

Office use
Date:
Reg No:
Form submitted by:

APPLICATION FOR ADMISSION

Personal Details (Please Print)

Surname(Mr/Mrs/Ms/Miss)	
Other Names	
Date of Birth	
Nationality: Passport No:	Please affix here a recent passport photo
Telephone No:(Mob & Home)	
Email:	

Current Address

United Kingdom		Overseas address	
Address line 1		Address line 1	
Town/City		Town/City	
Post Code(if applicable)		Post code(if applicable)	
Country		Country	

Contact Details of Next of Kin/Sponsor

Surname(Mr/Mrs/Ms/Miss)	
Town/City	
Post Code(if applicable)	
Country	
Telephone No (Mob & Home)	
How did you here about(Please specify)	

Course Details		
Course Applying for		
Proposed Start Date		
Mode of Study (tick)	Full-time	Other (Please Specify)

Education/Qualification/Course Details			
Education Establishment	From(MM/YY)	To(MM/YY)	Qualification/Grades Obtained

Employment Record			
Name of Employer	From	To	Position

Equal Opportunity Monitoring Form

Birmingham Graduate School aims to provide its services equally to all. This form helps us to monitor the extent to which we are achieving this objective.

Any information that you give will be treated in strictest confidence.

Gender: Male: female:

Do you have a disability? Yes: No:

If yes: What is your disability?

Are you registered Disabled? Yes: No:

Do you have a Learning difficulty? Yes: No:

If yes: What is your difficulty:

What is your Ethnic Origin? Tick where ever is applicable

Black: British African Caribbean Other Black background

White: British Irish(Eire) European Any other White background

Mixed: White and Caribbean White and Asian White African other

Asian: British Bangladesh Indian Pakistani other Asian

Other Ethnic group: Chinese Other: Please state: -----

THANK YOU

TERMS OF ADMISSION

IMPORTANT: The following provisions form part of the contract between Birmingham Graduate School and its students throughout their programme of study.

1. Enrolling for a course at Birmingham Graduate School constitutes a binding agreement where student must follow the course and pay the full tuition fees.
2. All declarations made in the application of admission are accepted in good faith. Any false declaration about qualifications or age or failure to produce documentary evidence of entry qualification may render a student liable to expulsion from the course to which he/she has been admitted.
3. **STUDENT STATUS:** Students are expected to enrol or re-enrol by the first day of each academic session, or other starting date appropriate to their programme of study. There is no guarantee that their place will be held open beyond this date. Anyone who fails to complete his/her enrolment or to pay fees by the due date, as published in the fees payment policy, may forfeit student status and all rights attaching to that status, including attendance and use of college facilities. This shall apply whether or not a letter of exclusion is issued.
4. **PROOF OF QUALIFICATIONS:** Students are required, before they begin their studies, to produce evidence, when requested, of having satisfied the entry requirements as set down in the Prospectus and/or as notified to them by the academic area appropriate to their programme of study. Such evidence must be in the form of the original certificates or, in the case of GC(S)Es, certified notifications of results from the examining body. Anyone discovered to have falsified or misrepresented his/her entry qualifications is liable to expulsion from the college.
5. **SUPPLEMENTARY TUITION:** In addition to the normal curriculum requirements of a programme of study, students who are considered to need supplementary tuition in order to pursue their course will be required to take additional study as prescribed by the college.
6. **COLLEGE REGULATIONS, POLICIES AND RULES:** Students must agree to abide by the various regulations, policies and rules applicable to them which are in force at the time of their enrolment and as amended throughout the duration of their programme of study. Key documents are included in the Essential Guide or distributed at enrolment
7. **STUDY HOURS:** According to the Home Office regulations, a bona fide student must attend guided learning hours of a minimum of 15 hours.
8. **DATA PROTECTION:** Students must supply and promptly notify any change(s) to, the data required by the college for official recording and external reporting purposes, which include the processing of such data for any purposes connected with their studies or for health and safety reasons or for any other legitimate reason.
9. **CHANGES TO SCHEDULED COURSES:** The College reserves the right to modify and develop its advertised courses (including the location of delivery) and to cancel a proposed course if it reasonably considers this to be necessary. If the course to which the student has been admitted is cancelled, the student may withdraw from the college without any liability for fees, or transfer to another course on which a place is available and for which the student is suitably qualified.
10. **CHANGE OF PERSONAL CIRCUMSTANCES:** You must keep the College informed of any changes in your personal circumstances during your period of study. It is very important that you ensure that the College always has your current address and telephone number. You must also tell the College if you change your name as the name you put on your enrolment form is the name which will appear on your transcript and certificate.
11. **DISRUPTION OF SCHEDULED ACTIVITIES:** The College will endeavour to provide the services and functions described in its literature. However, it cannot be held accountable for frustrations of these services and functions which occur through circumstances outside its control.

TUITION FEE REFUND POLICY

The tuition fees will be refunded under the below-mentioned circumstances:

- If the candidate's application is rejected at any stage of the admission procedure by the College Admission Directorate
- If the candidate's visa application is declined in his/her home country.
Any deposit or fees received by the College will be refunded after the College receives a suitable evidence of refusal.

After the commencement of the course, there will be no refund of the fees and /or transfer of fees to another institution/university under any circumstances.

Overseas students should note that once student visa entry permit to enter the UK is obtained with college assistance, there will be no refund and transfer of fees to another institution/university under any circumstances. Home students should note that they can withdraw from the courses any time prior to the commencement of the course. An administration charge of a minimum of £100.00 will be levied from his/her tuition deposit paid.

Please clarify all your queries and concerns prior to the payment of the initial fees/deposit. Please email at info@bgschool.org.uk

Any fees refunded in the above situations will be at the absolute discretion of the College.

Note: Please do note that any candidate who has made use of false documents within his or her application either to the college or to the British High Commission/Home office **will not be entitle to any refund.**

Declaration

I declare the information hereby given is true and complete and is not presented in a way intending to mislead. I also confirm that I have read and agreed to all the terms and conditions of Birmingham Graduate School, with the best of my knowledge. I agree that if I have given false or misleading information or omit to give relevant information now or in the future: this may result in termination of studies or training without notice, as well as claim for recovery of any payments I have obtained, together with loss of claim for any profits to Birmingham Graduate School.

Name(block): _____

Signed: _____

Date: _____

Please send this application form to:

Birmingham Graduate School

946, Bristol Road South

Birmingham

B31 2 NL

Tel: 0044-8454210099

Fax: 0044-1214753865

Email: admin@bgschool.org.uk