

## The College of Central London

73 Great Eastern Street LONDON EC2A 3HR  
Telephone: 020 7739 5555 Fax: 020 7739 9005

### APPLICATION FOR ADMISSION

Please complete this form in BLOCK CAPITALS

Surname/Family Name (Mr/Mrs/Miss) .....

First Names .....

London Address(if known) .....

.....

.....

Tel No .....

Date of Birth .....

Nationality .....

Home Address and Name of Parent or Guardian .....

.....

.....

Duration of Course : From ..... To .....

\* DELETE AS NECESSARY

Course \*BUSINESS ENGLISH/GENERAL ENGLISH

Time Preferred: ..... Level: .....

How did you hear about this College? .....

WHEN SENDING THIS FORM TO CCL ENCLOSE 2 PASSPORT PHOTOGRAPHS OF YOURSELF AND A DEPOSIT OF £200 FOR BUSINESS ENGLISH OR £150 FOR GENERAL ENGLISH.

NOTE: Please send Sterling drafts or cheques drawn on a UK bank by post crossed and made payable to "Central London College Ltd".

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO BE BOUND BY THE "CONDITIONS OF ENROLMENT" detailed overleaf and intend to study at The College of Central London.

Signature of Candidate ..... Date .....

#### CONDITIONS OF ADMISSION

All prospective students must read the following conditions before they sign the application form.

1. The College reserves the right to refuse any application for admission for any reason whatsoever.
2. Deposits and tuition fees are not refundable in part or in total. The ONLY exception is where a student enrolling from or High Commission, provided that this refusal is substantiated by a copy of the refusal in writing. In this case refunds of fees will be subject to a deduction of £50 for administration expenses. In cases where the tuition fees have been paid by another party on behalf of the student, then the student must obtain a formal Power of Attorney signed and witnessed by a Solicitor or Notary Office authorising payment to a third party.
3. Notwithstanding Clause 2, students who have to return to their country for personal reasons may transfer their fees or deposits to start at Central London College at a later date. In some cases students may be allowed to use them as part payment for a new student they introduce to the College. This new student will then become responsible for payment of the outstanding fees. The student applying for a refund must produce evidence of arrangements made to return home. This arrangement is made at the discretion of the College.
4. The College provides tuition for students from overseas in strict accordance with the conditions that the students have agreed to abide by when obtaining a UK student visa. Any non-compliance with these conditions (unless explained by medical or any other relevant documentation) may result in the student being dismissed and the relevant authorities being informed.
5. All tuition fees must be paid in accordance with the Procedure for Registration and Enrolment of Students. Should the student make late payment on any instalment due, or default on any of these conditions, or fail to attend in class to the satisfaction of the College, then the instalment facility will cease at once, and the whole of the balance payable for the tuition fees shall become immediately due, whether or not the student continues in class.
6. All college fees are for tuition only, unless otherwise stated. Examination fees are additional unless otherwise stated.
7. The College reserves the right to change lecture times or to alter or vary at any time from the published course outline.
8. The College reserves the right to merge certain classes with other classes of the same academic level, at any time.
9. The College reserves the right to alter/amend its internal Certificates or Diplomas.
10. In the event of any Act of God, war or political or industrial unrest that may cause the temporary cessation of tuition, the College will ensure that students recommence studies at the College (or its associated colleges) as soon as possible. In such an event, students will be provided with any extra tuition necessary to prepare them for examinations.
11. Irrespective of any information provided verbally by the college staff or authorised representatives to prospective students, all prospective and existing college students will be subject to the conditions herein.
12. The College will not be responsible for any mail or money sent to students who use the College as an accommodation address.
13. Though students' files are confidential, some data is held on computer and may be disclosed to authorised individuals when requested. Central London College will not be liable for any information provided to a third party.
14. The above conditions will be subject to interpretation in English law courts.

NOTE: At the beginning of each course the College carefully plans the number of students for each class and the overheads that will be incurred providing sufficient teachers and other facilities. Accordingly, students appreciate that if they fail to attend classes regularly or abandon their classes, the College is still under an obligation to other students to continue to provide the service with the same facilities. Therefore the College will have no alternative but to insist that a retention is made of all tuition fees payable by students whether or not they continue to attend their classes, otherwise this will have a detrimental effect on other students.