

APPLICATION FORM: SCHOLARSHIP FOR IELTS-EFL AND PRE-MASTER

2010/2011

Section A Student's personal details

Please provide all the details as fully as possible. If you have an email address, you should include it as this allows us to communicate with you more efficiently.

Personal Information

Family Name	
Middle Name(s)	
First Name	
Date of Birth (dd/mm/yyyy)	
Nationality	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Do you have a disability	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please specify _____	

Contact Details

Home Address _____ _____
Country
Telephone Number(s)
Mobile Number(s)
Email Address

Work Experience

Recent work place full address _____ _____
Recent job title/position
Telephone Number(s)
Email Address
Description of your role _____ _____

Section B Details of parent or next of kin

You should provide the details of the person who is responsible for your welfare (parents or sponsor).

Family Name
First Name
Relationship to student
Permanent Home Address <hr/> <hr/>
Country
Telephone Number(s)
Mobile Number(s)
Email Address

Section C Intended educational programme

Please complete this section. If you are currently undertaking any examinations and have not received your final grades, a conditional offer may be made on the basis of your academic achievements to date.

Course Selection

Course Choice	<input type="checkbox"/> IELTS-EFL	<input type="checkbox"/> Pre-Masters		
Start Date	<input type="checkbox"/> Sept 2010	<input type="checkbox"/> Jan 2011	<input type="checkbox"/> April 2011	<input type="checkbox"/> Sept 2011

Pre-Master Subject Selection

Subject Choice	<input type="checkbox"/> Accounting	<input type="checkbox"/> Finance
	<input type="checkbox"/> MBA, Business and Management	<input type="checkbox"/> Economics

Section D Accommodation and airport

Please complete this section if you require accommodation and/or airport collection. We ask that students arrive 24 to 48 hours prior to commencement of their course. We will arrange to meet students at the airport on arrival and take them to their accommodation for an extra charge.

Accommodation Choice	<input type="checkbox"/> Homestay	<input type="checkbox"/> Homestay en-suite
Airport Collection	<input type="checkbox"/> London Heathrow	<input type="checkbox"/> London Gatwick

Accommodation will be reserved once the deposit has been paid into the college's bank account. Homestay en-suite needs to be booked well in advance and is subject to availability.

Section E Test Fee

A payment of 550 THB will be required for administering the test in Thailand.

This will be collected at the test centre, prior to sitting the test.

Section F Finance commitment

This box must be ticked in order to confirm your understanding of the financial commitment involved in joining Cambridge Seminars College.

I am privately financed – I understand that the full fees should be paid before the programme starts.

Section G Payment procedure

Once an offer of a place has been accepted, we require a deposit payment to be made into the college's bank account as stated on the offer letter. Full fees are payable before or on arrival at the latest. The full fees include tuition fee, accommodation fee and other fees where applicable. Cambridge Seminars reserves the right to issue an administrative charge of £250 if fees are not paid on time or if special arrangements have been agreed for payment to be made by instalments. Payments can be made by cheque, sterling bankers draft or by direct bank transfer. Please ensure that the family name of the student is used as a reference when making a payment.

Payment Details

Our bank details are as follows:

Bank Address	LLOYDS TSB PLC, 17-23 Coventry Street, Nuneaton CV11 5TD
Account Name	CAMBRIDGE SEMINARS
Sort Code	30 96 20
Account Number	02708319
Iban Number	GB55 LOYD 3096 2002 7083 19

Section H Application checklist

You should include the following documents with your completed application form. Please indicate that the document is enclosed or attached by ticking in the appropriate box. If an individual document is not included please indicate when it will be sent. Please note that your application cannot be processed if the documents 1 and 2 below are not sent with your application form. **If your academic documents are not in English please provide certified translations.**

1	<input type="checkbox"/> Scanned copy of your passport photo page
2	<input type="checkbox"/> Original school reports / transcripts
3	<input type="checkbox"/> Recent examinations results (IGCSEs, WAEC or equivalent)
4	<input type="checkbox"/> IELTS/TOEFL certificate or equivalent
5	<input type="checkbox"/> The above documents will be sent by _____

Please send this form plus all your documents to:

Postal Address: The Admissions Office
 Cambridge Seminars College
 Logic House, 143-147 Newmarket Road
 Cambridge
 CB5 8HA United Kingdom

Or you may send all scanned documents along with this completed application form to:

Email Addresses: applications@cambridgeseminars.co.uk
rachinya.wilson@cambridgesemimars.co.uk

Section J Terms and conditions

Please read the terms & conditions carefully as your application to Cambridge Seminars signifies that you have read, understood and accepted these. **Terms and conditions are correct at the time of publication and are subject to alteration without notice.**

Application Acceptance

1. A college place can only be reserved and documents released once the requested deposit has been made to the college.
2. Acceptance at the College is based on seeing evidence of declared examination results. Students must inform the College of any pending examination results.

Attendance & Punctuality

3. All full time students are expected to attend daytime classes for a minimum of 15 hours per week. Students must attend all classes listed on their timetable.
4. In cases of absence, the College must be informed of valid reasons. A medical certificate is required if there are more than three consecutive days absence due to illness.
5. Students must be on time for their classes. Late arrivals will be reported and the tutor has the right not to admit a student to class if the student arrives fifteen minutes after the start of the lesson.
6. Students are fully responsible for any damage caused to College property, other students' possessions or to host family possessions. Students will be liable for any losses incurred. It is the student's responsibility to look after his possessions. The College will not accept responsibility for student possessions.
7. For misconduct or misbehaviour a verbal warning will be given. If misconduct continues it will be followed by a written warning and eventually lead to suspension or possible expulsion from the College. Students are bound by the College rules and regulations and will be required to sign an agreement to such an effect.

Student Visa support

8. The College will assist the student to apply for his student visa, but it is the sole responsibility of the student/guardian to ensure that he has a valid visa for his stay in the United Kingdom. The student must inform the college of his visa renewal status. Students who do not have a valid visa for study will not be allowed to attend the course. The College will provide the necessary assistance and documentation for a visa extension, for those students whose fees have been fully paid.
9. After the commencement of the course students not reporting to the College or failing to inform the College of their visa status, will be reported to the relevant authorities in the UK, as stipulated by the UK Border Agency.

Examinations/Purchase of Textbooks

10. Students are entered for examinations only if their attendance at classes is more than 85% of the total possible and they are recommended by their tutors. It is the responsibility of the student to ensure that he is fully aware of his examination responsibilities.
11. An additional examination charge will be made for every re-take of external examinations.
12. Students are required to purchase textbooks and stationery as requested by the tutors.

Payment of Tuition Fees

13. Enrolment on the course creates a binding agreement to follow the course and to pay the full fee. Once a place has been confirmed, the student becomes liable for the full fees of the course. The balance of the fees is payable at the start of the course.
14. Students and their parents/guardians are responsible for ensuring that they have understood the costs involved in taking their selected course.
15. Where special arrangements have been made to provide payment by instalments, each instalment must be made by the requested date. Failure to comply with these payment dates will result in a late handling surcharge of £250. Payment of fees may be made by banker's cheque, bank transfer or cash direct to the college. No payment is to be made to any third parties.
16. The College may suspend students without notice if their fees are in arrears and accommodation payments to host families will be terminated. If a student is suspended or expelled from college, all fees are still due and no refund will be made.
17. Students not completing their studies for any reason will not be eligible for a refund, discount or credit and will be liable for the outstanding fees even if they stop attending the course.
18. No examination results will be issued to the student or to any institution on his behalf unless full fees have been received by the college.

Refund of Tuition Fees

19. Students requiring a student visa to enter or remain in the UK may claim a refund of the fees paid, less an administration charge of no more than £250, only if their visa application has been refused and the College is informed of this prior to the start of the course. The application for refund must be made by completing a Tuition Fee Refund Form with a copy of the visa refusal letter from the British Embassy/High Commission, copies of the passport and the original documents of admission (issued by the College) must be submitted to the college.
20. Once the visa has been granted and the student has started on the programme he is liable for the full course fees. No fees will be refunded for the course and if fees are outstanding then these will have to be settled before any reference letter or results can be given. Also, UKBA will be informed if the student leaves within his visa expiry date.
21. In the unlikely event of a course being cancelled by the college, students will be reimbursed the full fees.
22. No refunds are due where students have postponed the commencement of their course.

Updated: April 2010

Section I Declaration

I hereby apply for admission to Cambridge Seminars College and if admitted I undertake to conform to the terms and conditions listed above. I also agree to Cambridge Seminars College communicating with my parents, guardian, sponsor or next of kin on all aspects of my application.

Signature

Date