

International Student Enrolment 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					
Marital Status					
Passport Number					
Passport Issue date					
Passport Expired date					
Visa issue date					
Visa expire date					
Address for Correspondence (UK)					
Permanent Address					
UK Mobile Number					
Overseas Mobile Number / Landline Number					
Email ID					
FACEBOOK ID					
INSTAGRAM ID					
LINKEDIN ID					
TIKTOK ID					
Arrival date					
Which Airport					



Question faced at airport?	
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SECTION 2: EMERGENCY CONTACT DETAILS

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

SECTION 3: DISABILITY MONITORING

Do you consider yourself to have any disability? Yes No

If Yes please explain us :

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Do you have any special requirements? If 'Yes' please detail these requirements

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SECTION 4: MARKETING

How did you hear about the College?

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

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SECTION 5: Course

Course name	
Courses start date	
Course finish date	



Awarding body	
Awarding body registration, no	

SECTION 6: Health and safety

Tour of building	
Emergency Exits and Assembly Points	
First Aid and First Aiders	
personal belongings	
Location of toilets and washing facilities	
Fire extinguishers: location and use	
Accident reporting procedures	

SECTION 7: Equal opportunities

Harassment	
Complain	

TERMS AND CONDITIONS OF ENROLMENT

By enrolling for a course, you accept that you have read and agreed to the terms and conditions of enrolment and that you are subsequently bound by these terms.

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. All students must participate in a face-to-face or Skype interview with our admissions team. Any student who receives an Offer Letter, must pay non-refundable sum of three hundred fifty pounds (£350) prior to interview. However, this amount will be adjusted with the actual tuition fee upon successful interview. Course fees must be paid in advanced before enrolling on the course and fees will not be refunded once student registers for the course.
2. 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.
3. Your application form and all supporting documents will be held on file and remain confidential.
4. A student may defer their course start date to the next available term if they are still overseas waiting for their visa.
5. Student visa approval will be granted provided that the College is informed. The College has the right to refuse deferral for visa students at their discretion.
6. 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.
7. 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.

8. 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 a discretionary sum for administration and other costs.
9. If for reasons outside of the College's control the class or course is cancelled, the class will be rescheduled.
10. The College is not liable for loss or damage to student belongings when on college property.
11. Payment: A student's place at the College will not be held unconditionally without receiving the payment.
12. Course Transfer: Any student who wishes to change course must submit their request to the Admissions team within the first 3 weeks of the course. The final decision will be made at the discretion of the head of the department.
13. International students: Courses can be fast-tracked to finish within 6 months, so as to remain under the short term study route and up to 11 months for English courses. Students can register and start courses from their home country and apply to finish any remaining and uncompleted modules, assignments and exams within 6 months, should a Visa be granted.
14. 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.
15. 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.

REFUND POLICY

The Oxford College of Education maintains a consistent Refund Policy for students whose VISA have been refused by the appropriate British authority (Home Office). The college follows a strictly time-bound refund policy which a student MUST comply if his/her VISA is refused. Any deviation or, non-compliance of any student with the timeframe (to be counted as given below) shall allow the College to apply its discretion. In such cases, the College may refuse to make any refund. As per the College policy-

- a. A Refund application MUST be made- by the student himself. Signed by the student the application MUST be made within the 14 Days of the VISA refusal. The days will be counted strictly from the date on which such a letter (of Home Office) was issued to the student. The College authority reserves absolute right to reject applications (of Refund) made after the expiry of the 14th day counting from the date on the letter of refusal.
- b. If a student, upon VISA refusal applies for an administrative review or, makes an appeal- s/he MUST inform the college in written within seven days of such initiative taken. The student will get another 14 days strictly from the date on which a letter (of Home Office) expressing the result of administrative review, or appeal was issued to the student. The College authority reserves absolute right to reject applications (of Refund) made after the expiry of the 14th day counting from the date on the letter so issued.
- c. The College offers Online English Courses (at a price 30% less than its original value) to students who were refused VISAs and failed in administrative review or, appeal.
- d. For students applying for a second time to the College, a VISA letter may be issued by the college upon the payment of a non-refundable £500. This will be paid in addition to £350 non-refundable admin fees paid when the student had applied for the first time.
- e. In case of a VISA refusal for a second time relevant provisions of a and b will be applicable to the students. In addition to this, any refund application (if approved) will be applied subject to the provisions stated in clause d; No refunds will be made to the non-refundable amounts paid (non-refundable £500 for VISA letter and £350 admin fees)

All requests for refund must be made in writing by the applicant addressed to OCE and should clearly state the following:

- Details of the applicant to include reference number & course details.
- Total fees deposited and the reason for request of tuition fees. Applicants bank details including swift codes to receive refund.
- All supporting and relevant documents to be returned to the college. The following rules will apply under the given circumstances:
 1. Once the student has arrived in the UK, the student is NOT entitled to a refund. The student is required to attend classes; failure to attend will result in the student being expelled reported to the authorities due to the conditions stipulated by the visa.
 2. Where a student has obtained an admission letter or visa but wishes to cancel their course prior to arrival in the UK or upon arrival at a UK airport is subsequently deported: In such an event, the student is required to approach the Embassy to cancel their visa and obtain a letter from the Embassy to state that the visa has been cancelled. Original visa cancellation letter must be produced. The applicant is then required to submit a refund request letter as stated above. The applicant will be entitled to a 50% refund of the tuition fee paid. This will be processed within twelve weeks of receiving request letter along with supporting documents.
 3. Student enrolling in the UK: Students enrolling locally are not eligible for a refund under any circumstances.
 4. Deception/Fraud: If the applicant or anyone acting on the applicant's behalf has used fraudulent measures or documents to gain enrolment at OCE or to support their visa application at the Embassy and has been subsequently refused a student visa will be NOT be entitled to a refund.



5. International students can register and start courses from home and then apply for a visa to finish their remaining modules, assignments and exams. The college will calculate and deduct fees calculated on to the course length, the number of modules and assignments finished before refunding any residual fees.
6. Withdrawn Students / Expelled Students: Students withdrawing from their course after arrival or expelled due to misconduct, failure to meet academic or financial commitments will not be entitled for a refund of any tuition fees paid.
7. Third Party Payments: Students must send a signed letter to confirm that they require the refund amount to be paid to a 3rd party if this is required. The letter must include name, address, and bank account details.
8. The Oxford College of Education provides educational services and are NOT immigration advisers. The College is not regulated to offer any immigration advice. If you require immigration advice, you should seek independent legal advice as the College cannot and do not offer any immigration advice. A list of government regulated immigration advisers can be obtained from the Office of the Immigration Services Commissioner (<http://oisc.homeoffice.gov.uk/>).
9. The College and its employees are not immigration advisers and therefore the responsibility for the validity and accuracy of a VISA application lies solely with the student. Please note that it is the student's sole responsibility to ensure that they meet the UKVI REQUIREMENTS.
10. The College cannot and will not be held responsible for any VISA refusal based on reasons which are within the student's reasonable control including, the student failing to provide the necessary documents, failing to demonstrate adequate financial support, submitting an incomplete application, false representations being made, or forgery of documents.
11. Students who have received a Visa by using our college name or documents or if a student's VISA application is refused due to fault attributable to the student, there will exist no entitlement to a refund under our Refunds Policy.
During the refund processing or until the final decision by the college, any solicitors, candidates, agents or parents should not misbehave, display aggressiveness, inflict or threaten violence to any member of staff, either verbally, physically or in writing. Should the college find evidence of this, no refund will be processed to this student.
12. During the refund processing or until the final decision by the college, any solicitors, candidates /agents or parents should not put any adverse comments on any social media, public or private forum which may tarnish or defame the reputation of the College. If the college finds evidence of this, any refunds owed will be rendered void. Additionally, the College may take legal action against you /your company.
13. This Policy must be read in conjunction with the Refund Policy and apply if only understand and agreed. Students' attention is particularly drawn to the fact that where they fail to apply for a refund 15 day prior to the Course Commencement Date, they will NOT qualify for a refund.
14. Students will NOT qualify for a refund where the student has obtained a VISA refusal for false representation being made, or forgery of documents
15. The course will be delivered either online or in blended format. International students who wish to undertake our courses and want to visit our campus to study their subject /course or who want to improve their grades /result /assignment under our physical supervision can apply for a Short-Term Study Visa which has a maximum six- or eleven-months duration.
To cancel your course, you must send an email to admissions@oxfordce.co.uk stating that you wish to cancel your course. Any purchase also comes with a consumer's right to a 14-day cooling-off period during which one may change their mind and obtain a full refund after deducting an admin cost of three hundred and fifty pounds.
16. If a student's VISA application has been refused (for circumstances other than false representation being made, or forgery of documents) then the fees paid will be refunded less an administration charge of £350 (plus any courier and transfer charges) on production of the following documents:
 - Copy of the VISA refusal letter
 - Copy of the student's passport showing both a photograph and signature; and
 - Where the payee was not the student, an original authority letter from the student authorising the repayment to the payee.
 - Where a student has failed to comply with the Refund Procedure, (Bullying - aggressive behaviour-violence -breach refund policy) they will NOT be eligible for a refund save in exceptional circumstances.
17. If the student decided not to process his application anymore, he can then swap his /her payments to other students as long as both parties agreed with refund policies.
 - Student needs to pay the full amount, and the swap amount will be adjusted.
 - The college will not pay any commission for swap student.
 - If student pay fees by 2/3 instalment (only if college agreed) swap amount will be added to the last payment.
 - If a student visa is refused and he/she not entitled to get the refund, but college decided to swap his/her fees to other students, and if that swap student visa also refused, college will no refund swap amount, but rest of the costs will refund as long as a compliance with the refund policy.
 - Once the student gives authority to swap his/her fees to another student, the original student has no right to claim any refund.
18. The college will verify the student's documentation before issuing the final Visa letter. If any false document has been submitted to the college, the student will not be eligible to get a refund.
19. If a student's initial visa application is refused and the student decides to challenge and do the Pre-Action Protocol / or Appeal / or tribunal /or upper tribunal, and the decision is that , the documentation was not genuine, no refund would be made.
20. No refund will be made if a 2nd-time visa is refused because of the false representation.
21. All our diploma courses are for 12 months. An international student could join our diploma courses online and finish the entire course online. However, if any student wants to visit our UK campus, complete some complicated modules, and attend face-to-face classes on campus, they can do so if they receive a valid visa.

If the Visit to study visa was refused. They can join online to finish the course. The student will pay only online course fees, and the different balance will refund to the student if they paid campus fees.

22. online Course: The student has the right to cancel the course after receiving a conditional offer letter or within 14 days after the payment. The refund will be made after a deduction of admin fees £350, awarding body registration fees, course materials, class or lesson or assignment brief has already given. No refund after 14 days of enrolment or payment or course start date. Online short course- No refund after the payment. Student must pay the first-year tuition fee before arrival. **If an applicant decides to withdraw from a course either prior to or during the visa application process an administration charge of five hundred pound will be applied. This charge is in addition to the non-refundable fees.** To enable your applicants to apply and confirm with confidence, we are offering a range of flexible study plans. For applicants unable to get a visa and travel to the UK to start their programme at the Centre, our flexible study plans allow applicants to choose how and when they will start and continue their studies with us. In the event that, due to Covid-19 related restrictions, the applicant is unable to start a face-to-face program, please confirm that they would be willing to start the first part of the program online and transfer to the study destination once participating in face-to-face teaching is possible.
23. The refund application must be made within the 14 of the visa refusal. After 14 days, we will not accept the application and will not be qualified for the refund.
24. If the student appealed and lost their case. They need to inform the college immediately, and after 14 days, they will not accept.
25. If the immigration officer or Court confirmed that the documents were not genuine, the student would not be entitled to a refund.
26. College is right to cancel or withdraw student application/enrolment during the application process or the study period at Oxford college of Education for any suspicious activity, documents, misbehave.
27. College is right to cancel or withdraw student application/enrolment if the student cannot provide financial evidence that they have enough money for the course fees, maintenance fund, hotel quarantine (if needed) etc.
28. If the student misses or forgets to submit all the required documents with the visa application, the visa is refused for that reason. The college will not take any responsibility, and the student will not be entitled to a refund.
29. If a student's initial visa application is refused and the student decide to challenge against the decision and take the Administrative review/ Pre-Action Protocol / or Appeal / or tribunal /or upper tribunal, until the final decision come, students are not entitled to claim the refund.

Missing fees /instalment arrangement/ Student/Agents/Parents are requested to pay direct 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

Bank Address

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

Short-term study visa

You cannot:

- **study on any other course or change your course while in the UK**
- **study at a state-funded school**
- **work or carry out any business (this includes paid or unpaid work, work experience or work placements)**
- **extend this visa**

- **bring family members ('dependants') with you on this visa**
- **apply for most benefits (public funds) or the State Pension**

<https://www.gov.uk/study-visit-visa>

DECLARATION

Declaration - I at this moment 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 the application form/offer letter / and website. I fully understand the entry requirements, fees, suitability, and progression opportunities (where applicable). I also acknowledge that if my sponsor/guarantor does not pay promptly, I will be required to settle any outstanding fees. I pledge to not discriminate other candidates or college staff upon the basis of race, colour, age, gender, faith, or national origin. Unacceptable behaviour, violence, and aggression is not acceptable. I am also confirming that I will always follow immigration rules and regulations, and I will return to my country before my visa expires. I also understand that should I withdraw from the course(s) any outstanding payments remain payable and must be paid immediately. I am aware of short-term study visa, and I read and understand what I can do or what I can not at during my study at oxford college of education.

Student full name

Signature:

Date:

Office Use Only: