

# APPLICATION FORM FOR INTERNATIONAL STUDENTS



**Central College  
Nottingham**

Please complete **ALL** sections of this form. Incomplete forms cannot be processed and your application will be delayed. Return your completed form to: [international@centralnottingham.ac.uk](mailto:international@centralnottingham.ac.uk)

If you are applying for **English Language** please use the **English Language Course Booking Form**.

## PERSONAL DETAILS

TITLE		FAMILY NAME			
GIVEN NAME(S)			DATE OF BIRTH		
NATIONALITY			PASSPORT NO.		
HOME ADDRESS (INCLUDING COUNTRY)			CORRESPONDENCE ADDRESS (IF DIFFERENT)		
PHONE NO.		EMAIL			
ARE YOU USING AN AGENT?	YES		NO		AGENT NAME

How did you hear about Central College Nottingham? (Please tick all that are relevant)

INTERNET SEARCH	<input type="checkbox"/>	COLLEGE WEBSITE	<input type="checkbox"/>	SOCIAL MEDIA, E.G. FACEBOOK	<input type="checkbox"/>
FROM A FRIEND	<input type="checkbox"/>	FROM AN AGENT	<input type="checkbox"/>	AT AN EDUCATION FAIR	<input type="checkbox"/>

## COURSE DETAILS

Please tick the name of the course you would like to apply for:

INTERNATIONAL FOUNDATION PROGRAMME IN ACCOUNTING	<input type="checkbox"/>	INTERNATIONAL FOUNDATION PROGRAMME IN ECONOMICS AND MANAGEMENT	<input type="checkbox"/>
INTERNATIONAL FOUNDATION PROGRAMME IN ARCHITECTURE	<input type="checkbox"/>	INTERNATIONAL FOUNDATION PROGRAMME IN ENGINEERING	<input type="checkbox"/>
INTERNATIONAL FOUNDATION PROGRAMME IN BUSINESS	<input type="checkbox"/>	INTERNATIONAL FOUNDATION PROGRAMME IN SCIENCE	<input type="checkbox"/>
BTEC EXTENDED DIPLOMA (2 YEARS)	<input type="checkbox"/>	HND/FOUNDATION DEGREE (2 YEARS)	<input type="checkbox"/>
Subject:			

If you are applying for International Foundation Programme please tick the length of course and start date you would like to apply for:

SEPTEMBER - 3 TERMS	<input type="checkbox"/>	JANUARY - 2½ TERMS	<input type="checkbox"/>
MAY - 4 TERMS	<input type="checkbox"/>	JANUARY - 5 TERMS	<input type="checkbox"/>

WHY HAVE YOU CHOSEN THIS COURSE?

WHAT DO YOU INTEND TO STUDY AT UNIVERSITY?

## PREVIOUS STUDY AND QUALIFICATIONS

HAVE YOU STUDIED IN THE UK BEFORE?	YES		NO	
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IF 'YES' PLEASE TELL US THE NAME OF THE INSTITUTION	
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COURSE AND LEVEL	
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DATES OF STUDY		TYPE OF VISA	
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Please tell us what you have studied at high school and since leaving high school. Please also tell us the qualifications you have gained. This is very important – we cannot process your application without this information. Please send certified, translated copies of your qualification certificates and high school reports for the last 3 years to support your application.

DATES (FROM/TO)	NAME AND ADDRESS OF SCHOOL	SUBJECTS STUDIED	QUALIFICATION AND GRADES

HAVE YOU TAKEN A RECOGNISED ENGLISH LANGUAGE TEST (E.G. IELTS)?	YES		NO	
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IF 'YES' PLEASE TELL US THE GRADE YOU ACHIEVED AND SEND A COPY OF YOUR CERTIFICATE	
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## YOUR HEALTH AND EXTRA SUPPORT NEEDS

DO YOU HAVE ANY HEALTH OR MEDICAL CONDITIONS THAT NEED EXTRA SUPPORT?	YES		NO	
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IF 'YES' PLEASE TELL US ABOUT THE CONDITION YOU HAVE AND THE TYPE OF SUPPORT YOU NEED

DO YOU HAVE ANY LEARNING DIFFICULTIES THAT YOU NEED EXTRA SUPPORT WITH?	YES		NO	
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IF 'YES' PLEASE TELL US ABOUT THE DIFFICULTIES YOU HAVE AND THE TYPE OF SUPPORT YOU NEED

**Please note:** if you do not declare a condition that needs extra support at the time of application, and it is later discovered that you need extra support due to a pre-existing condition, then you will incur the cost of any extra support we may have to provide for you to be able to complete the programme.

## FUNDING YOUR STUDIES IN THE UK

To obtain a Tier 4 General Student Visa you must prove that you have enough money available to cover your course fees and living expenses during your time in the UK. You must show that you have the course fees plus £7,380 for the first year's living costs in your bank account. The money must have been in your account for at least 28 days before you apply for your visa.

PLEASE TICK TO CONFIRM THAT YOU UNDERSTAND THIS AND HAVE ENOUGH MONEY TO SUPPORT YOURSELF	<input type="checkbox"/>
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PLEASE TICK IF YOU WILL BE SPONSORED BY YOUR GOVERNMENT OR COMPANY FOR YOUR STUDIES	<input type="checkbox"/>
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## STUDENTS AGED UNDER 18 - DETAILS OF PARENT OR GUARDIAN

If you are less than 18 years old your parents or legal guardian must give their consent for you to apply to, and study at, Central College Nottingham. By "legal guardian" we mean the person who has legal parental responsibility for you, and who we would need to notify if you were involved in an emergency situation (i.e. not your Agent or your friend). Please complete your parent or guardian's details below and ask him/her to sign to confirm their consent:

FULL NAME OF PARENT/GUARDIAN	<input type="text"/>
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RELATIONSHIP TO YOU	<input type="text"/>
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PARENT/GUARDIAN'S PHONE NUMBER	<input type="text"/>
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PARENT/GUARDIAN'S EMAIL ADDRESS	<input type="text"/>
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DECLARATION: I understand that by signing this form I am confirming that I am the parent or legal guardian for the Applicant. I confirm that I consent to my son/daughter applying for, and studying at, Central College Nottingham.

SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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## STUDENTS AGED 18 OR OVER – EMERGENCY CONTACT DETAILS

Please provide full details of the person we should contact if you were involved in an emergency situation:

FULL NAME OF EMERGENCY CONTACT	<input type="text"/>
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RELATIONSHIP TO YOU	<input type="text"/>
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EMERGENCY CONTACT'S PHONE NUMBER	<input type="text"/>
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EMERGENCY CONTACT'S EMAIL ADDRESS	<input type="text"/>
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## DECLARATION – TO BE COMPLETED BY THE STUDENT\*

I can confirm that the information provided on this form is accurate and all supporting documents I have provided are genuine. If I am accepted at Central College Nottingham I agree to pay full fees on arrival and abide by College rules. I confirm I have read and understand the Terms and Conditions of Acceptance. I consent to my personal details being used by the College to support my application, my studies, my health and safety or any other legitimate reason. If I am applying through an agent, I give consent for my personal details and details of my application and associated procedures to be sent to, and discussed with, my agent.

STUDENT'S SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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\*Forms signed by an Agent are **not** acceptable unless accompanied by written confirmation from the student that he/she has checked the information provided on the form and authorised the agent to sign on his/her behalf.

### General

If you formally accept an offer of a place to study at Central College Nottingham by returning a completed Offer Acceptance Form, you are agreeing to pay a deposit\* of 60% of the course fees to secure your place, followed by the remainder of the fees in full on arrival\*. By signing the Offer Acceptance Form you are confirming that you understand that your enrolment cannot be completed without full payment of your course fees, and that generally course fees are non-refundable, and will only be refunded, in whole or in part, at the College's discretion, in very exceptional circumstances which are beyond your control.

When you enrol as a student of Central College Nottingham you agree to abide by College rules, attend all classes, provide up-to-date contact details (including next of kin information) and submit your passport on enrolment for copies to be taken and kept on file for the duration of your studies to enable the College to fulfil its obligations as a Sponsor under Tier 4 of the Points Based System for Student Visas. You understand that failure to comply with College rules, in terms of attendance or otherwise, will result in disciplinary action being taken against you by the College and may also result in you being reported to UK Visas & Immigration if you are in breach of Immigration Rules. Any disciplinary action may result in you being withdrawn from the College and your Student Visa being cancelled.

### Deposits

A deposit of 60% of the first year course fees is required to secure your place at the College and for a CAS (Confirmation of Acceptance for Studies) or Visa Confirmation Letter to be issued. The deposit will only be refunded if you are unable to take up your course place for the following reasons:

- You hold a conditional offer and fail to meet the conditions specified
- Your visa is refused due to reasons which are not attributable in some way to your own intentional or reckless acts (Visa Refusal Notice must be submitted)
- Exceptional personal circumstances prevent you from being able to travel to the UK to study

Deposit refunds are subject to an administration charge of £100, which will be retained to cover the costs of processing your application to the point at which the refund is requested, the costs associated with processing the refund, and any other costs incurred by the College in processing the application (i.e. CAS fee).

Please note: A deposit refund will not be granted if on receipt of the Visa Refusal Notice the College deems a visa refusal to be as a result of your own intentional or reckless act.

Deposit refunds must be requested in writing within the same academic year that the course for which you have been offered a place for is due to run, with appropriate supporting evidence provided. Requests for deposit refunds received after this period will be reviewed on a case by case basis and any refund granted will be at the discretion of the Vice Principal. Any refund granted under these circumstances will be subject to an additional administration charge to cover the additional costs associated with reviewing the case for a late refund and processing the refund itself.

### Course Fees

Course fees (less any deposit already paid) must be paid in full at the start of the course and prior to enrolment\*. Students who arrive in the UK to commence a course of study having obtained a Tier 4 General Student Visa have been granted that visa based on evidence of sufficient funds being available in their bank account to cover the course fees and living expenses for the duration of study. Therefore the College will not accept that insufficient funds are available on a student's arrival in the UK as a reason for that student being unable to pay the fees in full. Any student who states that they are unable to pay the full course fees will not be enrolled, and the College reserves the right to report the student to UK Visas & Immigration for breach of Immigration Rules, resulting in the student having to return home immediately at their own expense.

If you decide to leave your course early after paying your course fees the College will have incurred costs and therefore will not offer any refund of fees, unless there are very exceptional circumstances that prevent you from studying further and completing your course. Any refund offered under very exceptional circumstances is at the discretion of the Vice Principal and will take into account the period of study already completed, as well as administration and processing costs associated with the early withdrawal from the course.

No refund will be offered under any circumstances to students who are withdrawn from the College for disciplinary reasons, or for reasons that are a direct result of the student's own reckless acts and deliberate failure to comply with College rules.