should note that where a statement has been sent to the Home Office to support a student visa application, the College must notify the Home Office of any cancellation.
 - v. For students who are not successful in obtaining a visa a refund will be granted after a deduction of £150 towards administrative charges, on the receipt of a written request and a copy of the official visa refusal letter issued by the relevant British High Commission/Embassy.
 12. In the case of Provisional Applicants, if the examination results are unsatisfactory, the College should be notified in writing within 14 days of the publication of the results, following which any fees or deposits paid in respect of the conditional admission will be refunded after deducting an amount of £250 towards administrative charges.
 13. 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.
 14. No refunds are due where students have postponed the commencement of their course in the UK.
 15. 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
 16. The College reserves the right to cancel a course with four weeks notice prior to the commencement date for the course whereupon any fee paid will be refunded in full.
 17. The College reserves the right to withdraw a subject up to four 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.
 18. Any fee refunded to an excluded student is wholly at the discretion of the College Board.
 19. A minimum of 2 weeks is needed for the processing of refunds. No interest is paid on any refund payments
- * New London College offers scholarship and financial support (bursary) to deserving students, on application. Students desiring to apply for the same should attach a separate detailed application at the time of admission. Mere application does not qualify him/her for the scholarship or grant. The New London College management reserves the right for the final decision.

Payment Options: You can pay your fees either by a direct bank transfer, bank draft, cash or cheque on the college name only.

Cheques should be made payable to:

Account name	New London College Limited
Sort code	20-42-76
Account No	90984787
Name of the bank	Barclays Bank PLC
Branch Address	Hounslow Branch 210 High Street, Hounslow Middlesex, TW3 1DL United Kingdom

Note: College bear no responsibility for the tuition fees paid to consultants/agencies without fees receipt from the college

Terms and Conditions

- 1 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.
- 2 Applicants from overseas are reminded that they must comply with the Home Office regulations particularly in respect of attendance at the College. You must give good reasons for absence.
- 3 Provisional Students who are awaiting examination results which will make them eligible for admission are strongly advised to make their application to the College in advance of receiving their examination results. The College will reserve their place on the course, conditional on their obtaining the necessary examination passes.
- 4 Enrolment for a course, together with the payment of the required deposit, creates a binding agreement to follow the course and to pay the full fee. All fees must be settled prior to the commencement of the course. If instalments option is chosen, half the fees must be settled prior to the commencement of the course and the remaining half within 6 months from the commencement date of the course.
- 5 Your attention is drawn to the English Language skills requirement, satisfaction of which is a fundamental condition to the admission to the College.
- 6 In the event of cancellation, for whatever reason, the following will apply:
 - i. 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.
 - ii. For cancellations which are received more than eight weeks before the course commencement date an administrative charge of £250 will be deducted from the deposit and any balance held will be refunded.
 - iii. For cancellations received less than eight weeks before the commencement date the deposit will not be refunded but the balance of any fees will be refunded.
 - iv. 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.

Overseas students should note that where a statement has been sent to the Home Office to support a student visa application, the College must notify the Home Office of any cancellation.
- 7 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. Some of the College's approved overseas representatives will accept bank drafts, made payable to the College only. Do not pay any or all of your tuition fees to overseas representatives, if you pay any deposit you need to obtain a receipt from the college immediately, signed by an authorized person and stamped. We advise the students to email or inform us whenever they make payments to the overseas agents/consultants. If you have any doubts, please do not hesitate to contact us over phone, fax or email
- 8 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:
 - i. You were unable to register in time for the intake you expected to join because delays were experienced in securing a visa: or
 - ii. You are required to take an English Language programme previously referred to.
- 9 Program details are correct at the time of going to press but are subject to alteration.
- 10 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.
- 11 The College reserves the right to cancel a course with four weeks notice prior to the commencement date for the course whereupon any fee paid will be refunded in full.
- 12 The College reserves the right to withdraw a subject up to four 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.
- 13 For courses leading to qualifications awarded by Dublin Metropolitan University, students must agree to be bound by the Regulations of the University prior to enrolment, as mentioned in the student handbook, and any subsequent amendments made thereto from time to time.
- 14 You must be prepared to supply original copies of the qualifications listed in the section 6 (Educational and Other Relevant Qualifications) of the application form. Your application may be invalidated if you cannot supply original copies.
- 15 Copies of the Educations Certificates must be certified by New London College, it's Representative Offices, a Lawyer, a Magistrate, a Justice of the Peace or a British Council Office.
- 16 Anyone supplying false information on the application form is liable to suspension or expulsion from the College.
- 17 The Directors reserve the right to require a student to leave a course at any stage if the student does not fulfil 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.
- 18 The contractual relationship between a student and the College shall be governed by and construed in accordance with the law in England.

Declaration (To be signed by all students)

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: