



- Ensure the contents are highly accurate
- Complete the contents in BOLD/Capital
- Maintain clarity and eliminate ambiguity

Agent ID: _____

APPLICATION FORM

AF-501

(Rev 1.50, 01 May 08)

SECTION 1. PERSONAL DETAILS

Title/Salutation (Circle one):	Mr/Mrs/Ms/Miss/Other	Sex/Gender:	Male/Female/Other
First name:	_____	Date of Birth (dd/mm/yyyy):	___/___/___
Middle Name:	_____	Passport No (If known):	_____
Surname / Family Name:	_____	Nationality:	_____

Contacts: Need up to date details to avoid problems or unnecessary delays. Your documents shall be sent to the Correspondence Address!

Home Address (full):	Correspondence Address (In UK if you have one):
Address Line1 _____	Address Line1 _____
Address Line2 _____	Address Line2 _____
Address Line3 _____	Address Line3 _____
State/Province _____	State/Province _____
Post Code/Zip _____	Post Code/Zip _____
Country: _____	Country: _____
Nationality: _____	Email (Functional/valid): _____
Tel (with codes): _____	Tel (with codes): _____
Mobile: _____ Fax: _____	Mobile: _____ Fax: _____

SECTION 2. COURSE DETAILS

Course Title: _____ Course Code: (If known) _____

Programme: _____ To Start: ___/___/___ To End: ___/___/___
(e.g. BSc/BCS/IMIS) (If known) (If known) (dd/mm/yyyy) (dd/mm/yyyy)

Study Mode: Full Time/Part Time Fee Status: Overseas/Home Student
(Circle one) (Circle one - See Section 8 below)

Write here in a sentence your aims and reasons for choosing this course (For guidance use only):

SECTION 3. EDUCATION/TRAINING AND QUALIFICATIONS TO DATE (evidence required!)

EDUCATIONAL ACHIEVEMENTS (Please only list your academic qualifications from school, college or university attended including your IELTS, TOEFL results – the latter is to show your competence in English, the medium of all tuition deliveries at Anglian College London)

Start dd/mm/yyyy	End dd/mm/yyyy	Programmes/Subjects	Awarding Body	Grades/ Results

PROFESSIONAL TRAINING (List only the professional trainings attended and qualifications gained e.g. MCSE, secretarial, SAGE)

Start dd/mm/yyyy	End dd/mm/yyyy	Programmes/Subjects	Awarding Body	Grades/ Results

EMPLOYMENT HISTORY AND ACHIEVEMENTS (Please tell us about your employment history in brief)

Start dd/mm/yyyy	End dd/mm/yyyy	Employer and Place	Position Held	Brief Comments

REFERENCES (Please provide us with the current details of two referees – one of them has to be your current employer or the head of your last institution attended. Note: Anglian College London reserves the right to reject an application if the given referees are not reachable)

Name of the Referee	Address	Contact Telephone	Email/Fax
1.			
2.			

SECTION 4. STUDENT SURVEY**QUESTIONNAIRE** (Please note that the College uses information in this section to support its Equal Opportunity Policy and to improve the standards of student services)

1. What do you consider your ethnic origin? (e.g. Asian-Indian, White-English, African-Black etc)
2. How did you hear about us? (e.g. Agents, Search Engine – Google/yahoo, Newspaper)
If you are applying through one of our agent or representative, please include AGENT ID number on top of this application accurately!
3. How do you plan to fund your studies?
4. Do you require accommodation? Yes/No
5. Do you require visa? Yes/No
6. If yes, do you require special documentations for visa application as directed by your local British Consulate or Embassy in addition to the regular formality documents? Please explain.

SECTION 5. PERSONAL STATEMENT (OPTIONAL!)

Make your case! (This section is **optional!** Please write a short essay, if you wish, explaining your desire, reason and motivation for the programme/courses you have chosen should you feel it would strengthen your case for admission at Anglian College London.)

Maximum 150 words!

SECTION 6. DECLARATION (Must be completed and signed by the applicant!)

Read before sign (Please note that you are signing below to the effect that you have read and understood the Terms and Conditions of Anglian College London, including its registration and refund policies)

I DECLARE HEREWITH THAT THE INFORMATION I HAVE GIVEN IN THIS FORM IS CORRECT TO THE BEST OF AND KNOWLEDGE AND I BEAR THE FULL RESPONSIBILITY FOR ITS ACCURACY.

Name: _____
(dd/mm/yyyy)

Signature _____

Date _____

SECTION 7. SUBMISSION

Ready to submit? (Please look through the checklist below to see if you are to submit, then submit it either by post or scanned email)

Application Checklist: (Extracted from www.angliancollege.co.uk)

- Have you completed all sections of the form? Please revisit now and avoid delay!
- Have you enclosed all copies of your relevant certificates? Do not send the originals now; you will need to show them later during registration process.
- Have you remembered to include your results in English test? The College provides English tuitions to students who are assessed to require further language improvement.
- Have you read College Terms and Conditions (next page) and other information provided in its website?
- Have you made necessary payment (where applicable)?

You may now be ready to submit the application together with necessary payments and documents via email, post or facsimile to:

Admissions
Anglian College London
18-36 Wellington Street
Island Business Centre,
Woolwich, London SE18 6PF
England

Tel: ++ 44 (0) 208 3310812

Fax: ++ 44 (0) 208 3310823

Email: admissions@angliancollege.co.uk

Website: <http://www.angliancollege.co.uk>

SECTION 8. TERMS AND CONDITIONS OF APPLICATION TO ANGLIAN COLLEGE LONDON

You must read! Previous versions superseded. (Please read the following terms and conditions before submitting the application to Anglian, they form the basis for contractual agreement between you as an applicant and the College.)

1. Definition: Throughout this section, the term "we/us/our" and "you/your" means Anglian College London (or ACL) and the prospective student, the applicant respectively.

2. Home Students: In general term, Home Students are those who are either British Citizen or are in possession of an "Indefinite Leave to Enter/Remain" or "Right of Abode" stamped on their passport.

3. Overseas Students: Those students who do not fall within the category of Home Students.

4. Application: The process of completing and submitting an Application Form AF-501 by you, a prospective student, via email, post, fax or in person.

5. Offer of a Place: On acceptance of your application based on the information provided by you in the completed Application Form and the copy of the documents enclosed, we send a "Offer of a Place" letter requiring you to make the partial payment for the admission plus the Tuition Fee for your chosen course should it be acceptable to you. The amount to be paid will be disclosed in the Offer of a Place letter. You will not have been admitted to the College at this stage.

6. Admission: We shall admit you to the College upon satisfactory clearance of your payment, whereby we shall dispatch to you an "Admissions to Anglian College London" letter and the evidence of payment which you will present to the authorities concerned e.g. Immigration Control, Council and Police.

7. Registration: You must register on the programme of study you have been admitted each year, which requires you to abide by the College rules and regulation in force. Registration is your responsibility, so the onus is upon you to contact or visit the Admissions, get registered at the College by making payment for the remaining tuition fee, then enrol on your admitted programme. This is when you become the student of the College and receive your ID Card among other formalities. You will not be registered at the College if you fail to make payment for the remaining tuition fee immediately upon your arrival at the College.

8. Enrolment: During registration, or strictly within a week of registration, you are required to subscribe to or enrol on a number of courses in the programme as applicable and suitable for you. Overseas students who arrive at the College on a particular course or a programme are not entitled to enrol on another programme with lower annual tuition fees. However, the College reserves the right to enrol a student on a programme similar to but other than that he or she had been admitted for as governed by the availability of or feasibility of running the programme.

9. Deregistration: Cancellation of registration of a student for a variety of reasons.

10. Course Exemptions: Process of awarding waiver or credit on certain courses of a programme. Apart from the College Diplomas, you are to liaise with the respective course providers e.g. IMIS, ABE. You are not entitled to the refund of fees pertinent to the part of the programme you have been exempted for. Students joining in on May/June or similar semester where a foundation programme is conducted due to financial and other reasons, shall not be exempted from the semester although they will also have to attend the September/October semester. The College reserves its rights to decide on the fees applicable to the attendance of this semester.

11. Completion of AF-501: The College Application Form AF-501 (this form) must be completed with accurate information to the best of applicant's knowledge. Although the College shall make every bit of effort to check the content of each application, it bears no responsibility if the prospective student is deregistered from his/her programme due to the discovery of a falsified application process. The cost of such a process and thereto is borne by the applicant and there will be no refund of Tuition Fees payable by the College.

12. Tuition and Exams Venues: The College expressly reserves the right to deliver tuitions and exams for all programmes including those offered as substitutes to originally admitted courses either at one of its venues or that of its partner colleges and universities situated within 5 miles of the College.

13. Equal Opportunity and Special Needs: The College has adopted the concept of Equal Opportunity whole-heartedly; therefore it makes every effort to promote it in and out of its premises. The applications of students from any of the diverse backgrounds are treated equally and fairly. It is imperative that the applicants disclose their special needs clearly in the application so that the Admissions Office can examine the extent to which the College is physically capable of providing necessary support.

14. Discontinuation or Deferral of Programmes: The College, without accepting obligations, aims to notify all concerned via its notice board, website or emails of discontinuation of programmes or courses that occur due to the actions of the College. The College may at its discretion offer to its students, alternative courses or similar programmes provided by different institutions for the tuition fee paid. The College reserves the right to defer a course or a programme up to the next semester or six months whichever is longer. In the cases where the College deems no similar programmes are available, the fees are refunded as per the Tuition Fee Refund Policy. However, it bears no responsibility in such discontinuation or cancellation of programmes due to the actions of external agencies, course providers or an accrediting body. The responsibility of carrying out necessary research and ascertaining the nature or details of the Course Providers and their degrees and awards lies entirely on the prospective students.

15. Anglian College London Tuition Fee and Refund Policy: applies to all applicants and prospective students;

A. The Policy.

1. All fees at the College are paid in full prior to the commencement of each programme during the registration process.

2. In the event of volunteer withdrawal of registration by you within 14 days including weekends of registration;

a. Overseas Students - Para 5 applies.

b. Home Students and students residing in UK with valid visa throughout the duration of the application process - full refund paid less administration charge of GBP 200.00.

3. After 14 days of registration up to the start of the second term; half of the fee payable by you for the complete programme shall be refunded.

4. No fees shall be refunded one day after the start of the second term or session whichever is applicable.

5. Overseas Students who applied from abroad and received visa as a result of the application process will not be entitled to refund once they obtain student visa. In an unfortunate event of their visa application being rejected by the British Consulates overseas, they will be entitled to the full refund of the fee less administration fee of GBP 200 only if they send in the original of the visa rejection letter (Form APP200 or similar) and the original letters sent to them by the College. Claims for refunds due to visa rejection received later than 60 days after the decision has been made by the Embassy or the Consulates shall not be entertained, irrespective of any circumstances. The College will only refund the account or individual that it initially received the fees from.

6. All refunds are subject to the final approval of the Principal of Anglian College London.

7. **No** refund will be given to a student for the following circumstances:

a. In the event of cancellation due to a family bereavement or any other change in your personal circumstances. Students are advised to take out insurance against such unforeseen circumstances.

b. If you are asked to leave the country by the United Kingdom Authorities or if you leave the UK during the programme period without consultation with or a covering letter from the College and are subsequently refused re-entry.

c. If a visa is refused as a consequence of not having a minimum of 80% attendance over the period of the course enrolled or for any other illegal activities carried out by the student.

d. If the disruption in your studies is due to your conviction, court proceedings or a litigation involving you.

8. The Minimum Payment made shall be held by the College if the applicant decides to pursue an appeal process upon rejection of their visa application. An additional fee of GBP 100 is payable each time the College is requested to produce deferment documents including Offer of a Place and Admission to Anglian College London. This will be deducted along with bankers transaction charges incurred till the refund is completed. However, there is no charge for the first extension letter issued after the issuance of Admission to Anglian College London letter.

B. Review of the Policy: The College may at its discretion, review and alter its Tuition Fees and their Refund Policy at any time without giving a prior notice to or consulting with anyone concerned or affected by this policy.

-- end --

Please do not write in this box.

FOR ANGLIAN COLLEGE LONDON STAFF NOTES ONLY:

Application approved by AAB.

Conditional Acceptance Letter dispatched.

Proof of payment received.

Visa Obtained.

Registration.

Processed By:

Date: