



Stratford College London

63 Broadway, Stratford, London E15 4BQ

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Email: admin@sclondon.ac Website: www.sclondon.ac



APPLICATION FOR ADMISSION

Full Name: (Mr/Mrs/Ms/Miss)

Current Address:

Telephone No:
Mobile:
Email:

**PLEASE
ATTACH
2 RECENT
PHOTOS
HERE**

Date of Birth:

Nationality:

Course Applying For:

Passport No:

Date Arrived in UK:

Date Visa Expires

EDUCATIONAL QUALIFICATIONS

Name of School, College, University etc.	From	To	Grades / Subjects

EMPLOYMENT RECORD

Name of Employer	From	To	Position

How did you hear about SCL?

I certify that the above information is, to the best of my knowledge, true and complete, and I have read and accept the terms and conditions of enrolment, as set out overleaf. I enclose the registration fee of £25.00.

Signature _____ Date _____

FOR OFFICE USE

ID No.	Total Fees	Comm.	Duration	Fees Paid	Receipt No

TERMS AND CONDITIONS OF ENROLMENT

(All students must ensure that they read the following Terms and Conditions of Enrolment before they sign the Enrolment Form)

- (1) All courses are open to applicants aged 16 and over.
- (2) Enrolment for a course, together with the payment of the fee/required deposit, constitutes a binding agreement on the student to follow the course and pay the full tuition fees.
- (3) The minimum entry requirements for each course are as set out in the college prospectus.
- (4) A non-refundable payment of £25.00 is required for Registration Fee to cover initial administrative costs.
- (5) Once a student has been accepted on the course, a deposit payment, as stated in the Offer Letter, is required in order to obtain official documents from the college for visa application purposes.
- (6) All tuition fees must be paid in full prior to commencement of the course. At the discretion of the college Principal, students may be allowed to pay their fees by instalments.
- (7) All bank charges must be paid by the student and are not part of the fees or deposit.
- (8) Tuition fees are not refundable after commencement of the course.
- (9) If a student has been refused a visa to enter the U.K., fees paid will be refunded, apart from the sum of £100 to cover our administrative costs, provided the following conditions are met:
 - (a) The student has not entered the U.K.
 - (b) The student provides the college with the original 'Refusal Letter' issued by the British Embassy/High Commission.
 - (c) If the student has lodged an appeal, the fees will only be refunded once the college receives documentary evidence that the appeal has been dismissed.
 - (d) All original documents and receipts for fees paid issued by the college must be returned to the college.
 - (e) Where a student has obtained a British Student Visa using college official documents and admission offer, there will be no refund of fees or deposit whatsoever.
- (10) The college reserves the right to cancel or postpone a course, if there is insufficient demand. If the course for which an application is made is cancelled for whatever reason, students will be offered an alternative course or a refund of fees.
- (11) It is the student's responsibility to ensure that external examination entries are submitted in time to the appropriate examining body and that Registration/Examination fees for Examinations Boards are fully paid.
- (12) Overseas students on a student visa are required to attend a full-time course of a minimum of 15 hours per week day-time study. The college is unable to provide attendance certificates to students whose attendance in class is less than 80%. Absences through ill health must be supported by a Medical Certificate.
- (13) The college will not facilitate any student who is in breach of the Immigration Rules. If a student is required by the Home Office to leave the U.K. because of non/poor attendance, or due to any breach of law, tuition fees paid will not be refundable.
- (14) The college reserves the right to change the times of the courses, and to make changes in regulations, syllabus, fees, etc. without prior notice.
- (15) The information in this prospectus is correct at the time of going to press but is subject to alteration.