



Local Student Application Form

Please read our Terms & Conditions before completing this application form. Complete this form in BLOCK capitals with BLACK ink. Please tick the relevant box below as appropriate.

SECTION 1: PERSONAL DETAILS

Title	Mr	Mrs	Ms	Miss	Others
First Name					
Surname					
Date of Birth					
Gender					
Address for Correspondence					
Permanent Address					
Mobile Number					
Email ID					
Landline Number					

SECTION 2: EMERGENCY CONTACT DETAILS

Full Name	
Relationship	
Mobile /Land line Number	
Email	
Address for Correspondence	

SECTION 3: PROPOSED COURSE OF STUDY-

Business

1. Level 3 Diploma in Business
2. Level 4 Extended Diploma in Management
3. Level 4 Diploma in Business and Administrative Management
4. Level 5 Extended Diploma in Management
5. Level 5 Diploma in Business and Administrative Management
6. Level 6 Diploma in Business and Administrative Management

Postgraduate Diploma

7. Level 6 Extended Diploma in Management
8. Level 7 Extended Diploma in Strategic Management
9. Level 7 Diploma in Executive Management
10. Level 7 Diploma in Human Resource Management
11. Level 7 Diploma in Accounting and Finance
12. Level 7 Diploma in Hospitality and Tourism Management

DBA

13. Level 8 Doctor of Business Administration (DBA)

IT & Computing

14. Level 2 Diploma in ICT Professional Competence (RQF)
15. Level 3 Diploma in ICT Professional Competence (RQF)
16. Level 4 Diploma in Computing
17. Level 5 Diploma in Computing

Health & Social Care

18. Level 2 Diploma in Health and Social Care (Adults)
19. Level 3 Diploma in Health and Social Care
20. Level 4 Extended Diploma in Management for Health and Social Care

Law

24. Level 3 Diploma in Law

Travel & Tourism

25. Level 4 Diploma in Management for Travel and Tourism
26. Level 5 Diploma in Management for Travel and Tourism

Catering and Hospitality

27. Level 2 NVQ Diploma in Hospitality Services
28. Level 3 Award in Hospitality Supervision and Leadership Principles
29. TQUK Level 3 Diploma in Hospitality Supervision and Leadership

Financial Trading

30. Level 3 Certificate in Financial Trading
31. Level 5 Diploma in Financial Trading

Assessing

32. Level 3 Award in Assessing Vocationally Related Achievement (RQF)

Customer Service

33. Level 2 Diploma in Customer Service (RQF)
34. Level 3 Diploma in Customer Service (RQF)
35. Level 2 Diploma in Team Leading (RQF)

Accounting and Finance

36. TQUK Level 6 Diploma in Accounting and Finance (RQF)

Contact us for any queries admissions@oxfordce.co.uk

English course

Course	Length
General English	4 weeks to 11 months
Functional Skills English entry level 3	2 weeks to 3 months
Summer English	4 weeks to 3 months
IELTS Preparation English	4 weeks to 11 months

Local student can join any time t & c apply, please contact admission team.

Main Intake /Session

February	May	August	November
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Study Method: 4

In campus: Yes No	Online: Yes No
Proposed Course Level:	Starting date:

SECTION 5: EDUCATIONAL QUALIFICATION

Please state in chronological order (most recent first) and attach copies of certificates & transcripts

Qualification Title	Board /Awarding Body /University	S t a r t d a t e	En d D a t e	G r a d e

SECTION 6: WORK EXPERIENCE

Please state in chronological order (most recent first) and use separate sheet if necessary

Name of Employer	Position	Start date	End date

SECTION 7: REFERENCES (you'll need to provide two Academic/Professional references)

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SECTION 8: ENGLISH LANGUAGE PROFICIENCY

In what language were you taught and examined in for your highest qualification?

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Please state your first language

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Do you have any English Language qualifications, IELTS

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Name of the Test :	Your Score: Writing: Reading: Listening: Speaking:
Place of the Test:	Date:

SECTION 8: STATEMENT IN SUPPORT OF YOUR APPLICATION (Please briefly provide the reason for your interest in your selected course and what you hope to gain from it)

SECTION 8: STUDENT WITH SPECIAL NEED(S)

Do you have any Medical conditions that may require special examinational arrangement or any special requirements? If 'Yes' please describe your condition(s)

SECTION 9: MARKETING - How did you hear about the College?

- Newspaper
- Website
- Friend
- Agent
- Facebook
- LinkedIn
- Google
- Other

Are you using a representative to assist you with your application? Yes No

Declaration of a Criminal Record - Rehabilitation of Offenders Act

Have you ever had a criminal conviction? Yes

No

SECTION 11: TERMS AND CONDITIONS & REFUND POLICY

Before completing this form, please ensure that you have read the full Oxford College of education’s Terms and Conditions. this is a legal contract between you the student (legal guardian if student under age) and college (OCE).

By signing this form and registering for a OCE course I acknowledge that I have read, understand and agree to abide by the full General Terms and Conditions.

1. Once the student has enrolled with the college it is the student’s responsibility to register with any external awarding body for membership and examinations as applicable. The registration procedures and requirements will be provided by the college and the student is responsible to meet the academic and financial requisites to fulfil such requirements and deadlines. It is the student’s responsibility to ensure that their personal details and contact details held by the college are up- to-date and accurate always. You agree that all documents and information you provide are true and correct. you agree that if you give us incorrect or misleading information, you will be withdrawn from the course and you will not given a refund of any fees paid including any tuition fee loan from student finance England.
2. All deposit you give to us are NON-REFUNDABLE. This means that if you change your mind after enrolling on a course, the deposit paid can not be refund. If you do not pay your fees as agreed, the Collegecan: report you to authorities, including credit reporting agencies and the student finance England fraud department, stop you from study and remove you from study at the OCE. If you expelled from your course of study by the college because you did not pay the fees or breaking your student contract, you will not receive any fess you paid.
3. You may ask for defer your place up to one academic year. If we agree, you cannot then withdraw and receive a refund.
4. The College reserves the right to dismiss any student at any time for behaviour which is deemed to be unprofessional, inappropriate or disruptive to other students and in case of failure to meet academic or financial requirements set by the college. No fees will be refundable for any student dismissed under this section.
5. The College maintains the right to make changes to the timetable, tutors, or venues, without prior notice. Any alterations will not affect your subjects or qualification.
6. At the discretion of the college, we reserve the right to reschedule or cancel courses if the College deems there to be insufficient enrolments. The student will be offered a refund if the course cannot be rescheduled within three months after deducting admin and other cost.
7. If for reasons outside of the College’s control the class or course is cancelled, the class will be rescheduled.

8. The College is not liable for loss or damage to student belongings when on college property.
9. Payment: A student's place at the College will not be held unconditionally without receiving the payment
10. Course Transfer: Any student who wishes to change course, must put their request in to the Admin team within the first 3 weeks of the course. The final decision will be made by the head of the department.
11. Certificates: Where a student passes a course and is entitled to a certificate, the College reserves the right to withhold the certificate where course fees are still outstanding.
12. Non-Payment of Fee's: The College maintains the right to terminate a student's enrolment at any time during the length of the course who has defaulted on agreed payment instalment.

APPLICATION CHECKLIST FOR ADMISSION:

- Fully completed & signed Application Form
- 1 passport size photographs
- Copies of Passport or ID
- Copies of Academic Certificates & Transcripts
- English Qualifications (if any)
- English Placement Test (if any)
- Appropriate fees stated on Conditional Offer Letter
- Work experiences evidence
- 2 reference letters (academic and professional /local authorities).

Student/agents/parents are requested to pay director to college account as follow:

Payment Details:

Oxford College of Education Ltd

Account No : 83428761

Sort Code : 200206

SWIFT CODE : BARCGB22

IBAN : GB40 BARC 20020683428761

Barclays Bank : 12 Station Approach, Gerrards Cross SL9 8PP

SECTION 13: DECLARATION

I hereby confirm that the information I have given is correct and complete, and that I have read, understood and agree to the terms, conditions and refund policy stated on this form.

- I fully understand the entry requirements, fees, suitability and progression opportunities (where applicable)
- I understand and accept that the College reserves the right to close or combine one class with another.
- I accept that where the fee assessment process has determined I pay fees I will pay them, or I will provide a formal letter of sponsorship from my employer or other sponsoring organisation. I also acknowledge that if my sponsor does not pay promptly I will be required to settle any outstanding fees.
- I agree that if I am eligible and the College accepts me onto an instalment arrangement I will pay each instalment promptly as it falls due. I also understand that should I withdraw from the course(s) any outstanding payments remain payable and must be paid immediately.

Student Full Name	Parents Name (if under 18)
Signature	Parents Signature
Date	Date

Office Use Only: