

| | | |
|--|--|--|
| Student ID: CO | <input type="checkbox"/> COL | Agent Name: |
| <input type="checkbox"/> Proof of payment | <input type="checkbox"/> Draft CAS | <input type="checkbox"/> ACCA Reg. |
| <input type="checkbox"/> Payment Cleared | <input type="checkbox"/> Draft CGE | <input type="checkbox"/> ACCA Reg. Sent |
| <input type="checkbox"/> UK & Home Address | <input type="checkbox"/> Contact details (E&T) | <input type="checkbox"/> Next of Kin contact details |
| <input type="checkbox"/> Valid PP | <input type="checkbox"/> Valid UK immigration status doc | <input type="checkbox"/> Check Enrolment Slip |
| <input type="checkbox"/> CAS Confirmed | <input type="checkbox"/> CGE sent | <input type="checkbox"/> Interview |
| <input type="checkbox"/> Bank St. Chked | <input type="checkbox"/> CAS Statement | <input type="checkbox"/> Sponsor Note |

Enrolment Checklist

UK Correspondence Address:

Street

Town/City

Post Code

Telephone No (UK)

Next of Kin – within the UK:

Name:

Relationship

Telephone No:

Signature of Applicant:

Enrolment Date:

Name of Administrator:

Please make sure that you complete all sections of this application form clearly in black or blue capitals and return by Post/ Email to: KKCL, International Office, 103-105 Greenford Road, Harrow, Middlesex, HA1 3QF, UK. Email: international.office@kkcl.org.uk

Section 1 Personal details

| | | |
|---|----------------------------|----------------------|
| 1.1 Title (Mr/Mrs/Ms/Miss/other) | 1.2 Sex | PHOTO |
| 1.3 First names (in full) | | |
| 1.4 Surname (Family name) | | |
| 1.5 Home address | | |
| Street | | |
| Town/City | | |
| 1.6 Post Code | 1.7 Country | 1.8 Telephone |
| 1.9 Email | | |
| 1.10 Date of birth (DD/MM/YYYY) | 1.11 Nationality | |
| 1.12 Passport No. | 1.13 Place of birth | |
| 1.14 Country of birth | 1.15 First language | |

Section 2 Programme(s) applied for

| | |
|---|----------------------------|
| Which course / programme do you wish to study? | |
| 2.1 Main course | 2.2 English Studies |
| 2.3 When do you plan to start? | |

Section 3 Previous qualification

3.1 Please indicate the highest academic qualification you have achieved. *Please provide proof.

| | | |
|---|---|---|
| <p>Postgraduate</p> <p><input type="checkbox"/> Higher degree (Masters etc.)</p> <p>Undergraduate</p> <p><input type="checkbox"/> First degree</p> <p><input type="checkbox"/> HNC or HND</p> <p><input type="checkbox"/> Diploma in Higher Education</p> | <p>Further education</p> <p><input type="checkbox"/> A level or equivalent qualification</p> <p>Secondary education</p> <p><input type="checkbox"/> GCSE/O level qualifications or equivalent</p> | <p>English qualification</p> <p><input type="checkbox"/> IELTS – Overall _____</p> <p><input type="checkbox"/> Other _____</p> <p>Other</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> No formal qualification</p> |
|---|---|---|

Section 4 Funding

| | |
|---|--|
| 4.1 Will you be funding your studies? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.2 If NO , please explain how you will fund your studies. | |

Section 5 Other information – this information will be treated confidentially

| | |
|--|--|
| 5.1 If you have a medical condition or disability that might require special arrangements or facilities? (For examples, medicine allergy, learning disability, physical disability, pregnancy, regular medication) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5.2 If yes, please tell us what this is and the type of support you would require. (Continue on a separate sheet if necessary) | |

Section 6 Previous applications and Travel history

| | |
|--|--|
| 6.1 Have you studied in the UK previously | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6.2 If YES , please state date, purpose & duration | |
| 6.3 Have you ever been refused visa for the UK | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6.4 Have you ever been refused entry upon arrival to the UK | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6.5 If you have answered YES to 6.3 or 6.4 , please state date & reason | |

Enrolment Documents

Please note that the following documents will be required for the application process and an English translation should accompany all non-English documents:

- Two passport size photos
- Copy of outside front cover page of your passport, biographical data page and all pages with stamps, visa and endorsements (for international students)
- Copies of certificates and academic transcripts (with certified translation when needed) of previous academic or professional education
- Proof of English proficiency (if you are a non-native English speaker)

Declaration: I confirm, to the best of my knowledge, the information given in this form is correct and complete, and all the documents submitted to support my application at KKCL are genuine and authenticated by the relevant bodies. I understand that I am responsible for informing the College any change of my personal details within 5 working days. I accept all the terms and conditions attached with this application form and are displayed on the College's website at <http://www.kkcl.org.uk>.

Signature of Applicant:

Date:

Terms & Conditions**1. GENERAL**

- 1.1. Katherine & King's College of London ("KKCL" or "the College") is a provider of English language courses, foundation programmes and other professional training courses ("the Courses"). All the courses are offered to students over 16 and are subject to availability.
- 1.2. By applying at KKCL, you agree to be legally bound by these terms and conditions, which are subject to review by the College and may be modified from time to time.
- 1.3. If the application form is signed on behalf of the student by his/ her sponsor/ guardian/ representative, these conditions will still apply.

2. ADMISSION AND COURSE

- 2.1. Every effort has been made to ensure that the information contained in KKCL's Prospectus and Website is correct. The college will endeavour to deliver programmes and other services in accordance with the descriptions provided.
- 2.2. The College reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes, both before and after a student's admission to the College, if such action is reasonably considered necessary by the College.
- 2.3. In the event that, prior to the student commencing the first term of study for any programme offered by KKCL, the College discontinues the programme, the student may either (1) withdraw from the College without any liability for fees; or (2) transfer to such other programme (if any) as may be offered by the College for which the student is qualified. If in these circumstances the student wishes to withdraw from the College and to enrol in a course at a different College, KKCL shall endeavour to assist the student.
- 2.4. Once the student has commenced the first term of study, if:
 - 2.4.1. If the College's ability to deliver a programme or other services in accordance with the descriptions provided is compromised by circumstances beyond the reasonable control of the College, the student will not be eligible for refund however the College will endeavour to minimise disruption as far as it is practical to do so.
 - 2.4.2. The programme is cancelled or substantially varied from descriptions provided by KKCL for reasons other than circumstances beyond the College's reasonable control the College will try to provide a suitable replacement programme. If the student does not wish to accept the replacement programme, the student shall be entitled to withdraw from the programme. In the event of such withdrawal the College shall make an appropriate refund of course fees if eligible.
- 2.5. If the College makes you an offer of a place, you must make sure that you are aware of any conditions on which the offer is based and that these conditions are met by the notified date, and that you're aware of the terms of the offer, for example, the year in which you start your programme and the length of your programme. If you are uncertain, please contact the College for confirmation of the details, before you accept the offer.
- 2.6. All declarations made on application forms are accepted in good faith. Any false declarations or failure to produce original documentary evidence when required may result in the final expulsion from the course to which he/she has been admitted. In such cases, the student will not be entitled to any refund.
- 2.7. Any financial requirement has to be met before a student's enrolment is accepted, according to the conditions on which the offer is based.
- 2.8. Once enrolled with the College, it is the students' responsibility to register with the relevant professional body, where applicable, or enter for any examinations held externally.
- 2.9. Unless otherwise stated, course fees charged by KKCL do not cover subscription fees with professional bodies & exam boards, external examinations fees and cost of study materials (i.e. books and manuals).

3. PAYMENT & REFUND

- 3.1. The course fees advertised by the College are correct at time of issue, however, the College reserves the right to change any course fees prior to the course commence date.
- 3.2. The college is not responsible for your bank charges. UK bank charges will be added to your cost, and are applicable to all methods of payment accepted by the college. A charge of £50 will be made to students for all dishonoured payments.
- 3.3. The College do not accept credit cards, debit cards and foreign cheques.
- 3.4. All course fees are payable in full before the course commence date. In regard to overseas students, the college requires all outstanding balances to be cleared once visa applications are approved by UKBA.
- 3.5. At the discretion of the college, students may be allowed to pay their course fees in instalments, but an administration fee will be added to the course fee. Any outstanding instalments are still payable if the student withdraws from the course.
- 3.6. The registration fee and administration fee is not refundable, except in such situations described in clause 2.4. A refund may be issued if for reasons beyond the student's reasonable control such as: a major natural disaster or a life threatening accident within six weeks of the original course starting date. This decision will be made on a case by case basis at KKCL's total discretion and is subject to satisfying clause 3.7.
- 3.7. The College reserves the right to charge a cancellation fee of up to three times the registration fee and request all original documentation to be returned before processing any payments and/or refunds under any circumstance.
- 3.8. Any registration and/or subscription fee for professional association is not refundable.
- 3.9. Registration fees or partial payments may be refundable if a student decides to cancel an enrolment no less than six weeks before the course commencement date, subject to satisfying clause 3.7.
- 3.10. Once the student has obtained a Confirmation Acceptance of Study (CAS) from the College no refund is available unless the visa application has been refused by UKBA, subject to satisfying clause 3.11, 3.12, 3.13 3.14.
- 3.11. The college must be notified within 5 working days of the date a visa application has been refused. Failure to do so will release the college of any obligations to process any refunds and also waiver the student's right to request any refund.
- 3.12. If a visa application is refused on the grounds that the student failed to provide necessary documents, demonstrate adequate financial support or other reasons for which the student is accountable, the College accepts no responsibility to refund.
- 3.13. In the event of a refusal the student must apply for an administrative review, within the prescribed time. Failure to do so will release the college of any obligations to process any refunds and also waiver the student's right to request any refund.
- 3.14. The College reserves the right to withdraw a student from college register and permanently withheld all previously paid fees if the student:
 - 3.14.1. Submitted fraudulent/falsified documents in his/her application to KKCL and UKBA.
 - 3.14.2. Deliberately failed to disclose required information on the KKCL application form.

3.14.3. Attempted to defraud the UK immigration laws and regulations.

- 3.15. If a student decides to finish the course early or discontinues the course once the course has started, no part of course fees will be refunded or transferred except in such situations described in clause 2.4.
- 3.16. If a student arrives late for the start of the course, takes a holiday during the course, or is asked to leave the college because of serious misconduct or poor attendance, no refund is possible.
- 3.17. When accommodation is booked through the college, the booking fee and one month's rent as a deposit should be paid in advance at least one month before the start of the course. No fee can be refunded if a student withdraws the booking at any time. The minimum of contracted period is 3 months.
- 3.18. The college will charge £5 administration fee for each letter issued after the first free Student Status Letter. A charge of £20 will be charged for letters requested the same day.

4. ATTENDANCE

- 4.1. Students are expected to attend classes regularly and on time. Overseas students must comply with the immigration rules set out by the UK Home Office.
- 4.2. Full-time students are required to maintain an attendance of a minimum of 85% throughout the duration of their courses and a minimum of 15 hours of day-time study per week.
- 4.3. Students are required to abide by all the college rules and regulations as of date and with any future changes as advised from time to time.
- 4.4. Part-time students should attend classes regularly or may be removed from the class due to poor attendance, under which circumstances no course fee will be refunded.

5. COLLEGE REGULATIONS

- 5.1. The College reserves the right to dismiss any student at any time for non-payment of fees. No fees will be refunded for any student dismissed under this clause.
- 5.2. The College is required to inform the UKBA when a tier 4 student has been removed from the College. Where appropriate, the College will also provide information to the UK Border Police and the relevant local authorities to assist the deportation of such students.
- 5.3. Fees are updated each intake and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Any promotions and offers may have restricted eligibility and are subject to availability.
- 5.4. KKCL reserves the right to change the course timetable, teachers, course specification, starting/ending dates and locations whenever the College deems necessary.
- 5.5. Students are expected to conduct themselves at all times in an acceptable manner, breaches of the Student Code of Conduct and College Regulations may lead to expulsion and forfeiture of all fees.
- 5.6. The College will report all illegal activities on college premises to the Police.

6. INDEMNITY

- 6.1. Each party will indemnify the other in respect of any costs, claims, demands, losses or liabilities (including reasonable legal fees) incurred by the indemnified party as a result of or arising in any way from a claim by a third party which results from any breach of the provisions contained in these terms and conditions.

7. DISCLAIMER

- 7.1. The College shall not be liable to anybody for any indirect or consequential loss at the premises of KKCL.
- 7.2. KKCL's aggregate liability, however caused whether for breach of contract, negligence or otherwise (except in relation to death or personal injury), shall not in any event exceed either £500 or the actual amount that has been paid, whichever is the lower
- 7.3. Neither party shall be liable to the other for any failure or delay in the performance of its obligations under these terms and conditions caused by circumstances beyond that party's reasonable control.
- 7.4. KKCL Management reserves the right to amend the terms and conditions at any time.

8. SEVERANCE

- 8.1. If any provision of these terms and conditions is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be enforced to the maximum extent permissible so as to affect the intent of these terms and conditions, and the remainder of the terms and conditions shall continue in full force and effect.

9. LAW AND JURISDICTION

- 9.1. These terms and conditions shall be governed by the laws of England and you agree to submit to the jurisdiction of the English Courts.

Glossary of Terms

- 1. **Course fee** – The fee payable for a course of study, whether partially or the entirety.
- 2. **Subscription fee** – The fee payable, normally but not always, to external bodies for the registration of the student with their organisation, such as ABE or ACCA.
- 3. **External examination fee** – The fee payable to an external body with whom the student will be taking an exam.
- 4. **Cancellation fee** – The fee deductible or payable by the student as a consequence of cancelling a registration.
- 5. **Registration fee** – The fee payable by or on behalf of a student wishing to join the college. Can be an initial fee paid before a full payment of course fee is made.
- 6. **Administration fee** – The fee that is chargeable, deductible or payable by the student in such circumstances such as setting up instalment packages and issuing letters.
- 7. **Booking fee** – The fee that the student is expected to pay up front for the reservation of accommodation made by the college.
- 8. **Legal fees** – The fees that may be chargeable due to a legal matter arising.