



# Application Form

Please attach  
your passport size  
photograph

All sections of this form must be completed and sent with:  
 Official transcripts from educational institutions attended  
 Two supporting references (at least one should be academic)  
 Personal statement  
 Four (4) recent passport-size photographs  
 Documentary evidence of your English language proficiency (e.g. IELTS, TOEFL)

**Please complete the form in BLOCK capitals and black ink.**

## Personal Details 1

Title (Mr, Mrs, Ms, Miss, Other):	Full name (as shown on Passport)		
Surname / Family Name:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Marital Status:
Current Nationality:	Country of Birth:		
Passport no:	Date of Birth:            /        /		
Date of Passport expiry:        /        /	Date of Visa expiry:        /        /		
Home Address ( Permanent Overseas Address):	Term-time Address (UK Address with post code):		
Telephone No:	Telephone No:		
Mobile No:	Mobile No:		
Fax No:	Fax No:		
Email No:	Email No:		

## Proposed course 2

Course Title (Please check the college prospectus for the course details and entry requirements)

## Proposed intake 3

Date of proposed enrolment

February     May         September     Year

Office use only

Student Ref:	Home <input type="checkbox"/>	Notes:
Student ID:	Overseas <input type="checkbox"/>	

## Qualifications already held/to be obtained

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Please enter details of all courses attended starting with most recent / current place of study.  
Please provide certified copies of certificates and transcripts of your complete academic records.

Dates		Full or Part-time	School or University or College attended	Degree or other qualifications obtained / to be obtained	Class of Degree or GPA
From	To				

If your first language is not English, please indicate your proficiency by completing the section below. Please send copies of the official test results with this application form.

Language Proficiency	Score	Date
IELTS		
TOEFL		
OTHERS (please specify)		

## Work experience

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Please give details of previous and present employment.  
Do not include temporary or short-term appointments unless they are particularly relevant.

Dates		Name of organisation/employer	Post/Occupation
From	To		

## Finance

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How do you purpose to finance your study in the UK? The Luton International College requires you to pay all fees charged in connection with your programme of study

Self       Other (Please Specify)

If you are not self-funded, please give the name and address of the person/company responsible for paying your fees.

Name:

Address

Postcode:

Fax:

Phone:

Email:

## Personal Statement

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Please give any information which you believe will support your application (Please attach a separate sheet if you need more space).

## Disability

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Please state any disability that you have

Physical / Mobility

Mental illness

Blind / Partially sighted

none

Deaf / Hearing difficulty

Other (Please)

Please state any physical or other disabilities, which may necessitate special arrangements or facilities.

## Equal opportunity statement

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Please tick any box below which most describes the ethnic group you belong to:

Asian or Asian British

Black or Black British

Mixed

White

Other (Please specify) \_\_\_\_\_

I would prefer not to supply this information

## References

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At least one reference should be an educational referee.

REFEREE 01

REFEREE 02

Name:

Name:

Address:

Address

Telephone no:

Telephone no:

Email:

Email:

## Declaration of any criminal records

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Have you ever had a criminal conviction?

Yes

No

Please read these terms and conditions and sign/date below:

1. The College requires students to attend ALL lectures and classes and to submit written work and attend all tests and examinations and to work hard and diligently throughout the course.
2. Enrolment for a course, together with payment of the required deposit, creates a binding agreement to follow the course and to pay the full fee.
3. In the event of a cancellation; for whatever reason, the following apply:
  - (I) Cancellations must be made in writing and will only be considered to have been made on the date on which they are received by the Registrar.
  - (II) For students who are not successful in obtaining a visa a full refund, less £250 administrative charge, will be granted on the receipt of the refund request form and a copy of the official visa refusal letter issued by the relevant British High Commission/Embassy.
  - (III) Refunds are not made after a Confirmation of Acceptance for Study "CAS" is issued.
4. An offer of a course place is for a specific intake. Fees paid will not be carried forward if you transfer to the next intake unless your reason for seeking such a transfer is that:
  - (i) You were unable to register in time for the intake you expected to join because delays were experienced in securing a visa: or
  - (ii) You are required to take an English language programme.
5. Where students change their course of study during the term, no refund will be given for the revised course if it involves fewer subjects. Additional fees will be payable for the revised course if it involves an increased number of subjects to that for which original enrolment was accepted.
6. The College reserves the right to cancel a course with four weeks' notice prior to the commencement date for the course whereupon any fee will be refunded in full.
7. The College reserves the right to withdraw a subject up to four weeks after the published commencement date where it considers that it is not viable, whereupon an alternative subject will be offered or a pro-rata refund of the course fee given.
8. For qualifications awarded by the external awarding bodies students must agree to be bound by the relevant awarding bodies' regulations and subsequent amendments made there to from time to time.
9. Anyone supplying false information on the application form is liable to suspension or expulsion from the college, and no refund will be made to any applicant whose visa has been refused due to the submission of fraudulent documents.
10. The College reserves the right to require a student to leave a course at any stage if the student does not fulfil the above requirement or if a student's continual presence would in the opinion of the College be detrimental to the well-being of staff, other students of the College generally or if a student does not meet his or her financial obligation. Any fee refunded to an excluded student is wholly at the discretion of the College.
11. Tuition fees do not include awarding body fees and examination fees.
12. The contractual relationship between a student and the college shall be governed by, construed in accordance with the laws of England and Wales.

# Declaration

I hereby acknowledge that, as a student of Luton International College, I am bound by all the requirements in force under the Rules and Regulations of the college. I understand that these include the requirement that all outstanding debts to the college are paid before an award can be confirmed and that, for serious breaches of regulations, the penalties may include termination of enrolment. I confirm that the information on these pages is correct to the best of my knowledge.

I consent to the college processing this information as described in these pages. For the purposes of the Data Protection Act 1998, the data controller is Luton International College.

I acknowledge that the College may disclose to third parties, in hard copy or electronic form, any piece of assessment work that I may undertake as a requirement of my programme of study where, in the college view, this is necessary for the conduct of academic business and quality assurance. This may include assessment items being stored by third parties.

This enrolment is subject to my satisfying any outstanding requirements from the admission process, previous assessment, or any other stipulations required by my programme of study.

I confirm that wish to enrol in the Luton International College and I understand that, by signing below, college fees become due and I agree to the pay in accordance with the College fee payment policy.

Signature	Date / /
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Please send your application to:

Luton International College  
 Temple Chambers  
 68/72 Stuart Street  
 Luton, Bedfordshire  
 LU1 2SW, United Kingdom

Phone: +44 (0) 1582 720012  
 Fax: +44 (0) 1582 720023  
 Email: admission@lutonintcollege.com  
 Web: www.lutonintcollege.com

# Office use only

Date Received	Approved	Student Ref.No	Signature	Date	Remarks
					psc 03/10
Start	End	Award	Decision		