



City College oxford

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Tel: +44 1865792444,

Email: admissions@citycollegeoxford.co.uk

Web: www.citycollegeoxford.co.uk

Student ID No:
(Office use only)

Application Form Please complete the form in BLOCK CAPITALS.

1. PROGRAMMES:

Diploma _____ BA top up (Hons) Business Studies _____
MBA top up _____ Corporate training _____
Degree Foundation Programme _____
General English : Start Date: _____ End Date: _____

2. PERSONAL DETAILS: *(As per passport)*

Surname: _____
First Names(s): _____
Gender: Male Female Nationality: _____
Place of Birth: _____ Country of Birth: _____
Date of Birth: _____

3. PERMANENT ADDRESS:

Current UK Address *(if applicable): **

City: _____

County / State: _____

Postcode / Pincode: _____

Country: _____

Email: _____

Student's Tel: _____

Country Code City Code Phone No.

Permanent Home Address *(if different):*

Please note: If you are an overseas student, please complete your permanent overseas address.

City: _____

County / State: _____

Postcode / Pincode: _____

Country: _____

Email: _____

Tel: _____

Country Code City Code Phone No.

4. PASSPORT DETAILS:

Passport No.: _____

Date of Expiry: _____

Date of Issue: _____

Place and Country of Issue: _____

5. VISA DETAILS *(Only to be completed by all Non EU Nationals & students who have studied previously in UK):*

Have you ever studied in the UK before? *(If yes, Please provide the details in section 9)* Yes No

When did you first arrive into the UK? _____ Current UK Visa No.: _____

Visa Issue Date: _____ Visa Expiry Date: _____

Number of Visa Extensions: _____

6. Have you previously applied to CCO or any of its affiliated colleges? Yes No

If yes, please state when: _____

7. Do you have any friends or relatives currently studying at CCO or any of its affiliated colleges? Yes No

If yes, please give details: _____

8. How did you hear about the college? Friend Media (adverts, exhibitions etc.) Website Representative

Please give brief details (e.g. name of friend, representative, website etc.) of the above source:

9. DETAILS OF PREVIOUS STUDIES IN THE UK:

(Please note: List qualifications obtained in the UK under this section. For qualifications obtained outside the UK please complete section 10).

Please list all the relevant qualifications you have obtained in UK. Please attach the relevant attested photocopies of your

Name of School / College / University Awarding Body / Country	Title of Course	Grades / Overall Percentage	Dates of Study	
			From (mm/yyyy)	To (mm/yyyy)

10. DETAILS OF QUALIFICATIONS OBTAINED OUTSIDE THE UK:

Please list all the relevant qualifications you have obtained since the age of 16 for which the results are known. Please attach the relevant attested photocopies of your educational qualifications. Please provide official English language translations of these documents where appropriate.

Name of School / College / University Awarding Body / Country	Title of Course	Grades / Overall Percentage	Dates of Study	
			From (mm/yyyy)	To (mm/yyyy)

11. LANGUAGE QUALIFICATIONS:

IELTS: _____ PTE: _____ TOEFL: _____

GCSE English Grade: _____ Other: _____

12. PENDING RESULTS:

Please list any examinations you have taken for which the results are still pending. Please also list any examinations you will be taking in the near future.

Name of School / College / University Awarding Body	Course / Title of Exam	Dates of Study	
		Date of Exam (mm/yyyy)	Expected Results Date (mm/yyyy)

13. EMPLOYMENT AND / OR TRAINING DETAILS:

Sr. No.	Name and Address of the Employer	Your Position and Brief Job Description	Dates	
			From (mm/yyyy)	To (mm/yyyy)

14. REFERENCES:

All applicants must provide at least one academic referee. The referee should not be a friend or family member.

Referee 1 (Academic Referee):

Name: _____

Position / Designation: _____

Address: _____

Tel (including Country and Area Code if overseas): _____

Country Code Area Code Phone No.

Email: _____

Referee 2 (Other Referee):

Name: _____

Position / Designation: _____

Address: _____

Tel (including Country and Area Code if overseas): _____

Country Code Area Code Phone No.

Email: _____

15. TUITION FEES:

Please give details of how your tuition fees will be paid. Please select the appropriate box:

Yourself Family Member / Parents Sponsor / Employer Bank Loan Scholarship

16. PERSONAL STATEMENT:

Please indicate the reasons as to why you have chosen to study this programme at City College Oxford. You should also indicate as to how you would benefit from this programme.

(Please complete this section in not less than 200 words)

17. PERSONAL DATA AND INFORMATION SHARING

I give consent for City College Oxford to store my personal information and share it with others on a need to know basis. I understand that I can withdraw consent.

Signature: _____ **Date :** _____

18. STUDENT QUESTIONNAIRE:

To be completed by the student.

Full Name:

Course Applied For:

1. What made you choose City College Oxford as your institution?

2. What is your career objective on completion of the course?

3. Were you fully informed by your counsellor / representative about CCO and the programmes offered? Yes No

4. Are you aware of your fee structure and instalment plan? Yes No

5. Are you aware of the Tier 4 student visa guidelines in relation to living expenses and other visa requirements?
Yes No

6. Are you aware that the fee paid will only be refunded in the case of your visa being refused? Yes No

7. Are you aware that attendance is compulsory and you should maintain a minimum of 90% attendance throughout your study at CCO (failure to achieve this can lead to your registration on the course being terminated). Yes No

8. Are you aware that you cannot change or defer the course without prior written permission from the school? Yes No

9. Are you aware that the tuition fee mentioned refers only to the academic fee and that it does not cover any living expenses incurred as a student? Yes No

10. Are you also aware that you should have sufficient funds available to cover your living expenses for the entire duration of your study period? Yes No

11. Are you aware that there is a reset fee for students who are not successful in examinations at the first attempt?
Yes No

12. Are you aware that you are required to purchase necessary core textbooks and a laptop / personal computer for study purposes? Yes No

13. Were you a previous student at CCO or any of its affiliated colleges? Yes No If yes, please give details:

14. Have you ever been refused a visa to any country (including the UK)? Yes No
If yes, please briefly indicate the reasons for the refusal:

15. Are you aware that CCO will inform the relevant Immigration and other relevant authorities of your registration, attendance and progression details? Yes No

19. MARKETEEER'S / STUDENT COUNSELLOR'S REPORT: For Official Use Only.

The below report should only be completed by Marketing Officers directly related to the school and not by any sub-agents or representatives.

Marketeer's / Student Counsellor's name: _____

1. Please give details of why you think the student is suitable for the course they have applied for:

2. Comment on the relevance/appropriateness of the student's qualifications for the course and their financial capability to pursue the course without undertaking any part-time work.

3. Please confirm that you have checked the student's original certificates are attested (signed and dated) and verified? Yes No

4. Is the student seriously committed to complying with the School's regulations and completing the programme of study by the expected date? Please comment:

5. Has the student been informed of the fee structure and instalment pattern (specified dates)? Yes No

6. Has the student been informed that the fee paid will only be refunded in the case of a visa refusal and not for any other reason? Yes No

7. Has the student been informed that attendance is compulsory and that failure to meet schools requirements can lead to _____ termination from the course? Yes No
Please comment on the reaction of the student:

8. Has the student been informed that they cannot change or defer the course without prior written permission from the school and that the course offered in the offer letter is final? Yes No

9. Has the student been informed that they should have sufficient funds to cover their living expenses and that they should not rely on any part-time jobs during the course of study? Yes No Please comment:

10. Has the student been informed that they are required to buy their necessary core text books and a laptop or personal computer? Yes No Please comment on the reaction of the student:

11. Please confirm that the student's English language ability is suitable for the course? Yes No

12. Has the student submitted a suitable statement of purpose (not less than 200 words) and has also submitted academic references? Yes No

Signature: _____ Date : _____

Terms and Conditions [1 of 2]

THESE TERMS AND CONDITIONS ARE A PART OF THE SCHOOL REGISTRATION REQUIREMENTS AND ARE TO BE AGREED TO BY ALL STUDENTS WHO ARE REGISTERED ON ANY ACADEMIC PROGRAMME AT THE SCHOOL

The following terms and conditions are the explicit responsibilities of each student while he/she is registered at the School and are not the responsibility of a third party. Please ensure you have read all pages of the agreement in full before signing this document:-

1. Personal details requirements:

- (a) I agree to inform the School immediately and without ANY delay, of changes to my personal details while I am a student of the School (All students are required to note that this includes: ANY changes to your contact and personal details including your residential address, your telephone number, your mobile number, your next of kin, your personal status, any other change, etc.)
- (b) I agree to provide the School with any changes to my Passport details.
- (c) I agree to inform the School of any significant changes in my personal circumstances (including financial circumstances)
- (d) I agree to immediately inform the School if I am found in breach or violation of any governmental laws (including: Civil, Criminal, Immigration, or other government laws or regulations).

2. Visas and Immigration requirements (for International students):

- (a) I understand and agree that I am required to read and comply with the immigration and student visa rules, regulations and guidelines.
- (b) I understand and agree that if I submit, or have submitted, any false or forged documents, or certificates, or bank statements to the School or commit any similar act the School may report this to the relevant authorities and any fees paid to, or financial commitment made by me to the School can be forfeited to the School.
- (c) I understand and agree that the School can disclose my personal academic attendance record and academic progression details to the relevant authorities and also to parents and sponsors.
- (d) I understand and agree that travel involving a return to my home country or any other country during scheduled term time is NOT permitted except in the event of exceptional mitigating circumstances. In this event, I understand and agree that I must inform the School prior to leaving the country. I understand and agree that if I travel overseas at any period without a letter of authorization from the School for the immigration authorities, I may be detained at passport control.
- (e) I confirm that I give my express consent and permission for the School, its officers or representatives to contact immigration authorities and to receive information in relation to my immigration status and history in the country and request that you clarify any queries they may have about my visa status in the country.

3. Misrepresentation and providing false or misleading information:

- (a) I understand that if I have deliberately provided misleading information, or misrepresented or falsified in any way the information which I have used to support my entry to the programme of study for which I am registered, or to which I am applying, or if I have provided any such information in support of my application to study at the School, or to the Immigration Authorities, or in any way in support of my Visa application, then the School reserves the absolute right to terminate my studies forthwith and require me to leave the School premises immediately.
- (b) I understand that if I have submitted any misleading or falsified work as a part of the academic work which I submit for assessment for my programme of study then the School may terminate my studies forthwith subject to the school academic regulations.

4. Registration requirements:

- (a) I understand and agree that I am required to register for the programme of study to which I have been admitted on the day and date indicated in the offer letter which I have received and that if there is any delay to my arrival into the country due to valid reasons, then I may be required to start and be admitted to and register for the programme at next available cohort entry and commencement date. I understand that all such deferral of entry to a programme is
 - (i) subject to prior agreement by the School
 - (ii) subject to the absolute discretion of the School and
 - (iii) may not be guaranteed. Other causes of delay in registration for the programme of study (private, personal problems, home sickness, problems with accommodation etc.) will mean that students will not be registered.
- (b) I understand and agree to the School reserving the absolute right to capture and store my photographic, biometric and any other required details for administrative purposes and college documentation, including student photo ID cards, attendance and academic records and other records required by immigration authorities.
- (c) I also give full permission for the school to contact my prior institutions of learning, for the purpose of verification of my previous academic qualifications.
- (d) I agree to inform the School immediately if I decide to defer, suspend my studies or withdraw from the course.
- (e) I understand that I am required to be at least 18 years of age at the point of registration.
- (f) I understand that the School will only run a programme if there is sufficient demand and that if an insufficient number of students are enrolled on a course, the School reserves the right not to run the programme and in this event you may be offered an alternative course.

5. Attendance and absence from study:

- (a) I understand that travel involving a return to my home country or any other country during scheduled teaching semesters/term time is NOT permitted except in the event of exceptional mitigating circumstances. In the event of any mitigating or extenuating circumstances arising I understand that I must inform the School prior to leaving the country or absenting myself from the School and programme.
- (b) I understand that during teaching semesters/term time that there is no leave of absence given for overseas national holidays or attendance at family functions etc.
- (c) I understand that if I travel overseas at any period without a letter of authorisation from the School for the immigration authorities, I may be detained at passport control.
- (d) I understand and agree that I cannot change, defer or withdraw from the programme of study offered, without prior written permission from the school.

Terms and Conditions [2 of 2]

6. Academic requirements:

- (a). I understand and agree that
 - (i). I am required to and will attend all teaching sessions delivered as a part of the programme to which I have been admitted (including lectures, seminars, tutorials, and all other teaching sessions) as these are stated on my timetable and
 - (ii). that I will meet and comply with all assessment submission deadlines and undertake all required academic work for all programme assessments and examinations in whatever form these are required.
- (b). I understand that I must attend all lectures and maintain a high level of attendance throughout the course, and that failure to do so could lead to disciplinary action, including termination of my studies and exclusion from the programme of study. I understand that any leave or absence from study must be approved, in writing, by the School prior to the leave or absence being taken by me.
- (c). I understand that it is my responsibility to be fully aware of the subjects that are offered on my programme of study and the facilities and services offered by the School in support of my study and that it is my responsibility to ensure that I make use of these facilities and learning opportunities.
- (d). I understand that programmes and modules could be subject to change and could vary from time to time and that the School reserves the right to change the curriculum of the programme and that in the event of a programme being withdrawn a suitable alternative will be provided with an alternative institution/ university if required.
- (e). I understand and agree that I will be required to purchase recommended textbooks and a personal laptop/computer for all study modules prior to the commencement of the course.
- (f). I understand that the School reserves the right to withdraw an offer, cancel or defer any course even after making an offer. All offer letters are valid subject to visa being granted.
- (g). I understand that the School reserves the right to withdraw sponsorship at any time even after an offer letter or visa has been issued.

7. Progression on the programme

- (a). I understand that to progress academically while a student, I am required to meet the assessment progression requirements for the programme. I understand that the regulations only permit a maximum number of assessment failures and that if I exceed the maximum number of failures, then my registration is liable to be terminated and I will be asked to leave the programme.
- (b). I understand that I cannot be adrift of more than 4 months from the scheduled course completion date eg: a 12 month course cannot exceed 16 months.

8. Fees and costs:

I understand that the academic fee which I am required to pay includes all costs associated with recruitment, admission and the cost of my tuition and that if I am paying fees by instalments, then I am required to fully comply with and meet all the instalment plan specifications indicated in the offer letter.

9. Refunds:

Details of the School fee refund policy are set out below:

- (a). Fees will be refunded in full, if a student's application is declined by the School.
- (b). In case of fee refund due to a visa refusal (for overseas students), there will be an administration charge of £1,500 which will be deducted.
- (c). There will be no refund if the Tier 4 visa (for overseas student) is refused due to fraudulent documentation or false information provided during the visa application.
- (d). In the case of overseas students, once the student has obtained a visa but does not commence the course, £1,650 of the initial deposit paid will not be refunded. Any deposits paid in excess of £1,650 may be refunded at the sole discretion of the School.
- (e). Once a student has commenced the course, fees will not be refunded.
- (f). In the event of termination from the course, a student will be liable for a fee of £1,650 which is non-refundable plus a pro rata fee on the balance on the date of termination. Any fees that have been paid over and above the fee liability on the date of termination will be refunded.
- (g). In the event of a withdrawal of visa sponsorship (i.e. withdrawal of CAS), the maximum refund payable is up to £1,000, at the sole discretion of the school.

10. Code of behaviour and conduct

- (a). I understand and agree that if in the opinion of the School I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress the School has the absolute right to terminate my registration at any time and require me to withdraw from the programme and the School premises.
- (b). I understand that formal disciplinary action may be taken against students for any inappropriate form of behaviour or conduct which could lead to exclusion/termination from the course
- (c). I understand that I and all students are expected to conduct themselves with integrity in their academic and public activities at all times and must behave in a respectful manner and that any student who contravenes this could have their registration terminated.

11. Liability of the School:

I understand that in the event of any dispute between me the applicant and the School, the liability of the School will be restricted to the value of the course fee paid by me the applicant.

12. Acceptance of terms and conditions

I understand that I am accepting and agreeing to the Terms and Conditions indicated above. I understand that the Signature of this application by the applicant / student indicates full acceptance of the terms and conditions of the School by the student.

I confirm that to the best of my knowledge the information given in this form is correct. If accepted on this course, I agree to abide by the above terms and conditions. I confirm that I have read and understood all of the terms and conditions of this document (2 pages).

Applicant's signature as per passport: _____ Date: _____

Kindly return the completed application to:

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