



Application for Admission

Please complete all the sections and return to this address:
 15-17 Church Chambers, 11/12 Church Lane, London E11 1HG
 Email: info@leytoncollege.co.uk <http://www.leytoncollege.co.uk>
 Tel: +44 (0) 208 9880 368 Fax: +44 (0) 870 705 9839

For office use only Reg. No _____ Programme _____	(Photo)
Granted..... Rejected..... Deferred.....	

1. Proposed Course of Study:

Department			
Course	PG Diploma	Higher Diploma	Diploma
Title of Course			

2. Mode of Study required: FULL-TIME

3. Personal Details:

Title (Mr/Ms/Mrs)		First Name	
Middle Name		Surname	
Date of Birth (dd/mm/yyyy)		Gender (Male/Female)	
Nationality		Country of Birth	
Marital Status		Visa Status	
Passport No		ICFN/BRP/VISA No.	
Passport Issue Date		Passport Expiry Date	
Visa Issue Date		Visa Expiry Date	

4. Address:

Correspondence Address:	Permanent Address:
Town:	Town:
Postcode:	Postcode:
Phone:	Phone:
Email:	

5. Finance:

How do you propose to finance your course of studies here? <input type="checkbox"/> Private Means <input type="checkbox"/> Postgraduate award <input type="checkbox"/> Employer <input type="checkbox"/> Parents <input type="checkbox"/> Other Please mention the name and address of the person or organization responsible for paying your fees
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14. Ethnic Background:

- | | |
|--|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Black: Of Caribbean Origin |
| <input type="checkbox"/> Asian: Of Indian Origin | <input type="checkbox"/> Black: Of African Origin |
| <input type="checkbox"/> Asian: Of Pakistani Origin | <input type="checkbox"/> Mixed: White and Black Caribbean |
| <input type="checkbox"/> Asian: Of Bangladeshi Origin | <input type="checkbox"/> Mixed: White and Black African |
| <input type="checkbox"/> Asian: Of East African Origin | <input type="checkbox"/> Mixed: White and Asian |
| <input type="checkbox"/> Asian: Of Chinese Origin | <input type="checkbox"/> Any other group, Please specify |
| <input type="checkbox"/> Asian: Of Other Origin | |
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15. Disability:

Do you believe that you have any disability that may be covered by the Disability Discrimination Act?

Yes No

If yes, what is your impairment? (Please mark those that apply)

- | | |
|---|---|
| <input type="checkbox"/> Mobility/Wheelchair user | <input type="checkbox"/> Blind/Partially sighted |
| <input type="checkbox"/> Deaf/Hearing Impairment | <input type="checkbox"/> Autism/Mental Health/Learning Difficulty |
| <input type="checkbox"/> Unseen Impairment e.g. Disease/epilepsy | <input type="checkbox"/> Dyslexia/Other impairment (Please specify) |
| <input type="checkbox"/> Speech | <input type="checkbox"/> Memory/Concentration |
| <input type="checkbox"/> Physical co-ordination | <input type="checkbox"/> Continence |
| <input type="checkbox"/> Ability to lift, carry or move every day objects | <input type="checkbox"/> Perception of risk of physical danger |

16. How did you learn of Leyton College?

- | | | | |
|----------------------------------|-----------------------------------|---|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Friends | <input type="checkbox"/> Previous College | <input type="checkbox"/> Local library |
| <input type="checkbox"/> Seminar | <input type="checkbox"/> Referral | <input type="checkbox"/> British Council | <input type="checkbox"/> Other |

17. Terms & Conditions:

- a) All students should be 18 or over at the time of application.
- b) The College reserves the right to make any changes at any time if it seems to be necessary regarding its policies, regulations, syllabuses, fee, Time Table and assessment without prior notice and the College decision must be treated as final.
- c) Students are required to attend all lectures, classes and tests and to submit written work as required by tutors. Attendance below 85% at any point of time will be reported to the UKBA and student may be expelled.
- d) Lateness will not be tolerated. Anyone late without a valid reason more than twice will be suspended and may lead to dismissal.
- e) The College reserves the right to expel a student if he/she does not fulfill the above requirements or for behavior disruptive to the general conduct of the College. In such cases no refund of fees will be given.
- f) The amount of fees mentioned on College Documents and Website is excluding the Awarding Body Registration and Examination fee which is generally Non-Refundable.
- g) Enrolment for a course at the college constitutes a binding agreement on the student to follow the course and pay the full tuition fees.
- h) On acceptance by the college you are required to pay a minimum of 60% of your tuition fee to obtain CAS
- i) All tuition fees must be paid in full prior to commencement of the course. At the discretion of the college students may be allowed to pay their fee by instalments as per the payment plan mutually agreed before the course commencement, failure as such may result to dismissal.

- j) It is the student's responsibility to ensure that external examination entries are submitted in time and that Registration/Examination fees for examining Boards are fully paid.
- k) The college may refund the tuition fees paid in advance apart from the sum of £250 to cover our administrative charge in case of visa refusal and provided the following conditions are met:
- The student has not entered the U.K
 - The student provides the college with the original 'Refusal Letter' issued by the British Embassy /High Commission.
 - If the student has lodged an appeal, the fees will only be refunded once the college receives documentary evidence that the appeal has been dismissed.
 - The original documents received from the college must be returned.
- l) Any student received Visa/Entry Clearance wish to withdraw for any reasons the fee will not be refunded
- m) Once a student receives CAS from the college and wishes to withdraw/ cancel for any reasons are liable to pay £250
- n) Anyone supplying false information or material fact not disclosed in gaining admission will be terminated without any fee refund.
- o) No refunds are due when students are in the UK and have postponed the commencement of their course.
- p) If students change their course of study during the term no refunds will be given where the revised course involves fewer subjects or is lower in price and course transfer charge of £250 will be incurred. Holders of a student visa are advised that the College is obliged to insist that a full-time course of at least 15 hours per week is followed.
- q) The college reserves the right to cancel/postpone any advertised courses because of insufficient number of students.
- r) Overseas student must comply with the Immigration Rules; Leyton College reserves the right to refuse admission to any student.
- s) The information on the website/Marketing Material is correct at the time of updating but is subject to alteration.
- t) We are required by the UKBA to record your attendance and supply any and all your details when requested.
- u) It is student's responsibility to ensure the courses that he or she intends to undertake meets their requirement.
- v) We reserve the right to refuse or cancel your application at any time without a reason.

18. Declaration:

I certify that the information given is correct and hereby undertake, if admitted as a student of Leyton College to comply with all ordinance and regulation of the college, including the refund policy and agree to the college processing personal data contained in the application form, or other data, which the college may obtain from me or other people whilst I am a student, for purposes connected with my studies, health and safety or for any other legitimate reasons.

Signature of Applicant:	Date:
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Please submit following documents with application form

- Copies of relevant academic certificates and work experience
- Copies of Passport
- Two Passport Sized photographs