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STUDENT ADMISSION APPLICATION FORM 2012-2013

Personal Details

Title (Mr/Mrs/Miss/Ms).....First NameLast Name.....
 Gender.....Date of Birth (DD/MM/YYYY).....Nationality.....
 Home Address(Must be filled).....
 Country.....Correspondence Address (if different from above).....
Postcode.....
 Father/Guardian Name.....Father/Guardian Phone Number.....
 Home Telephone Number.....Mobile Number.....
 Student Email Address.....

Please note: YOU MUST PROVIDE THE DETAILS OF THE STUDENT AND NOT THE AGENT.



Consultant Detail

Company name.....Full Name and Address.....
 Contact Number (s).....Phone/ Mobile.....Relationship.....

Emergency Contact in UK

Full Name and Address.....
 Contact Number (s).....Relationship.....

Course Details

Course Applied for.....Course Start Date.....Campus Required:.....

Educational History

Please give details of your educational history and qualifications achieved at School, College or University. Copies must be submitted with this form. Please note you will be required to present the original documents on enrolment.

Dates Attended From/To	Name of Institution	Location	Course/Qualification Completed	Grade Achieved

UK Status

Passport No.....BIO Metric Card No.....
Visa Type.....Visa Issue Date.....Visa Expiry Date.....UK Entry Date.....

Employment/Work Experience

Dates From/To	Company Name and Address	Job Title	Key Responsibilities

Academic References (must be filled)

Name		Name	
Full Address		Full Address	
Email		Email	
Telephone		Telephone	
Relationship		Relationship	

Medical Requirements:

Please provide details of any medical issues or history that the College should be aware of: (please enter N/A if none exist).

Allergies:.....

Epilepsy:.....

Diabetes:.....

Asthma/Emphysema:.....

Heart Conditions:.....

Other: (include any medications you are required to take on a long-term basis).....

Learning Disabilities and Difficulties.

Please provide details of any learning disabilities or difficulties you may have: (please enter N/A if none exist)

Are there any Special Educational Needs, support or additional resources that you may require for your studies at Metro College of Management Sciences? If so, please provide details in the box below.

Terms & Conditions

- All admissions will be subject to final approval by the Admissions Committee. It is the prerogative of the college to refuse admission to a student
- The student will be required to pay administration fee of £250 (non-refundable) plus rest of full fee.
- Students must ensure they have sufficient funds to cover living expenses and should not rely on part time work
- Any default in full payment according to the agreed payment plan can render the admission liable to cancellation
- International students, having paid their fee (either in full or agreed instalments) shall be entitled to the refund of the paid amount in the event their Visa is refused by the Entry Clearance Officer. However a deduction of £250.00 will be made as administrative charges
- The college reserves the right to refuse student entry to an examination who fail to settle their fees
- All membership/registration fees of the Awarding Bodies, examination fees, late fees, re-sit fees, certificate replacement etc are not included in the course fee and students are liable for payment of all such expenses for their relevant course
- In the event of under-numbering of students for a particular course, the college reserves the right to cancel that course
- The UK Border Agency will be informed of student registration, attendance and progress. All students must observe the hours set out for their course. Any default from the required attendance levels will also be reported to the UK Border Agency
- In the event of absence due to sickness, the student shall be required to provide the college with a medical certificate from a General Practitioner or Hospital Doctor
- The college reserves the right to make changes to the structure and content of a course
- The college reserves the right to abandon a particular course. In all such cases the student will be transferred to an alternative course
- Students are required to strictly observe all college procedures and policies. Any violation of college policies or any immigration rule will render a student liable to dismissal. In such circumstances the student will not be entitled to a refund of fees and will be reported to the UK Border Agency.

Please note a CAS will only be issued on completion of the following documents: 1. Student Application Form 2. Refund Policy 3. Student Declaration form 4. Academic Qualification and Passport copies 5. Two references full detail.

Declaration

I hereby confirm that the statements made on this form are true and correct to the best of my knowledge. In the event of proven false statement, herein, the college reserves the right of withdrawal of any offer made and/or cancellation of any subsequent registration. I have read and understood the Terms and Conditions. I also give consent to the processing of my data by Metro College of Management Sciences. I agree to abide by college rules and regulations and pay course fees when due.

Sign..... Date.....