



Application Form

Instructions

The purpose of this enrolment form is to obtain the information we need to enrol you on to a suitable learning programme.

We also need to collect information from you which is required by the OTHM Qualifications/other UK government agencies or departments.

Please complete the form in full by:

- Attach a recent passport size photograph of yourself to the form
- Completing all sections of the form.
- Print your answers clearly in pen or tick the box that applies to multi-choice questions.
- Read the Terms and Conditions
- Sign and date the form

Personal details

Print your full legal name:	Family name					
	First name(s)					
Title: (specify):	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other <input type="checkbox"/>	
Date of birth	/	/19	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Nationality				Passport number		
Passport expiry date	/	/20	Visa expiry date	/	/20	

Contact details

Address		Home address	
Post code		Post/zip code	
Phone		Contact name	
Mobile		Phone	
E-mail		E-mail	

Course details

Course Title

Start date

/ /20

Duration of course

End date

/ /20

Education and qualifications

Title	Examining Board/Institution	Subject	Date awarded

Student Enrolment Policies/Terms and Conditions

All students must read the terms and conditions of enrolment at Queen Elizabeth College and agree to abide by them.

1. Enrolment

- 1.1 Students must be formally enrolled at Queen Elizabeth College before commencement of a programme of study.
- 1.2 To be enrolled as a student of Queen Elizabeth College, the student must be in good financial standing with the College, have completed the enrolment process, read the terms and conditions of enrolment and signed the enrolment form.
- 1.3 Students should fulfil the appropriate entry criteria for the programme as stated in the offer of place letter and having done so will receive authorisation from the course leader/head of department to commence or continue a programme of study.

- 1.4 The College requires a registration fee of £40 before a student will be offered a place (the registration fee is non-refundable). If they have been accepted on the proposed course programme applicants will receive an offer of place letter. Please note that this letter is not valid for use for immigration or visa purposes.

2. Confirmation of Enrolment

- 2.1 Upon receipt of the course fees or the agreeing of a payment instalment plan, Queen Elizabeth College will issue the student with a Certificate of Enrolment/Visa Letter.
- 2.2 Only one Certificate of Enrolment shall be issued to the student. However, students who require their enrolment confirmed will be issued with a confirmation letter.

3. Fees and Payment

- 3.1 Queen Elizabeth College shall publish details of its tuition fees for all course programmes on its website and prospectus; copies of the fee schedule can also be obtained from the admissions office.
- 3.2 It is the students' responsibility to ensure that tuition fees are paid promptly.
- 3.3 Fees should be paid on the date specified (i.e. prior to the commencement of the course programme or as agreed in the student's payment instalment plan).
- 3.4 Tuition fees do not include the cost of study materials or exam entry.
- 3.5 All students are obliged to pay their tuition fees:
- Upon receipt of an invoice from the College
 - As agreed in the student's payment instalment plan

4 Unpaid Fees

- 4.1 If any portion of student's fees is unpaid after the deadline date, the College will deem the student to be in poor financial standing with the College.
- 4.2 Written confirmation of results of any study programme assessment will not be provided and students should be aware that this might jeopardise academic progression.
- 4.3 As a final resort, Queen Elizabeth College will terminate the student's study programme and take such steps as are deemed necessary to recover outstanding fees.

5 Changes to Student's Details

- 5.1 Students must notify the admissions department immediately of any changes in circumstances, address, telephone number or email address. Students have to complete Change of Circumstances Form.

6 Cancellation and Refunds

- 6.1 The refunding of fees after the programme's commencement is completely at the College's discretion.
- 6.2 If a student wishes to withdraw from the programme of study, the student must immediately inform the College in writing. In failing to do so the student may forfeit consideration for a refund of fees.
- 6.3 The registration fee is non-refundable.

7 Attendance

- 7.1 It is essential for students to maintain high attendance throughout their programme.
- 7.2 International students who do not attend lectures should be aware that the College will inform the appropriate authorities of student's non-attendance.
- 7.3 Persistent non-attendance will result in the termination of your study programme.

8 Alteration to Programmes

- 8.1 Queen Elizabeth College shall endeavour to deliver study programmes in accordance with the course description as supplied in the prospectus. However, the College is entitled to manage resources in an efficient way and may:

alter times and location of classes

make reasonable variations to the course content and syllabus

discontinue the programme or merge or combine the programme with other programmes of study, if such action is reasonably considered being necessary by the College in the context of its wider purposes

- 8.2 If a programme is discontinued or the College decides not to provide a programme, or makes alterations to a programme prior to its commencement, then the College will endeavour to notify all students affected in advance, and the students shall be entitled to withdraw from the programme and the fees paid will be refunded in full.

9 Liability

9.1 Queen Elizabeth College cannot accept liability and explicitly excludes responsibility for:

Any loss or damage to students' property while that property is on the premises of Queen Elizabeth College , unless caused by the negligence of the College or its staff.

Any personal injury suffered by student, unless caused by the negligence of the College or its staff.

For any loss or damage of student's computer equipment or software such as contamination of software or loss of files.

Student Declaration

I hereby declare that I have read and understood the above terms and conditions of enrolment at Queen Elizabeth College.

Student's name: _____

Signature of student: _____ Date: / /20