



Radcliffe College

Your route to success

Application Form

Date	Passport Sized Photograph
Roll No.	
CAS No.	

Radcliffe Building: 185 Oxford Street, London W1D 2JX
Tel. +44(0)207 734 4214, Fax. +44(0)207 724 4218

Email: info@radcliffe-college.com,
Website: www.radcliffecollege.co.uk

Personal Details

Title: _____

Name: _____

Middle Name: _____

Surname: _____

Date of Birth: _____

Nationality: _____

Passport No: _____

ID No: _____

Contact Details

Address UK: _____

Telephone No: _____

Email: _____

Address in home country

Address: _____

Telephone No: _____

Mobile No: _____

Next of kin details

Name: _____

Surname: _____

Relationship: _____

Address: _____

Telephone No: _____ Mob: _____

Email: _____

Qualifications

Qualification	Institution	From Date	To Date

Course Details

General English

Travel and Tourism Marketing

Information Technology

IELTS

Business Management and Marketing

Web Design

Cambridge Examination Course

Sales and Marketing Management

E-Commerce

One to One

Entrepreneurship and Marketing

Start date: _____

Number of Weeks: _____

End date: _____

Timing: _____

Level: _____

How did you find us?

Friend

Website

Flyer

Agent

Newspaper

Terms and Conditions

Refunds and Visa Refusals

- Refund will be made only when the processing fee of £200 of the tuition fee will be forfeited.
- All refunds will take approximately 6 weeks provided the college is notified by email, fax or in writing and original documents issued by the college and Immigration Authorities are received by the college within 7 days of any such refusal.
- Refunds will only be made by cheque or bank transfer.
- Any bank charges must be paid by student.
- Once you are in the United Kingdom or have started your course, no refund will be given.
- Radcliffe College has the full authority to investigate, if suspected for any false application or forged document being submitted to the Immigration Authority.
- If the course is discontinued or postponed by the College, students enrolled on the course will be given an option to change to a different course or a full refund will be given.
- If an existing student studying on the course is refused a visa when renewing it, if the course has already started the college will calculate the refund from the date of refusal and deduct fees equivalent to the period studied, or £230, or whichever is greater.

No refunds will be made in the following cases:

- If your visa application has been refused because of their non-attendance, poor attendance, non-compliance with the Home Office rules and requirements, working for more hours than it is allowed by the Home Office.
- If, whilst your application being in the Home Office, the College suspended the student from the course due to non-attendance or poor-attendance.
- If your studying a professional programme and failed to make a progress on the course for two consecutive terms and has been suspended from the course for the same reason.
- For the course which has already finished.
- If an educational institute you were previously enrolled with reported to the Home Office your registration, which resulted in refusal of your student visa application.
- If you have been refused an Entry Clearance as a consequence of previously being removed/deported from the UK and you failed to inform the college about this prior to enrolling on the course.
- If a student is awaiting an appeal decision against the visa refusal. Refunds will be considered on the presentation of the Court's final decision (of refusal)

Change of Sponsor

If you want to change your college and therefore a Tier 4 sponsor before the end of your current course, you will need to inform us and show us the offer letter from another school/university before any attendance/leaving letters can be issued. Until you are given a leaving letter you will remain to be a student of Radcliffe College and therefore will have to maintain your attendance on the course.

Age Requirements

Students must be 18 years of age or over.

Fees

- The Registration Fee of £200 applies to **Visa Students** and is only payable with the student's first course.
- The Registration Fee of £45 applies to **EU Students** and is only payable with the student's first course.
- All fees are given in Pounds Sterling (£). The Registration Fee is not refundable.
- Books are not included in the course fees. Students are advised to buy their own books, if enrolled more than 4 weeks.
- If you are applying for a Professional course, a deposit of 70% is requested of the tuition fees. The college will provide the bank details in which the fees should be paid in (the confirmation of acceptance will not be issued until the deposit is paid)
- You may pay full tuition fees in advance, this should be confirmed by e-mail, so the college can get a verification from the bank that the payment has been made.

General

- All visa national students are required to attend a minimum of 80% attendance required by the Immigration Authority.
 - If you do not arrive to the college within eight days of your course beginning the college will terminate your registration and inform the UKBA.
 - Courses will not be extended due to any unauthorised absences and/or uncertified illness.
 - It is the student's responsibility to ensure all examination entries and fees are paid on the due dates. Some late entry places may be available and will be charged at a higher price. These places, if available, will be on a first-come-first-served basis.
 - When necessary the college reserves the right to change any teacher, class time and/or transfer students from one time of study to another, and to merge small classes, if the number of students is not sufficient.
 - We reserve the right to use any photographs of students taken during the classes or outside activities for advertising and promotional purposes and the copyright of these photographs should belong to the College.
 - The College is not responsible for safekeeping of any delivery of post, faxes, etc. sent to a student at the College address or for safekeeping of exam results or certificates.
- Changes to programmes

Disability Strategy

The Reception and Classrooms at Radcliffe College are not wheelchair accessible, and we are unable to provide a hearing loop or special equipment to assist students with impaired vision. Our teachers welcome and encourage students with degrees of disability which do not require those facilities. Advice on how to study successfully despite having dyslexia is available at Reception

Disclaimer: By signing this form I agree with terms applied.

Date: _____

Signature: _____

For Office Use Only: