



## YOUR EDUCATIONAL HISTORY

**Your English level.** All courses are in English. You will therefore need to have a good knowledge of the language.

Is your English: Poor  Fairly good  Good  Very good  Cambridge/IELTS/TOEFL level (if known) \_\_\_\_\_

**Your academic qualifications.** Please give complete details of your academic qualifications including the name of the examination, the subjects taken and the marks or grade obtained. Alternatively, you can write **'see attached'** in the space below and then attach copies of your qualifications and examination results. If you have taken some examinations but have not yet received the results, please tell us what you have taken, and when the results are expected.

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Do you have relevant work experience? No  Yes  If yes, how many years? \_\_\_\_\_

## YOUR UK TRAVEL HISTORY

If applying from overseas, have you visited the UK before?  No  Yes

Have you ever been refused a visa to enter the UK?  No  Yes If the answer is "Yes" please state date(s) \_\_\_\_\_

## YOUR FINANCES

Will you be paying your tuition fees and living expenses in the UK yourself? No  Yes

If the answer is 'NO', please give name, address (in the UK or elsewhere), occupation and the relationship to yourself of the person paying.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Occupation \_\_\_\_\_

## NOTES, TERMS & CONDITIONS

1. By completing and signing this application form you are agreeing to these terms and conditions. The provision of false or misleading information may result in your enrolment with the College being cancelled.
2. If your application is successful you will be sent (by email or via your WLC representative) an Enrolment Form & an International Admission Document, valid for the next two available course start dates. If neither place is taken up you may request replacement documentation for a later start but this will be subject to any increase in the tuition fee.
3. In order to confirm a place at the College you must sign and return the Enrolment Form and make an advance payment of tuition fees as indicated on the International Admission Document. In the case of overseas students the advance payment becomes non-refundable once a student visa has been issued. In the case of all students tuition fees become non-refundable once a course has commenced.
4. On receipt of the tuition fee deposit the College will confirm your place and, if you require a visa, we will issue a CAS (Confirmation of Acceptance for Study) to enable you to apply for a Tier 4 (Student) visa to enter the UK.
5. You are expected to attend at least 85% of classes and study to the best of your ability. Failure to do so without good reason may result in expulsion from the course and the forfeiture of tuition fees paid. In the case of overseas students the College may not be able to extend a visa if attendance and progress have not been satisfactory and reserves the right to withdraw sponsorship in such cases.
6. Once on course you will not be given permission to miss classes without good reason.
7. You are expected to behave in a manner so as not to cause inconvenience to staff and fellow students and to abide by College rules and regulations and also the rules and regulations of our university partners and external exam boards.. Failure to do so may result in your expulsion from the College and the forfeiture of tuition fees.
8. The liability of the College through negligence is limited to the value of tuition fees paid, unless resulting in death or personal injury. Field trips and outings are undertaken at your own risk.
9. If you are paying tuition fees in instalments you must do so in compliance with the agreed schedule. Failure to do so may result in suspension from classes.
10. If you are subject to immigration law you must comply with immigration regulations and consent to the College providing information about you to the United Kingdom Border Agency if required.
11. If you are unable to study for a length of time that may affect your exam results because you are ill or for some other good reason the College will normally, but at its discretion, allow you to repeat that part of the course without extra charge.
12. The College reserves the right to cancel a course if there is insufficient demand, in which case tuition fees will be refunded in full.

## YOUR DECLARATION

I confirm that the information I have given on this application form is correct and that I have read and agree to the notes, terms & conditions above.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOW RETURN THIS COMPLETED FORM **By post to:** The Registry, West London College, Parliament House, 35 North Row, Mayfair, London W1K 6DB.

**By email to:** courses@westlondoncollege.com **By fax to:** +44 207 499 5853. Or submit it through one of our local **authorised representatives** worldwide.

FINAL CHECKLIST: **Do not forget** to include  Your signed and completed application form  Copies of all secondary, post-secondary & university transcripts & examination certificates (Official English translations must accompany all non-English documents)  A photocopy of the ID page and of your passport  Evidence of English language proficiency (e.g.: TOEFL, IELTS)