



# OCL OXFORD COLLEGE OF LONDON

## APPLICATION FORM

156-158 Katherine Road, London E6 1ER, UK

Tel: +44 (0) 20 8472 5377, 0871 200 2316 Fax: +44 (0) 20 8470 9377

Email: [info@ocl.ac](mailto:info@ocl.ac) Website: [www.ocl.ac](http://www.ocl.ac)

Please ensure that the application is FULLY completed using CAPITAL letters ensuring legibility. Tick as appropriate, and comment where necessary. Should you wish to provide additional details in support of your application, please use separate sheets.

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Surname: \_\_\_\_\_ Gender: Male/ Female \_\_\_\_\_

Date of birth: \_\_\_\_\_ Passport No: \_\_\_\_\_ Nationality: \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE	PERMANENT ADDRESS
House/ Flat No:	House/ Flat No:
Street:	Street:
Post Code:	Post Code:
Country:	Country:
Telephone No:	Telephone No:
Mobile No:	Mobile No:
Email:	Email:
Fax No:	Fax No:

### COURSE DETAILS

Course Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

### EDUCATIONAL HISTORY (Please state in chronological order and attach copies of transcripts)

Name of College/ University/ Awarding body	Start Date	End Date	Qualification	Grade/ Marks

**EMPLOYMENT HISTORY (Please use a separate sheet if necessary)**

Name & address of employer	Position held	Duties & Responsibilities	From - to

**MARKETING**

Where did you hear about us?    Agent     Newspaper     Internet     Friend/ Family   
 Leaflets     Staff     Other \_\_\_\_\_

Please provide details: \_\_\_\_\_

**DISABILITY:**

Do you consider yourself disabled as defined by the Disability Discrimination Act? i.e. Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

No     Yes     If yes, please state briefly the nature of your disability: \_\_\_\_\_

**APPLICATION CHECK LIST**

Please use the checklist below to ensure that the application is fully completed.

- Fully completed and signed application form                       Two passport size photographs  
 Copies of qualifications/ certificates                                       Copies of passport  
 Any other documents  
 Payment of £\_\_\_\_\_ by Bank Draft/ Cheque/ Credit Card/ Bank Card

**OFFICE USE ONLY**

Application received on: \_\_\_\_\_

Status:  Accepted     Rejected                      Offer sent on: \_\_\_\_\_

Additional comments: \_\_\_\_\_

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## TERMS AND CONDITIONS OF ADMISSIONS

### A. GENERAL TERMS AND CONDITIONS

1. All applications must be accompanied by copies of all the required certificates and two passport-sized photographs. Anyone found to have given false information or forged documents will be expelled from the college.
  2. Students accepted on a program without first having been interviewed may be required to undergo a Literacy and Numeracy test on arrival to ensure that they have an adequate understanding of the language to cope with the program. Depending on the result of the test, they may be required to follow the remedial language or foundation course for as long as is deemed necessary to bring them up to the required standard.
  3. Students are required to check Notice Board on daily basis. Management of the College cannot be held responsible if a student misses some information which has been displayed on the Notice Board
  4. Students are required to attend all lectures, take all tests and submit assignments set by their tutors. Failure to adhere to these guidelines/deadlines may render the student liable to certain penalties, such as re-sits, which may in turn affect the student's duration of studies, fees, completion, etc.
  5. Students must inform the College of any change to their UK address and/or telephone number.
  6. College reserves the right to inform family/ sponsor/ guardian and UK authorities about the performance of the student at any time of the year.
  7. OCL reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
  8. OCL accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage they cause to the premises and/or property of the college or their accommodation arranged by the college.
  9. OCL reserves the right to expel any students for improper conduct or any conduct that interferes with the well-being of other students, staff or the reputation of the College.
  11. It is the student's responsibility to apply, confirm the validation and register with the relevant academic or professional bodies where applicable and to enter for any external examinations.
  12. Overseas students who are in the UK on a student visa are required by law to enrol on a full-time weekday course of at least 15 hours a week. Attendance at OCL is a compulsory of formal daytime tuition each week. Students are required to attend tutorial sessions and will be given work to be completed in their own time. They must also comply with all other immigration regulations and laws.
  13. Students must agree to abide by the Terms & Conditions and Fees policy mentioned in OCL website, Prospectus, Application form etc. This information is updated from time to time and is available on request.
  14. Tuition fees are only refundable if the student has been refused entry or a visa to enter Britain. A refund will be made after a deduction of £100 (non refundable), provided all the conditions (a to h) below are met:
    - a. The student has not entered in the UK.
    - b. Student has applied for the Tier 4 Student General visa.
    - c. OCL is provided with an original letter issued by the British High Commission/Embassy confirming the refusal of visa and copy of student passport showing refusal stamp.
    - d. Student's visa was not refused due to providing false information and documentation to British High Commission.
    - e. All original paper work issued to the student including the Certificate of Enrolment and the receipt of the fees paid (e.g. proof of Bank transfer, Draft or Credit card payment) has been returned to OCL.
    - f. Before submitting the application to British High Commission, Applicant must make sure that the maintenance funds are in accordance with the published guidance of UKBA.
    - g. The student has appealed against the refusal (documentary evidence needed) and appeal has been dismissed.
    - h. No refund will be made under any of the following events:
      - 1- Your fees would not be refunded if your visa refusal is due to the rejection/ non acceptance of your previous academic qualifications or circumstances, previous experience or non acceptance of your previous sponsor/ educational establishment.
      - 2- Proven that admission was obtained on submission of false documentation/ information.
      - 3- A refund claim was made on false documentation / information.
      - 4- A refund claim verification proves a fraudulent attempt.
      - 5- Not submitting all required original documents identified in the CAS document
      - 6- Not submitting the correct "proof for maintenance fund", or if a student is unable to demonstrate enough maintenance funds or unable to provide the required documents to prove the funds.
      - 7- Incomplete / incorrect information is provided to us at the time of issuance of the confirmation of acceptance of studies (CAS)
      - 8- If your visa is refused on the basis of your previous history of fraudulent attempts to seek entry to UK
      - 9- Refund claim should not arrive later than 28 days after the date of visa refusal
- Note: Refund process can take over four weeks provided that the above conditions are met.
15. Course fees may be paid by instalments at the discretion of OCL. There will be a charge for the facility. If student choose to pay by Instalments plan their first Installment will become due on arrival.

16. Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.
17. In circumstances arising outside the OCL 's legitimate control and no fault at a date after the initial student application /admission to a course of study, OCL will only charge the tuition fees applicable to the part of the course fully completed. (This applies to all courses offered in association with external academic partners/awarding institutions.)

## **B. FINANCIAL REGULATIONS**

### **INFORMATION FOR ALL STUDENTS**

The College reserves the right to change a student's fee classification in the light of changes in legislation, or where it can be shown that a student has withheld information relevant to his/her fee status.

Those whose funding will come from outside the UK should apply immediately for the necessary transfer of funds. The College will not agree to the delayed payment of fees because of exchange control issues.

### **PAYMENT BY STUDENT**

**PAYMENT BY INSTALMENTS:** Students who are on full time courses lasting more than five months may pay by monthly instalments.

The following conditions will also apply to those paying by instalments:

- \* Students who choose to pay by instalment(s) must start their instalments on arrival and continue to do so until the full balance of the course fee and any charges are paid in full.
- \* A facility to pay by instalments will normally be withdrawn from individuals who fail to meet instalment deadlines promptly.

### **ACCOMMODATION**

Should the college be asked to arrange accommodation for a student, a minimum of two weeks rent is required in advance by the college as a deposit in order to secure the students accommodation. This deposit is non refundable should the student find alternative accommodation.

**Oxford College of London reserves all rights to change, vary, or defer the terms of enrolment, fees and financial regulation at it's discretion.**

### **DECLARATION**

**I consent to the institute processing the information provided on this form by me for administrative purposes, including consideration of my application in accordance with the provisions of the Data Protection Acts (1984 and 1988)**

**I declare that the information provided by me on this form is correct and if, registering as a student, I will abide by all rules and regulations of the institute i.e. OCL. I also understand that payment of tuition and other fees must be made in advance or at the time of registration/ arrival.**

**I declare that the statements made by me are correct to the best of my knowledge and belief. I have read and understood the College's terms and conditions and I agree to be bound by them.  
I confirm that I have completed all relevant sections of this form.**

Signature of the Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_