



College  
Ref.:

# STUDENT APPLICATION FORM

(For Home and EU Students)

PLEASE  
ATTACH ONE  
PASSPORT SIZE  
PHOTOGRAPH

## APPLICATION FORM

Please read the terms and conditions before completing this form.

Please ensure that the application form is fully completed and signed using **CAPITAL LETTERS**.  
Should you wish to provide additional details in support of your application, please use a separate sheet.  
The information provided in the form will be treated confidentially in accordance with the Data Protection Act, 1998.

### PERSONAL DETAILS

Mr  Mrs  Miss  Ms

First Name

Middle Name

Surname

Gender Male  Female

Current Address  Property Number:

Street Name:

Town/City

Nationality

Passport No.

Date of Birth  \ \

Place of Birth

Mobile:

Telephone:

Email:

Post code:

Have you lived in the UK for the last 5 years prior to the start of the course?  Yes  No

Do you have? – Please tick as many boxes that apply to you, give the dates as requested:

British Citizenship or a certificate of Entitlement to the Right of Abode in the UK

Indefinite Leave to Remain  Full Refugee Status  Humanitarian Protection

Discretionary Leave Expiry Date  DD/MM/YYYY

Asylum Seeker Status

If you are asylum seeker, has your claim been with Home Office for more than 6 months  Yes  No

Are you receiving assistance from Asylum Support or Local Authority Social Services?  Yes  No

A Valid UK Visa, please tick which visa you have:  Spouse  Work  Other

Visa Number:

Expiry Date:  DD/MM/YYYY

An EEA Residence Permit  An EEA National

**EMERGENCY CONTACT [Next to Kin Info]:**Name 

Relationship to you: Parent  Guardian  Spouse/Partner   
 Son  Sister  Other  \*  
 Daughter  Brother  \*Please Specify

Address Contact number: Country:  Postal Code: **COURSE INFORMATION**Course Title: Duration:  Term: Sep  Jan  May Start Date:  End Date: 

CENTRE TRANSFER (only for those students who are transferring their centre from other centres)

Previous Centre Course undertaken at previous centre Progress on the course  
(Provide evidence of your progress on the programme) **EDUCATIONAL QUALIFICATIONS**

Please list all your qualifications as well as pending results, starting with the most recent. You are required to submit copies of all transcripts/certificates with your application. Pending documents need to be forwarded when they are available.

Qualification including title, level, country	Awarding Organisation	Date Awarded	Result/Grade	Subjects Passed

**MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Please include membership of any professional Organisation or organisation (please give your registration number where relevant).

## ENGLISH LANGUAGE PROFICIENCY

Are you a national of a majority English-speaking country\*? Yes  No

\*Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United States of America

Have you attended any English language courses (if yes, please enclose evidence)? Yes  No

Have you taken a recognised English test (e.g. IELTS or equivalent) that assessed your proficiency? Yes  No

Have you studied English Language for at least two years in your qualification? Yes  No

## WORK EXPERIENCE

Please outline any work experience you have had (both paid and unpaid).

Job Title

Name of Organisation

From – To

Duties

Job Title

Name of Organisation

From – To

Duties

## FUNDING YOUR STUDIES

Who will pay your course fees?  Self  Student Finance England  Other (please give details)

Please provide a sponsor letter with this application form if your studies are sponsored by a government Organisation, the British Council or any international organisation/company or university.



## ETHNICITY

Please tick the relevant box below

Asian or Asian British		Black or Black British		White		Other	
33 - Bangladeshi		22 - Black African		10 - White		34 - Chinese	
31 - Indian		21 - Black Caribbean		13 - White Scottish		80 - Any other background	
32 - Pakistani		29 - Other black background		19 - Other white background		90 - Not Known	
39 - Other Asian background						98 - Information Refused	

## DISABILITIES AND SPECIAL CONSIDERATIONS

Do you have a disability, illness or medical need?

Yes

No

If yes, please ✓ as appropriate.

### Higher Education Statistics Agency (HESA) Student Record Disability codes

Code	Description	Tick one
53	You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	
58	You are blind or have a serious visual impairment uncorrected by glasses	
57	You are deaf or have a serious hearing impairment	
54	You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	
55	You have a mental health condition, such as depression, schizophrenia or anxiety disorder	
51	You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	
56	You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches	
96	You have a disability, impairment or medical condition that is not listed above	
8	You have two or more impairments and/or disabling medical conditions	

**How did you hear about Grafton College?**

- College prospectus
- College website
- British Council
- Education UK website

- Family/Friends
- Staff
- Leaflet
- Open Day

College Representative (please specify)	
Newspaper/Magazine (please specify)	
Education Fair (please specify)	
Internet (please specify)	
Other (please specify)	

**How important were the following factors in your choice to study at Grafton College?**

(1 - very important, 2 - important, 3 - moderately important, 4 - of little importance, 5 - unimportant)

	1	2	3	4	5
Relevance of Course related to your Career	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Duration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities (Learning Resources, Computer Labs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entry Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Study Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Accreditation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Prospects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funding/Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Welfare Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify: _____					

**Please enclose the relevant documents below with your application:**

- Copies of Transcripts/Certificates
- Evidence of your English Language Proficiency (if applicable)
- A passport sized Photograph
- A Copy of the Details Page of your Photo ID
- A Copy of your Residence Permit from Home Office (if applicable)
- Evidence of Work Experience (if relevant)
- Full translations of any documents not in English  
(Including confirmation from the translator that it is an accurate translation of the original documents, the date of the translation, the translator's full name and signature, and the translator's contact details)
- Proof of Address

We may ask you to submit additional documentation after having reviewed your initial application.

## DATA PROTECTION

The College collects and holds student data for administrative, academic, statutory, support and health and safety reasons. It may disclose data in cases where the College is by law required or permitted to disclose your details to others.

The College may disclose data for the following purposes:

- meeting of legal obligations to the UK Visas & Immigration
- Council Tax exemption
- other Government information-gathering exercises, if required by law
- information provision to Funding Bodies and Agencies that support and sponsor your education as well as to the course awarding organisation
- publication of exams and degree results on College notice boards

All student data is collected, processed and disclosed in accordance with the Data Protection Act 1998. The College retains the right to terminate the registration of a student should be discovered that the information provided in support of her/his application was inaccurate or incomplete.

## TERMS & CONDITIONS

All students must ensure that they read the following terms and conditions of admission before they sign the application form.

### General

1. All courses at Grafton College in London are open to applicants aged 18 and over.
2. Enrolment on a course, together with the payment of the fee, constitutes a binding agreement on the student to follow the course and pay the full tuition fees.
3. The minimum entry requirements for each course are set out in the College prospectus, Courses Leaflets and on the College Website.
4. Prices are subject to change and we reserve the right to charge additional amounts to reflect any pricing changes taking effect before course commencement date(s).

5. Study materials are not included in the tuition fees unless stated otherwise.
6. Students must keep Grafton College informed of any change to their contact or personal details.
7. Behaviour that puts other students and staff at risk or in a harmful/dangerous situation will not be tolerated and may lead to expulsion.
8. If a student is unhappy with any aspect of the course or the College, the student can make a complaint by using the complaint form available at the College website or from the College reception.
9. The information in this application form is correct at the time of print. However, it is subject to change at any time without notice.

#### Cancellations and Refunds

10. Tuition fees are non-refundable after the commencement of the course.

#### Course Deferrals

11. Students can defer their course once, provided that Grafton College is informed by the student in writing at least one week prior to the course commencement date.

#### Awarding organisation registration and exams/assignments

12. Awarding Organisation registration and exam/assignment fees are included in the tuition fees, unless stated otherwise. However, it is compulsory for students to register with the awarding Organisation of their course and participate in external exams/assignments on the dates set by the awarding Organisation.

STUDENT DECLARATION		Tick
Grafton College is committed to provide equal opportunities and eliminating unlawful discrimination in accordance with the Equality Act; and participates in statutory anti-fraud initiatives. Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed; your application will not be considered.		
1.	I acknowledge that Grafton College is under a duty to protect public funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and fraud; and it may share this information with other bodies for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.	
2.	Grafton College will treat any personal information (data from which you can be identified, such as your name, address, email address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.	
3.	I understand that my application to student finance is separate from my application to the College and it is an agreement between me and the Student Finance England.	
4.	I understand that Student Finance England may ask for evidence to support my claims.	
5.	I am aware that the course I am enrolling for, is a full time course.	
7.	I am aware that attendance is compulsory and that I should have a minimum of 80% attendance throughout the academic year. I acknowledge that a failure to maintain this attendance without a valid reason can lead to termination of my course and registration from the College.	
8.	I am aware that I am liable for the course fees once I am enrolled on to the course.	
9.	I understand that it is my personal responsibility to notify the relevant authorities of my change of circumstances as well as investigate any possible implications student funding will have if I am in receipt of any form of government benefits : such as jobseeker's allowance and housing benefits.	
11.	I understand that if I am withdrawn from the course; or if I decide to leave the College before the end of the course, I will be required to pay any outstanding course fees.	
12.	I am aware that there might be a re-sit fee for an extended period of study if I am unable to complete my course on my first attempt.	
13.	I agree to abide by Grafton College's terms and conditions and any notices displayed on the College notice boards in the College intranet and the College website; as and when amended from time to time.	
14.	I declare that the information given in this application is true and accurate to the best of my knowledge.	
15.	I declare that I will abide by Grafton College Progression Policy, available on the College website.	

**APPLICATION'S SIGNATURE:**

**DATE:**

DD / MM / YYYY