



Enrolment form

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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 <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Others <input type="checkbox"/>
First Name	
Surname	
Date of Birth	
Gender	
Marital Status	
Passport Number	
Passport Expired date	
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

Title of course you wish to apply for:

ENGLISH	IT	BUSINESS	HOSPITALITY	LAW
HEALTH AND SOCAL CARE	SHORT COURSE	PROFESSIONAL COURSE	ECU COURSE	FOUNDATION



SKILL DEVELOPMENT	ACCOUNTING	TLF ENGLISH	LANGUAGE COURSE	OTHERS
Other				

Please write your course name and level what is not mentioned above

Student 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	Start date	End Date	Grade

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)

Name:	Name:
Contact Number:	Contact Number:
Email:	Email:



Position:	Position:
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SECTION 8: ENGLISH LANGUAGE PROFICIENCY

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

Please state your first language

Do you have any English Language qualifications, eg. ESOL, IELTS, TOEFL?

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 9: ACCOMMODATION & AIRPORT

Would you require the College to arrange Accommodation for you?

Accommodation type	<ul style="list-style-type: none"> • Self catering • Family hosting • Share room • Single room • Hostel • Bed and Breakfast
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Would you require the College collecting you from the airport?

Airport	London Heathrow	London	LHR
	London Gatwick	London	LGW
	Manchester	Manchester	MAN
	London Stansted	London	STN
	London Luton	London	LTN
	London City	London	LCY

SECTION 8: DISABILITY MONITORING

Do you consider yourself to have any disability? Yes No

If Yes please explain us :

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

SECTION 9: MARKETING

How did you hear about the College?

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

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

SECTION 11: 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 face-to-face or Skype interview with our admission team. Student, who receives an Offer Letter, must pay non-refundable £150 prior to interview. However this amount will be adjusted with the actual tuition fee upon successful interview. Online course fees need to pay in advanced before enrolling to the course and fees will not refund once student register 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 always.
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 awaiting
5. student visa approval, provided that the College is informed. College has the right to refuse deferral for visa students.
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 also 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 3 months.
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 students place at the College will not be held unconditionally without receiving the payment
12. 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.
13. 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.
14. 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.

SECTION 12: REFUND POLICY

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. Student arrived to the UK 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.
 2. Student obtained admission letter or visa but wishes to cancel their course prior to arrival to UK or Student arrives at the airport in UK but is 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 has to be produced and has to be notarized. 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 Refused Visa: In such an event the student is required to submit to the college a refund request letter with information stated above, along with the original visa refusal letter from the Embassy and must be notarised. The student would then receive a refund less admin charge and any bank charges for the transfer. Refund processed within twelve weeks of receiving request letter along with supporting documents. 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. 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.
 6. 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.

Note: 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.

APPLICATION CHECKLIST FOR ADMISSION:

- Fully completed & signed Application Form
- 1 passport size photographs
- Copies of Passport pages
- 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).

Minimum Requirements for Visa Application:

- Visa application form
- Appropriate Visa fees
- Health Insurance
- Visa Letter
- Bank Statement with appropriate funds
- Accommodation Confirmation
- All Academic Qualification
- English Certificate

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

Bank Address

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



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Office Use Only:



Principal use only:

