

Williams College

11 Selsdon Way, Canary Wharf,
London, E14 9GL, United Kingdom.

OFFICE USE ONLY

STUDENT REF:

Enrolment Form

Affix your
recent
photograph

Please read the attached guidelines before completing this form.

Complete all sections in **BLOCK CAPITALS** and **BLACK INK** (tick where appropriate)

1 PERSONAL DETAILS			
Surname/Family Name:		Title	
Mr / Mrs / Miss / Ms / Other			
First Name :	Second Name:		
Date of Birth:	Gender:		M / F
Country of Birth:	Marital Status:		
CURRENT ADDRESS UK:		PERMANENT ADDRESS:	
Postcode		Postcode	
Landline no.		Landline no.	
Mobile		Mobile	
Email		Email	

2 PASSPORT DETAILS			
Passport Number:	Visa Number/Reference:		
Visa Valid Date:	Visa Expiry date:	Issued by:	
Next to Kin (Abroad) :			
Next to Kin (Abroad) Contact Number:	Relationship:		

3 CHOICE OF COURSE			
*Please refer the guidelines for course details			
	Awarding Body	Course Subject Code	Level
First Choice			
Second Choice			
Third Choice			
*Your application will be considered for your second and third choices where your first choice cannot offer you a place.			
3a	When do you wish to start?	m	m
		y	y
		y	y
3b	Have you attended or applied for a course at this College before?	Yes / No	

PAYMENT DETAILS			
Tuition Fee :		Deposit paid:	
Mode of Payment:		Fee Due:	
Payment received by:		Date:	

5	EDUCATIONAL QUALIFICATION				
	<ul style="list-style-type: none"> Please list all relevant examinations passed and any you will be taking this year. It is very important that you include all your predicted grades for examinations not yet taken. 				
	School/College	Subject	Grade	Date of Exam	Level (eg. GCSE)

6	ENGLISH LANGUAGE QUALIFICATION			
	English Language Level Attained:			
	English Language Test Provider:		Date of Issue:	
	Speaking:	Listening:	Reading:	Writing:
	If not required, please state reason:			

7	REFERENCES			
	Name		Position	
	Address:		Telephone	
			Email address	
	Postcode		Relationship to applicant:	

8	CRIMINAL CONVICTION	
	Do any of the following apply to you? (Please tick any which are appropriate)	Yes / No
	<i>The College may make contact with Criminal Justice Agencies and/or the Connexions Service when processing this application.</i>	
	<i>A second reference will be required if you have ticked "Yes". This will be discussed at interview.</i>	

9	DISABILITY DECLARATION	
9a	Do you consider yourself to have a disability? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Other: <input type="checkbox"/>	
	Do you consider yourself to have a special learning need, medical or physical needs? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Other: <input type="checkbox"/>	
	<ul style="list-style-type: none"> • <i>If yes please provide details including any specific requirements:</i> • <i>We are the College who welcome diversity and promote equality of opportunity and are committed to the recruitment and development of disabled people. Any information you give will be treated with the utmost confidence by the Human Resources Office.</i> • <i>If you have ticked Yes please provide a summary below. You may be required to show documentary evidence to support your special needs at the time of interview.</i> 	
	Medical History:	
	Are you under medical care for any reason?	
	List of Medical Conditions:	List of Allergies:

10	ADDITIONAL INFORMATION
Please give any information which you believe will support your application (please attach a separate sheet)	

11	ATTENDANCE POLICY
<i>Please follow the attendance policy carefully.</i>	

1. Attendance and Withdrawal

- You are responsible for attending all learning and teaching sessions associated with your programme of study.
- You should notify your administration team in advance if you expect to be absent from timetabled session. Prior permission must be obtained from the administration team for planned absences for two or more days during term time.
- In relation to unplanned absences, you should contact your College within 24 hours of the missed session/s and provide the administration team with a complete non attendance form stating your reason for non attendance.
- If you fail to explain any absences, you may be contacted by College Staff. We will endeavour to help you if your absence is due to mitigating circumstances.
- A student who fails to respond to warnings about their attendance may be required to enter into a formal Attendance Agreement. Such students may be withdrawn from their programme if they breach the terms of their Attendance Agreement.
- In accordance with UK immigration law, a report will be made to the UK Border Agency, if an International student holding a student visa is absent from the College for more than 10 working days without authorisation.

2. Mandatory Attendance

- Attendance is mandatory and students must attend classes. If your attendance drops below 85% London College of Marketing and Technology is obliged to inform the Home Office. **Students must attend at least 15 hours of classes per week.**

12	REFUND POLICY
	Student _____ has been provided a valid offer letter. According to the terms and conditions of Williams College, student whom have been issued with a valid offer, are not entitle to any refund. (Please read the "Guidance Notes" and tick the box to confirm)
	The Student has agreed he/she will not be refunded under any circumstances. <input type="checkbox"/>

13	ACKNOWLEDGEMENT OF STUDENT HAND BOOK AND INDUCTION PACK		
	I hereby declare that I have read, understand and agree to abide by the standards, guiding principles and policies and procedure outlined in the Williams College student handbook and induction pack.		
	Name :-	Date:-	Signature :-

14	TERMS & CONDITIONS
	<ul style="list-style-type: none"> • Please read carefully before signing and sending the Application. • For the purpose of these Rules, International Students shall be regarded as prospective students making applications to come to study in the UK while Home/Local Students shall be regarded as students making applications within the UK.
14a	APPLICATIONS OUTSIDE/WITHIN UK
	<ol style="list-style-type: none"> 1. Applications for Admissions must be accompanied by a non-refundable registration fee of £200, copies of relevant certificates, two passport-sized photographs and copy of the passport with photo page plus evidence of qualification and reference letters from employer(s) where applicable. 2. No course changes or deferments will be authorised after accepting the offer. Any variation to their student status will be notified to the Immigration authorities in the UK and the visa issuing authority. 3. Overseas students not yet in the United Kingdom wishing to transfer their course from one term to another due to genuine reasons (such as those under-going visa appeal process) acceptable to the College may do so in writing. The College however, reserves the right to refuse acceptance of such transfers if it is not fully convince of the genuineness of such transfer.
14b	EXAMINATIONS AND EXAM REGISTRATIONS
	<ol style="list-style-type: none"> 1. It is the student's responsibility to apply and register with the relevant academic or professional bodies, where applicable, and to enter for any external examinations. 2. Students are entered for examinations only if their attendance is not less than 85% of the total and are recommended by the Principal. 3. Though the College informs, advises and assists students in examination entry procedure, it is entirely the student's responsibility to register with the professional bodies as Student Members and to register for examinations in time. All examination fees and student membership fees must be paid by the student
14c	GENERAL POLICY
	<ol style="list-style-type: none"> 1. The College reserves the right at any given time to demand and be informed by students of their visa status. Failure to be informed of their visa status shall cause a formal petition to the relevant visa-issuing authorities to be written in this regard. 2. The College reserves the right to alter dates, fees and any particulars in its prospectus without prior notice. 3. The College accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage they cause to the premises and/or property of the College or accommodation arranged by the College. 4. The College reserves the right to expel any students for improper conduct or any conduct that interferes with the well-being of other students, staff or the reputation of the College. 5. Students must pay full fee to enrol for a specific course. 6. Course fees may be paid by instalments at the discretion of The College. There will be a charge for this facility.
<p>* Please note: The College reserves all rights to change, vary, or defer its terms of enrolment, fees and financial regulations at its Discretion.</p>	

15	DECLARATION			
	<p>I confirm that the information given on this form is complete and accurate and no information or other material information has been omitted. I give my consent to the processing of my data by Williams College. I have read all the policies and procedures of Williams College and I undertake to be bound by the conditions set out in the terms and conditions.</p>			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Signature:</td> <td style="width: 25%;">Date of Signature:</td> <td style="width: 25%;"></td> </tr> </table>	Signature:	Date of Signature:	
Signature:	Date of Signature:			

GUIDANCE NOTES FOR APPLICATION FORM

1. COURSE DETAILS:

Please find the list of programmes, course names and the corresponding Level, Awarding bodies below. Please ensure that you use the appropriate Course Code to fill **section 3** of your application form.

COURSE CODE	PROGRAMME	COURSE	NQF LEVEL	AWARDING BODY
DCAS	Diploma	Culinary Arts and Skills	Level 5	UVQua

1. EDUCATIONAL QUALIFICATION

- Details of higher education since leaving school must be mentioned in **section 5** of your application form.
- Please provide information of all courses already obtained & examinations/results still to be taken.
- Photocopies of all diplomas, certificates and course transcripts awarded for these qualifications must be enclosed with this application.
- In addition to diplomas and certificates, international applicants are requested to provide official copies of their entire course transcripts including explanations on the mark schemes used and where possible, an indication of their class ranking/position in class.

2. REFUND POLICY

- Overseas students will not be eligible for a refund once they have used the College's facilities to obtain a UK Student Visa or other travel permit to study at the College.
- UK residents who are not subject to immigration controls may claim a refund of tuition fees paid, less administrative charges of £500.
- Students who require a Student Visa to enter the UK will be entitled to a refund of their tuition fees, less administrative charges of £500, if their UK Student Visa application is refused, except in the following circumstances:
 1. The tuition fees paid will not be refunded if the student visa application has been refused due to the non-submission of the listed documentation, as per the CAS/Visa Letter statement, or if the student or guardian thereof has withdrawn the required funds which were considered in issuing the CAS/Visa Letter statement.
 2. Once a CAS/Visa Letter statement has been issued, the tuition fees will not be refunded if the student changes his or her mind about applying for the visa.
- If students have asked for the judicial review against the visa refusal, refunds will not be

processed until the outcome of the review.

- Refunds will not be made to a third party unless the College receives explicit authorization from the applicant to do so. This should be in the form of a signed letter from the applicant specifically authorising the college to refund the student fees to a given third party. This condition applies regardless of the source of the original fee payment.
- In order to verify that refund requests are genuine and to eliminate the possibility of fraud, the College reserves the right to make various security checks on any refund request received, including consultation with the UK Border Agency.
- Refund requests may take up to four weeks to process from the date of the receipt of the required documents. While the College recognises that this delay may not be convenient, the security checks made on refund request are designed to ensure the security of any such payment.
- If there is conclusive evidence that any of the documents submitted by the applicant or their representative are fraudulent, the tuition fees paid will not be refunded.