



Student Application Form

学生申请表

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.

请在填写此申请表之前阅读我们的条款和条件。用黑色墨水在大写字母中填写此表格。
请在适当的时候勾选下面的相关方框。

	ID:
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SECTION 1: PERSONAL DETAILS

个人详细信息

Title 标题	Mr 先生	Mrs 太太	Ms 女士	Miss 小姐	Others 其他
First Name 名字					
Surname 姓					
Date of Birth 出生日期					
Gender 性别					
Marital Status 婚姻状况					
Passport Number 护照号					
Passport Expiry Date 护照有效期					
Address for Correspondence 通讯地址					
Permanent Address 永久地址					
Mobile Number 手机号码					
Email Id 电子邮件					
Landline Number 座机号码					



SECTION 2: EMERGENCY CONTACT DETAILS

紧急联系信息

Full Name 全名	
Relationship 关系	
Mobile / Landline Number 移动/固定电话号码	
Email 电子邮件	
Address for Correspondence 通讯地址	

SECTION 3: PROPOSED COURSE OF STUDY

建议的学习课程

Course 课程	Length 长度
General English 通用英语	4 weeks to 11 months 4 周到 11 个月
Functional Skills English entry level 3 功能技能英语入门级 3	2 weeks to 6 months 2 周到 6 个月
Summer English 夏季英语	4 weeks to 3 Months 4 周到 3 个月
IELTS Preparation English IELTS 准备英语	4 weeks to 11 months 4 周到 11 个月

Examples of Foundation Level Courses 基础课程

1. Level 3 Diploma in Business 商务三级文凭
2. Level 2 Diploma in ICT Professional Competence (RQF)
级 信息和通信技术专业能力文凭
3. Level 2 Diploma in Health and Social Care (Adults)
健康与社会关怀二级文凭
4. Level 3 Diploma in Health and Social Care
健康与社会关怀三级文凭
5. Level 3 Diploma in Law
法律三级文凭
6. Level 2 Diploma in Customer Service (RQF)
二级客户服务文凭

二
Intake /Session 进入/会话

February 二月	May 可能	August 八月	November 十一月
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Student Method: 学生方法

In campus: 在校园里:	Yes 是	No 没有	Online: 线上:	Yes 是	No 没有
Proposed Course Level: 拟议课程水平			Starting date: 开始日期		

SECTION 5: EDUCATIONAL QUALIFICATION 教育资格

Please state in chronological order (most recent first) and attach copies of certificates & transcripts
请按时间顺序（最近一次）说明并附上证书和成绩单的副本

Qualification Title 资格/职务	Board /Awarding Body /University 董事会/颁发机构/大学	Start date 开始日期	End Date 结束日期	Grade 年级



SECTION 6: WORK EXPERIENCE 工作经验

Please state in chronological order (most recent first) and use separate sheet if necessary
请按时间顺序（最近的第一个）说明，如有必要，请使用单独的表格

Name of Employer 雇主名称	Position 位置	Start date 开始日期	End date 结束日期

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

参考（您需要提供两个学术/专业参考）

SECTION 8: ENGLISH LANGUAGE PROFICIENCY

英语语言能力

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

你用什么语言教授和检查你的最高资格？

Please state your first language

请说出您的第一语言

Do you have any English Language qualifications, IELTS

你有英语语言资格, IELTS

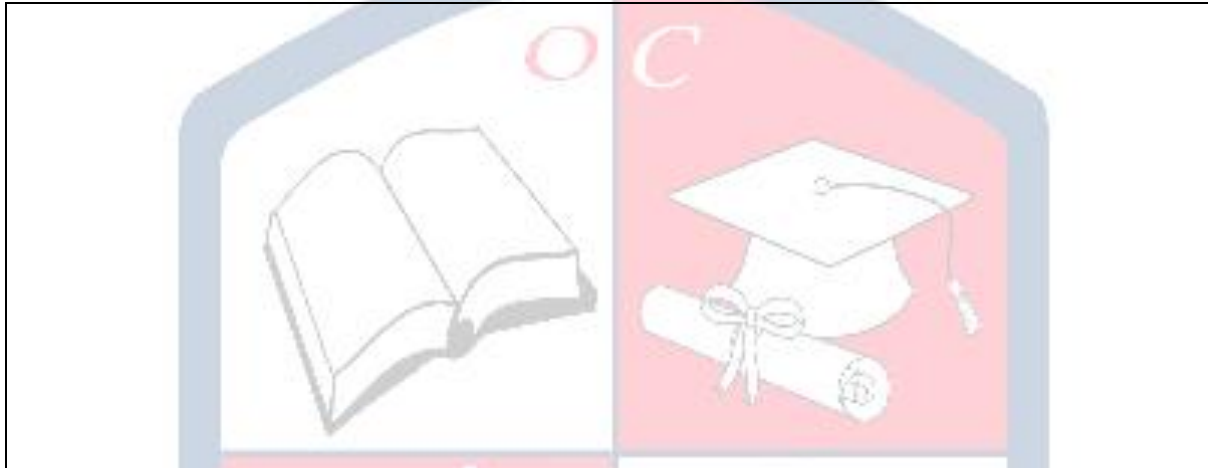
Name of the Test : 测试名称 :	Your Score: 你的分数 : Writing: 写作 : Reading: 读 : Listening: 听力 :
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	听力: Speaking: 请讲:
Place of the Test: 测试地点:	Date: 日期:

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)

声明支持您的申请 (请简要说明您对所选课程感兴趣的原因以及您希望从中获得的内容)



SECTION 9: ACCOMMODATION & AIRPORT **住宿和机场**

Would you require the College to arrange Accommodation for you?
你需要学院为你安排住宿吗?

Accommodation type 住宿类型	<ul style="list-style-type: none"> • Self-catering • Family hosting • Share room • Single room • Hostel • Bed and Breakfast 	可自己做饭 家庭寄存 分享房间 单人房 宿舍 住宿加早餐
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Would you require the College collecting you from the airport?

你需要学院从机场接你吗?

Airport 飞机场	London Heathrow 伦敦希思罗机场	London 伦敦	LHR
	London Gatwick 伦敦盖特威克	London 伦敦	LGW
	Manchester 曼彻斯特	Manchester 曼彻斯特	MAN
	London Stansted 伦敦站了起来	London 伦敦	STN
	London Luton 伦敦卢顿	London 伦敦	LTN
	London City	London	LCY



伦敦城	伦敦
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SECTION 8: DISABILITY MONITORING 残疾监测

Do you consider yourself to have any disability? Yes No

你认为自己有残疾吗? 是 没有

If 'Yes' please explain below:

如果“是”，请说明如下：

Do you have any special requirements? If 'Yes' please detail these requirements
你有什么特殊要求吗? 如果“是”，请详细说明这些要求

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

市场营销：你是怎么听说学院的？

- Newspaper 报纸
- Website 网站
- Seminar 研讨会
- Friend 朋友
- Agent 代理人
- Facebook
- Linkedin
- Other 其他

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

您是否正在使用代表协助您申请? 是/否

SECTION 11: TERMS AND CONDITIONS OF ENROLMENT

入学条款和条件

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.

通过注册课程，您接受您已阅读并同意注册的条款和条件，并且您随后受这些条款的约束

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 three hundred fifty pound £350 prior to interview. However, this amount will be adjusted with the actual tuition fee upon successful interview. Course fees need to pay in advanced before enrolling to the course and fees will not refund once student register for the course.
一旦学生注册学院，学生有责任向任何外部授予机构注册成员资格和考试（如适用）。注册程序和要求将由学院提供，学生有责任满足学术和财务要求，以满足这些要求和期限。所有学生必须参加我们的录取团队面对面或 Skype 面试。收到录取通知书的学生必须在面试前支付不可退还的 350 英镑 350 英镑。但是，这笔金额将根据成功面试时的实际学费进行调整。课程费用需要在注册课程之前提前支付，学生注册课程后费用将不予退还。
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.
学生有责任确保学院的个人详细信息和联系方式始终保持最新和准确
3. Your application form and all supporting documents will be held on file and remain confidential.
您的申请表和所有其他证明文件将保存在档案中并保密。
4. A student may defer their course start date to the next available term if they are still overseas waiting for their visa.
如果学生仍然在海外等待签证，他们可以将课程开始日期推迟到下一个学期。
5. Student visa approval provided that the College is informed. College has the right to refuse deferral for visa students.
学生签证批准，但学院会通知。学院有权拒绝延期签证学生。
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.
学院保留随时解雇任何学生的行为，这些行为被认为是对其他学生不专业，不适当或破坏性的行为，以及未达到学院规定的学术或财务要求的情况。根据本节解雇的学生不会退还任何费用。
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.



学院保留更改时间表，导师或场地的权利，恕不另行通知。任何改动都不会影响您的科目或资格

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 admin and other cost.
根据学院的判断，如果学院认为入学人数不足，我们保留重新安排或取消课程的权利。如果课程在扣除管理费和其他费用后三个月内无法重新安排，学生将获得退款。
9. If for reasons outside of the College's control the class or course is cancelled, the class will be rescheduled.
如果由于学院控制范围以外的原因取消了课程或课程，课程将被重新安排。
10. The College is not liable for loss or damage to student belongings when on college property.
学院在学院财产上对学生物品的丢失或损坏不承担责任。
11. Payment: A student's place at the College will not be held unconditionally without receiving the payment
付款：未收到付款，学院的学生将无法无条件地保留
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.
课程转移：任何希望改变课程的学生，必须在课程的前3周内向管理团队提出申请。最终决定将由该部门负责人做出。
13. International student: course will be first track to finish within 6 months under short term study route, short course and up to 11 months for English course. Student can register and start course from home country and apply to finish rest of the modules, assignment and exam within 6 months if got visa.
国际学生：课程将在短期学习路线，短期课程和长达11个月的英语课程中首次完成6个月内完成。学生可以在本国注册并开始课程，如果获得签证，可以在6个月内申请完成其余的模块，作业和考试。
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.
证书：如果学生通过课程并有权获得证书，学院保留在课程费用尚未结清的情况下扣留证书的权利。
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.
不支付费用：学院保留在课程期限内违反约定分期付款的任何时间终止学生注册的权利。

SECTION 12: REFUND POLICY

退款政策

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

所有退款申请必须由申请人以书面形式向 OCE 提出，并应明确说明以下内容：

- Details of the applicant, including reference number & course details.
 - 申请人的详细信息，包括参考编号和课程详情
 - Total fees deposited and the reason for request for refund of tuition fees.
 - 存入的总费用以及要求退还学费的原因。
 - Applicants bank details including sort codes to receive refund.
 - 申请人银行详细信息，包括接收退款的分类代码
 - All supporting and relevant documents to be returned to the college. The following rules will apply under the given circumstances:
 - 所有支持和相关文件将返回学院。在特定情况下，以下规则适用：
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.
.学生抵达英国：学生抵达英国后，学生无权获得退款。学生必须上课;未能出席将导致被驱逐的学生向当局报告。
 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 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 the request letter along with supporting documents.
.学生获得录取通知书或签证，但希望在抵达英国之前取消课程或学生抵达英国机场但被驱逐出境：在这种情况下，学生必须到大使馆取消签证并获得大使馆的信函说明签证已被取消。必须出示原始签证取消函。然后，申请人必须提交上述退款申请信。申请人有权获得 50% 的学费退款。这将在收到请求信和支持文件后的十二周内处理。
 3. Student enrolling in UK: Students enrolling locally are not eligible for a refund under any circumstances.
在英国注册的学生：在任何情况下，在当地注册的学生都没有资格获得退款。
 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 they will be NOT be entitled to a refund.
欺骗/欺诈：如果申请人或代表申请人行事的任何人使用欺诈措施或文件在 OCE 注册或支持在大使馆申请签证，并且随后被拒绝学生签证，他们将无权获得退款。
 5. International student can register and start course from home and apply for the visa to finish the rest of the modules, assignments and exams. The College will calculate and deduct fees up to the course length, modules assignments finished and will refund the rest of the fees.

国际学生可以在家注册并开始课程并申请签证，完成其余的模块，作业和考试。学院将根据课程长度计算和扣除费用，模块作业完成，并将退还剩余的费用。

6. **Withdrawn Students / Expelled Students:** Students that withdraw from their course after arrival; are expelled due to misconduct or fail to meet academic or financial commitments, will not be entitled for a refund of any tuition fees paid.

退学生/被驱逐学生：抵达后退学的学生;因不当行为或未能履行学术或财务承诺而被开除，将无权获得退还的任何学费。

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.

第三方付款：如果需要，学生必须发送签名信确认他们要求退款金额支付给第三方。该信函必须包括姓名，地址和银行帐户详细信息。

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/>).

牛津大学教育学院提供教育服务，不是移民顾问。学院不受监管，不提供任何移民建议。如果您需要移民建议，您应该寻求独立的法律建议，因为学院不能也不提供任何移民建议。可从移民服务专员办公室获取政府监管的移民顾问名单 (<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.

学院及其员工不是移民顾问，因此 VISA 申请的有效性和准确性的责任完全在于学生。请注意，学生有责任确保他们符合 UKVI 要求。

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.

根据学生合理控制范围内的理由，学院不能也不会对任何 VISA 拒绝承担责任，包括学生未能提供必要的文件，未能提供足够的经济支持，提交不完整的申请，虚假陈述正在制作或伪造文件。

11. If a student's VISA application is refused due to fault attributable to the student, then there is no entitlement to a refund under our Refunds Policy.

如果学生的签证申请因学生的错误而被拒绝，则根据我们的退款政策，我们无权获得退款。

12. 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.

本政策必须与退款政策一并阅读，并且只有在理解和同意的情况下才适用。学生的注意力尤其在于，如果他们未能在课程开始日期前 15 天申请退款，则他们将无资格获得退款。



13. Students will NOT qualify for a refund where the student has obtained a VISA refusal for false representation being made, or forgery of documents

.如果学生因虚假陈述或伪造文件而拒绝签发 VISA，学生将无资格获得退款

- 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:
如果学生的签证申请被拒绝（除了虚假陈述或伪造文件之外的其他情况），所支付的费用将退还，而不是管理费 350 英镑（加上任何快递和转让费）。以下文件：

- Copy of the VISA refusal letter
VISA 拒绝信的副本
- Copy of the student's passport showing both a photograph and signature; and
学生护照的复印件，同时显示照片和签名;和
- Where the payee was not the student, an original authority letter from the student authorising the repayment to the payee.
如果收款人不是学生，则是学生授权向收款人偿还的原始授权书。

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. 如果学生未能遵守退款程序（欺凌 - 侵略行为 - 暴力 - 违反退款政策），除非在特殊情况下，否则他们将无法获得退款。

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.

注意：学生必须在抵达前支付第一年的学费。如果申请人在签证申请过程之前或期间决定退出课程，则将收取 500 英镑的管理费。此费用是不可退还的费用之外的费用

APPLICATION CHECKLIST FOR ADMISSION: 申请清单：

- | | | |
|---|------------------|----|
| • Fully completed & signed Application Form | 填写并签署的申请表 | |
| • 1 passport size photograph | 一张护照尺寸的照片 | |
| • Copies of Passport pages | 护照页面的副本 | |
| • Copies of Academic Certificates & Transcripts | 学术证书和成绩单的副本 | |
| • English Qualifications (if any) | 英语资格（如有） | |
| • English Placement Test (if any) | 英语分班考试 | |
| • Appropriate fees stated on Conditional Offer Letter | 有条件录取通知书上注明的适当费用 | |
| • Work experiences' evidence | 工作经验证据 | |
| • 2 reference letters (academic and professional /local authorities). | | 两个 |
| | 参考（学术/专业/地方当局） | |

Minimum Requirements for Visa Application: 签证申请的最低要求

- Visa application form 签证申请表
- Appropriate Visa fees 适当的签证费



- | | |
|---|-------|
| • Health Insurance | 健康保险 |
| • Visa Letter | 签证信 |
| • Bank Statement with appropriate funds | 银行对帐单 |
| • Accommodation Confirmation | 住宿确认 |
| • All Academic Qualifications | 学历 |
| • English Certificate | 英语证书 |

Student/agents/parents are requested to pay director to college account as follow:
 要求学生/代理人/家长向大学帐户付款，具体如下：

Payment Details 付款详情：

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 宣言

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.

我在此确认我所提供的信息是正确和完整的，并且我已阅读，理解并同意本表中所述的条款，条件和退款政策。

- I fully understand the entry requirements, fees, suitability and progression opportunities (where applicable)
 我完全理解入职要求，费用，适用性和进展机会（如适用）
- I understand and accept that the College reserves the right to close or combine one class with another.
 我理解并接受学院保留关闭或合并一个班级与另一个班级的权利。
- 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.
 我接受费用评估过程已经确定我支付费用的费用，我将支付费用，或者我将从我的雇主或其他赞助组织提供正式的赞助信。我也承认，如果我的担保人没有及时付款，我将被要求支付任何未付费用。
- 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.



Oxford College of Education

我同意，如果我符合资格并且学院接受我分期付款安排，我将在到期时立即支付每一期。我也理解，如果我退出课程，任何未付款项仍然需要支付，必须立即支付。

Student Full Name 学生全名	Parents Name (if under 18) 父母姓名 (如果不满十八岁)
Signature 签名	Parents Signature 家长签名
Date 日期	Date 日期

Office Use Only:
仅限办公室使用：



Principal use only:
仅供主要使用：

