

Course Application Form

First Name		Family Name		
Male	Female	Married	Single	
Nationality				
DOB DD/MM/YYYY	Passport Number	Email Address (PLEASE WRITE IN CAPITALS)		
Home Address		Town	City	
Country		Zip/ Post Code		
Address in the U.K.		Town	City	
Country		Zip/ Post Code		
Do you need a visa to study in the UK?	Yes	No	If Yes, What visa will you apply for?	
Have you ever studied in the UK before?	Yes	No	If Yes, please give details.	
Overseas telephone number:				
Mobile number in the UK:				
Do you have any Special Educational Needs? If yes, please give details		Yes	No	
<input checked="" type="checkbox"/>	COURSES	Hours per week (6, 9, 15, 21, 24 or 30)	START DATE	FINISH DATE
	Morning Class		dd/mm/yy	dd/mm/yy
	Afternoon Class		dd/mm/yy	dd/mm/yy
	Evening Class	6	dd/mm/yy	dd/mm/yy
	21 hr / week intensive courses	21	dd/mm/yy	dd/mm/yy
	24 hr / week Intensive Course	24	dd/mm/yy	dd/mm/yy
	30 hr / week super-intensive courses	30	dd/mm/yy	dd/mm/yy
Do you want a FREE University or College application appointment with UKEC?				YES / NO
DHL for visa letter etc (£60 per letter) please confirm delivery address with application.				
About you and Excel College				
How did you hear about Excel? If through an Agent, please give name.				
What attracted you to Excel?				
What are your study aims of Excel College?				

TERMS AND CONDITIONS

For Student Visitor or Tier 4 visa students, the entire course fees must be paid before a visa or CAS letter is issued. Please see invoice/ offer letter for payment details.

Cancellations and Refunds:

Refunds will only be given if your visa application is refused by UKBA. For this you will need to submit the complete UKBA refusal letter and we may require the original copy if the email or fax copies are not clear. All refunds are subject to a £150.00 (10% of the total course fee if applying through an agent) admin fee. Refunds will not be given if you cancel your course or wish to change to a cheaper/ shorter course. You cannot transfer your fees to any other people. Refunds will not be authorised 12 months after the date of purchase. We will not issue any refund if you have been refused for reasons of fraud or deception.

Course deferrals.

If you wish to defer your course start date, you need to inform us at least one week before your course start date.

If you do not inform us and you arrive late, you will not get a refund for the weeks you have missed. The maximum time allowed for deferral is one year; however please note the college cannot guarantee your original course will be available.

All students must be 18 or over to apply for our courses.

All students must inform us of any disability or special needs before making an application. Your application may be refused should you fail to do so.

Excel College require a minimum of 80% attendance on all courses. Please see our absence, attendance and lateness policy for details of our procedures should a student not attend their course.

In order to process your application, you will need to include all the necessary documents. These include:

Passport copy

Application form signed and dated (see below)

Any other qualifications (school, college, university) that you feel are relevant to this application.

Bank statements (if applying for Tier 4 visa)

Secure English Language Test Certificate (if applying for Tier 4 visa)

I agree that I have read and understood the College's terms and conditions as stated here and on the College's website (www.excel-college.com).

I have discussed with the College any disabilities/ special needs I may have.

Signature _____ Date _____

Office Use Only

Date of Payment	No of Weeks Paid	Date From	Date To	Hours per week	Payment Method	Fees received	Balance