

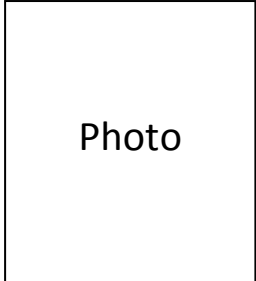


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Website: www.eCollegelondon.co.uk, Email: info@eCollegelondon.co.uk

- ✓ All section of this form must be completed and sent with:
- ✓ Passport Copy (all pages)
- ✓ Official Transcripts from educational institutes
- ✓ 3 recent passport size photos
- ✓ Two supporting references ( at least one should be academic)



PERSONAL DETAILS:		
Title: Mr/ Mrs / Miss/ Other:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Marital Status:		
Full Name ( as shown on passport):		
Date of Birth:	Country of Birth:	Nationality:
Contact Number (Home):	Contact Number (Mobile):	
Passport Number:	Expiry Date:	Issued by:
Valid Date:	Visa Number:	Email:
Home Address ( Permanent Overseas Address):		
Home Address (UK Address):		

COURSE DETAILS (PLEASE TICK THE COURSE FOR WHICH YOU ARE APPLYING)	
Diploma in Business Management <input type="checkbox"/>	Advanced Diploma in Travel, Tourism & Hospitality Management <input type="checkbox"/>
Advanced Diploma in Business Management <input type="checkbox"/>	Diploma in Interior Design <input type="checkbox"/>
International Diploma in Business <input type="checkbox"/>	Advanced Diploma in Interior Design <input type="checkbox"/>
International Advanced Diploma in Business <input type="checkbox"/>	Award in Functional Skills English <input type="checkbox"/>
Diploma in Business Information System <input type="checkbox"/>	ACCA <input type="checkbox"/>
Advanced Diploma in Business Information System <input type="checkbox"/>	BSc in Business Information System <input type="checkbox"/>
International Diploma in Computer Studies <input type="checkbox"/>	Postgraduate Diploma in Strategic Business IT <input type="checkbox"/>
International Advanced Diploma in Computer Studies <input type="checkbox"/>	MSc in Business Information System <input type="checkbox"/>
Diploma in Travel, Tourism & Hospitality Management <input type="checkbox"/>	
Date of Proposal enrolment: Jan <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/>	
Tuition Fee:	Registration Number:
Deposit Paid:	

ACADEMIC/ PROFESSIONAL QUALIFICATIONS:				
School, College, University	Date Obtained	Qualification	Subjects	Grades

REFERENCES	
Gives details of 2 persons who may be contacted regarding your academic/ work/ employment:	
Name:..... Position:..... Address:..... ..... ..... Contact Number:..... Email:.....	Name:..... Position:..... Address:..... ..... ..... Contact Number:..... Email:.....

CRIMINAL CONVICTIONS
Do you have any criminal convictions?    Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes please state:..... .....
<p>Any applicant for admission to the College who, at the time of application, has been convicted of a criminal offence must declare this. An applicant who is convicted after applying and before the date of admission, must inform the College without delay. An applicant with a criminal record should seek the advice of the Principal/Administration Team of the College.</p> <p>Further Information is available on request.</p>

PERSONAL STATEMENT

Please give any information which you will believe will support your application (please attach a separate sheet if you need extra space).

**TERMS AND CONDITIONS**

Please read the terms and conditions

1. Students are required to attend all lectures, classes and tests and to submit written work as required by lecturers and tutors. Attendance is compulsory for international students in order to comply with the home office visa requirements.
2. The Directors reserve the right to expel a student if he/she does not fulfill the above requirements or for behavioral disruption to the general conduct of the College. In such cases no refund of fees will be given.
3. 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.
4. In the event of a cancellation for whatever reason, the following will apply:
  - a. The deposit and fees are not refundable. However, where notification is received from the immigration authorities that an overseas student has been refused entry a partial refund will be made. b) Cancellation must be made in writing using the College's Tuition Fee Refund Form.
  - b. Where a cancellation is received after commencement of the course there will be no refund (regardless of visa refusal).
5. If students change their course of study during the term no refunds will be given where the revised course involves fewer subjects. Holders of a student visa are advised that the College is obliged to insist that a full-time course of at least 16 hours per week is followed.
6. Courses will take place only if justified by demand.
7. Where applicable the student must seek and obtain a certificate of eligibility from the appropriate professional institute and pay the registration fee to the respective body direct.
8. Overseas students are reminded that they must comply with the Home Office regulations on immigration.
9. The Principal and staff will be happy to offer advice relating to university and college application, examination entries, etc, however it is the student's own responsibility to ensure that all applications and entries, of whatever nature, are in order and sent off by the appropriate closing dates.
10. While course start and end dates are not expected to change, the College reserves the right to alter dates in order to facilitate or improve the provision of the course and its examinations. Those changes will in no way affect the other terms and conditions of the student's contract with the College.
11. The College Prospectus is correct at the time of printing but is subject to alteration.
12. For students who are not successful in receiving their visa, the application for a refund must be in writing and accompanied by a copy of the rejection letter from the British High Commission and a copy of the passport stamped by the Embassy. All original letters issued by the College must be returned. The students/parents are required to submit their application for a refund prior to course start date. There is a £50 refund processing fee for students who have applied for tuition refund.
13. International students applying from abroad are required to pay £50 registration fee which is non-refundable and non-transferable.
14. Under the Home Office rules (terms and conditions), the College will be obliged to inform the Home Office in the event of a student missing ten consecutive classes without valid reasons (supported by documentary evidence e.g. medical certificates). We will also have to inform the Home Office in situations where the student has had his/her Visa renewed for a particular course and chooses not to attend or to defer the commencement date.

**I have read and understood the above terms and conditions set by eCollege London and I agree to abide by them.**

Signature:..... Date of Signature:.....

**FOR OFFICE USE ONLY**

Registration Number:

Assessment form completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Passport Copy (All pages)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Official Transcript from educational institutive	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3 recent passport – Size photo	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Two supporting references (at least one should be academic)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Total Tuition fee:
Tuition fee paid:
Receipt Number:
Student residence in: UK <input type="checkbox"/> Overseas <input type="checkbox"/>
Registered by:
Date of registration: