



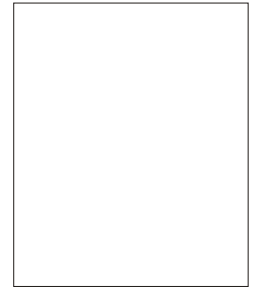
Thames College of Technology

Block P, Island Business Centre, (Former University of Greenwich Campus)
18 - 36 Wellington Street, Woolwich Centre
London, SE18 6PF

Admission Form (2010/2011)

▶ READ CAREFULLY

This form must be completed with blue or black ink.
Please follow all questions carefully, complete and sign below.



Section 1 Personal Details

1.1 Surname	First Name	Other Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
1.2 Address		
<input type="text"/>		
<input type="text"/>		
1.3 Date of Birth	1.4 Gender (Put a Mark in the relevant Box)	1.5 Nationality
<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/>
1.6 Mobile No	1.7 E-mail Address	1.8 Daytime Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
1.9 Qualification Held		
<input type="text"/>		
1.10 Institution		
<input type="text"/>		

Section 2 Course Details

2.1 Course Applying for		
<input type="text"/>		
2.2 Full Time/Part Time		2.3 Commencement Date
<input type="text"/>		<input type="text"/>

Section 3 Corporate/Sponsored Students

3.1 Name & Address of Company/Sponsor	
<input type="text"/>	
Address of Company/Sponsor	
<input type="text"/>	
3.2 Job Position	3.3 Telephone
<input type="text"/>	<input type="text"/>

Section 4 How did you hear about Thames College of Technology

(Put a Mark in the relevant Box)

4.1 Press	Ethnic Forum	Internet Search	Current Student	Ex-Student	Agent	Leaflet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.2 Payment Details

Cash	Cheque	TT	(Payable to Thames College of Technology)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.3 Amount in Words

4.4 Country Applying from

Section 5 Terms and Conditions of Admission

All students are accepted by Thames College of Technology on the following terms and conditions:

5.1 Enrolling for a course at Thames College of Technology constitutes a binding agreement on the student to follow the course and pay the full tuition fees.

5.2 **False declaration:** All declarations made in application for admission are accepted in good faith. Any false declaration about qualifications or age, or failure to produce documentary evidence of entry qualifications, may render a student liable to expulsion from the course to which he/she has been admitted. In such cases a student will not be entitled to any refund of fees but will be allowed to transfer to another course offered by Thames College of Technology for which he/she may be qualified.

5.3 **English test:** Students accepted on a course without first having been interviewed may be required to undergo a test in English on arrival to ensure that they have an adequate understanding of the language to cope with the course. Depending on the result of the test they may be required to follow a remedial language course for as long as is deemed necessary to bring them up to the required standard.

5.4 **Registration with professional bodies:** Fees for courses as quoted are for tuition only. Registration fees with professional bodies and/or Examining Boards, examination fees, books, manuals, writing material etc, are not included. It is the student's responsibility to register with the relevant professional body, where applicable, or enter for any examination Held externally.

- 5.5 **Visa extension:** Letters for the extension of visa will be issued only to students who are in attendance of not less than 15 hours per week daytime, from Monday to Friday, in accordance with the Home Office regulations.6.Dropping a course: Students may neither drop a subject nor change from one course to another without permission from the College.
- 5.6 **Dropping a course:** Students may neither drop a subject nor change from one course to another without permission from the College.
- 5.7 **Absenteeism:** A foreign student who is absent for 30 (thirty) consecutive days will be automatically removed from the course(s)
- 5.8 **Removal from register:** Where a student has been removed from the course(s) for any reason, the Home Office will be notified in writing with the student's full details. This is a Home Office requirement.
- 5.9 **Course fees:** The College must receive course fees and any other additional fees (as necessary) in full before the commencement date of the course. The college may agree instalment payments. It is the responsibility of the student to ensure that regular payment is made on time. Where a student fails, then the whole outstanding balance will be due immediately and the student will be required to pay the full amount outstanding. The preferred method of payment is by cash. The whole course fee must be paid in full whether or not the student completes the course, or is disqualified or removed from course for whatever reason. A place will not be guaranteed to students who have not paid the appropriate fees by the due date.
- 5.10 **Material accuracy:** The College does not guarantee the accuracy or correctness of the course materials and/or the training courses. The college does not accept any liability for any loss or losses or damage, including any consequential loss howsoever arising, incurred by the student by the use of the course materials or any other information provided by the college
- 5.1 **Copyrighted materials:** The student acknowledges that all copyright and intellectual property rights in the training and course materials provided or supplied by the college are vested in the various vendors, awarding bodies, professional bodies and courseware provided. The student shall not copy in whole or in part or distribute to any third party the course material(s) without the written consent of the college.
- 5.12 **Class attendance:** Students are required to attend classes regularly and punctually and Thames College of Technology reserves the right to report the student to the statutory authorities. Where students have been absent for reason of ill health, a doctor's certificate must be provided to cover the entire period of absence.
- 5.13 **Attendance register:** Students must sign the attendance register in each class attended. Students must not sign for another student. If this happens then both students will be expelled from the College. The College will notify the Border and Immigration Agency if a student violates any immigration law(s) while in the UK,
- 5.14 **Late resumption:** Students who are unable to join their course by the scheduled date must inform the College accordingly at least four weeks prior to the starting date of their course. Any applications for deferment of the starting date which are not received within the specified time will only be accepted at the discretion of the Registrar.
- 5.15 **Theft:** Students who steal property from the College or other students will be immediately suspended.
- 5.16 **Aggressive behaviour:** Students engaged in aggressive behaviour or bullying, either verbal or physical, towards other students or staff will be immediately suspended from the College.
- 5.17 **College rights:** The College reserves the right to cancel courses, amalgamate classes, increase or reduce the number of lectures in a week, or discontinue a course, if the need arises.
- 5.18 **Change of address:** Students who change address must notify the College immediately
- 5.19. **Notice board:** Important notices to students are displayed on the College's main notice board and it is the students' responsibility to ensure that such notices are read.
- 5.20 **Loss of properties:** The College will not be held liable for any property or money lost in the College premises. Students using the College's address to receive mail are doing so at their own risk. The College has no responsibility for any loss of mail belonging to a student.
- 5.21 **Course cancellation:** The College reserves the right to cancel courses due to insufficient demand.
- 5.22 **College materials:** All details printed in the prospectus and other College literatures are correct at the time of printing. If deemed necessary the College reserves the right to make appropriate changes to the courses and amend the dates of courses and fees payable.
- 5.23 **Signature on application form:** If the application form is signed on behalf of the student by his/her sponsor/guardian/representative, these conditions will still apply.
- 5.24 **Refund Procedures: Administrative charge £320** (Once payment receipt is issued all terms and conditions apply) Tuition fees, less £320 administration and adjusted towards administrative costs, are - only refundable if a student has been refused entry or a visa to enter Britain. A refund will be made provided all the following conditions are met:
(A) The student or his/her representative must inform the College in writing about the student's inability to start the course, at least two weeks prior to the starting date of the course. Note:(1). Non-refundable charge of £100 for registration apply. (2.) No refund if visa refusal is due to source of finance and/or lack of fund.
(B) The college is provided with an original letter issued by the British High Commission/Embassy, confirming the refusal of visa.
(C) The student has appealed against the refusal of his/her visa and all appeal procedures have been exhausted and the original letter of appeal refusal submitted to the College. **(C1)**.Student re-application for Visa applies and or appeal before refund.
(D) The registration letter and the receipt for the fees paid are returned to the College in their original form.
 Otherwise;
(E) No student will be refunded any course fees either in part or in full once the course for which the student has enrolled has commenced. Course fees must be paid in full UNLESS the student has notified the college in writing 30 days prior to the commencement of the course; otherwise the student agrees to pay the course fees in full. Rescheduling of course(s) will be at the sole discretion of the college. Students will not be charged for this.
(F) Students who are late in starting their course, or have been absent from classes for a period of time, or have not been attending all the subjects they have enrolled for, will not be entitled to any refund or reduction of tuition fees.
(G) Students who have commenced lectures and/or used College documents to confirm their student status with employers, airlines, open bank account(s), Obtain National Insurance number, benefit in whatever way or used for other third party purposes are not eligible for the refund of tuition fees.
(H) If a student is required by the Home Office to leave the UK because of none or poor attendance or because of breach of law, tuition fees will not be refundable
(I) The college will NOT, under any circumstances make any refund (of deposit or fees paid) to student found or discovered with a forged ,fake , manipulated documents and / or information or altered document(s) to the UKBA or the Home office in his/her visa application.
(J) Once a student has secured Entry Visa, any deposit paid is not refundable, and in the UK all fees must be paid in full irrespective of any circumstance
 Refund is only made through student's Agent if admission is through Agent.
- 5.25 **Renewal of admission documents:** The college will be willing to reissue admission document free to applicant once only, thereafter, any other subsequent request for admission reissue attract a fee of £31 for each re-issue
6. Examination; Membership; Certification Registration and Enrolment Fees (The Student should pay up-front to the awarding body prior to or at the time of enrolment or induction period with the College and NOT later than 14 days after enrolment on a course) : These are the responsibility of the student or candidate. The College accepts no Responsibility For these types of fees.
7. The college takes the welfare of its student very seriously. In order for the college to make adequate provision for students with learning disabilities (if possible), kindly tick any of the following learning disabilities that applied to you
 Are you suffering from any physical disability DD/ADHD Asperser's Sysndrome Depression Dyscalculia Dyslexia Dysphasia
 High Functioning Autism Pervasive Development Disorder ME (Chronic Fatigue Syndrome) Epilepsy Sensory Integration Disorder
 Asthma Hard of Hearing
- 8 **English Language:** To enable us know your proficiency level in English, kindly tick as apply any of the following boxes relating to your communication skills in English Language:
 Grade in English Language Is English Language your first mother tongue Your ordinary level taught in English Language
 Educated in which Country..... Date.....
- 8.1 Should student's level of English Language proved inadequate, such student may be required, first to study communication skills in English Language before main course

Note: The college reserves the right to alter, change, make amendments and /or adjustments to school fees or to its terms and conditions of business without prior notice.

Section 6 Declaration

I, _____ have read, understood and agreed to accept the terms and conditions

of my admission listed above. I also, agreed to abide completely by all the rules, regulations and terms of the College Admission process.

6.1 Applicant's Signature

6.2 Date

DD	MM	YYYY
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6.3 Representative's Signature

(2010/2011)

6.4 Date

DD	MM	YYYY
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NOTE: In our mission, It is the College determination as part of our aims and objectives to give every student a sterling and qualitative education that meets every student's aims and aspiration in life. At Thames College of Technology, every student is equipped with appropriate education and skills with moral discipline to excel in his/her career.