

## APPLICATION FORM

- Please ensure you complete **ALL SECTIONS** of the form in **BLOCK CAPITAL** letters with black ink. If the space allowed for your answers is insufficient, please complete them on a separate sheet of paper.
- Please return the Application form with copies of your passport
- Please read the Terms and Conditions of Application. Submission of this application form into the College is assumed you agree the Terms and Conditions.

### 1. COURSE DETAILS:

Course Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

### 2. PERSONAL DETAILS:

Title: \_\_\_\_\_

First name, Middle name: \_\_\_\_\_

Last name (Surname): \_\_\_\_\_

Marital Status: Married / Single / Divorced

Sex: Male / Female

Date of Birth (*dd/mm/yy*): \_\_\_\_/\_\_\_\_/\_\_\_\_

Country of Birth \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport No: \_\_\_\_\_

Do you require a VISA to study in the UK?    Yes    NO

### 3. CORRESPONDENCE ADDRESS

House No, Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

County: \_\_\_\_\_

Postcode \_\_\_\_\_

Mobile : \_\_\_\_\_

Tele: \_\_\_\_\_

Email: \_\_\_\_\_

Country: \_\_\_\_\_

### 4. HOME ADDRESS (*If different*)

House No, Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

County: \_\_\_\_\_

Postcode \_\_\_\_\_

Mobile : \_\_\_\_\_

Tele: \_\_\_\_\_

Email: \_\_\_\_\_

Country: \_\_\_\_\_

**5. EMERGENCY ADDRESS/NEXT OF KIN**

Person to be notified:\_\_\_\_\_ Relation to you:\_\_\_\_\_

Phone:\_\_\_\_\_ Mobile phone:\_\_\_\_\_ Email:\_\_\_\_\_

**6. EDUCATION BACKGROUND** (List of most important qualification –with most recent first)

Qualification (degree/diploma/certificate)	Awarding Body	Grade	Duration of Course	Date of Completion

**7. HEALTH AND DISABILITY OR SPECIAL NEEDS INFORMATION**

If you have any known health issue, please state them\_\_\_\_\_

If you have any special needs such as disability, please state them.  
\_\_\_\_\_*(Some centres do not have lift access)***8. How do you intend to finance your Studies?**☐ Self-Finance ☐ Employer Sponsorship ☐ Other**9. DECLARATION:**

I confirm that the information provided above is correct to the best of my knowledge and I agree to abide by the rules and regulation of the college .I have also read and agreed to the College's terms & conditions of registration.

Applicant's Signature:.....Full Name:.....

Date:.....

## **Terms and Conditions**

### **Payment Terms & Conditions**

You are expected to read & comply fully with the Centre's Payment Terms & Conditions outlined below. Applies to all students. Students are reminded that any fee deposits must be made payable to 'Philip Training Centre UK'.

1. The Centre will not be responsible for fee payments made to any party other than the Centre.
2. Students are liable to pay any bank or credit card charges (including refund transactions).

### **Cancellation & Refunds**

1. Cancellations are only accepted in writing and are based on the day they are received. The Philip Training Centre office is open Monday - Friday (0900 - 1700).
2. Fees will be refunded to the account / credit card of the original payment.
3. If a student cancels their course at least 28 days or more before the start of their course, the Centre will refund fees in full less £100 registration fee.
4. If a student cancels within 3 months of the start of the course due to visa refusals or any other reasons, the Centre will refund fees in full less £550 NEDBE and administration costs.
5. There is no refund 3 months after the course has started

### **Terms and Conditions of Admission**

Learners are advised to read in full the Centre's terms and conditions before submitting an application. Learners who submit an application to the Centre will be subject to the terms and conditions detailed below. If you are unsure about any information contained within this page, please speak to a member of the Admin Team who will be able to advise you further.

#### **1. Enrolment Policy**

1.1 To reserve a place on a programme at PTC applicants must either pay the full programme fee or the minimum enrolment deposit as indicated in the offer letter.

1.2 Learners will be liable to pay all necessary bank or transfer charges from any application process.

#### **2. Payment of fees**

2.1 All learners are encouraged to pay their programme fee in full and by doing so will receive back a cash bonus equal to half of the enrolment fee

2.2 Learners have the option to pay their fees installments; this will attract a service charge of 10% and installments must be paid by direct or standing order. An installment plan will be issued prior to enrolment.

2.3 Eligible learners can apply Advance Learner's Loan subject to availability in the Centre for the course fee. Please contact admin office for more details. The fee payment under this provision is treated as instalment.

2.4 The Centre reserves the right to suspend or expel any learner who has overdue fees.

2.5 Learners who have overdue fees may be refused entry to the Centre premises and suspended from attending classes and or using the Centre facilities.

2.6 The Accounts department will advise learners on the methods available for the payment of fees.

2.7 Learners are not permitted to withdraw from their programme of study or changes programme s without prior written consent from the Centre. Any learner who decides to withdraw or expelled from a programme is not entitled to a refund of any fees paid; he/she will also be liable to pay the remainder of the fee, in is entirely.

2.8 The Centre will take such action, including recourse to the legal process, as it deems necessary to recover all outstanding debt. Any such action will also include the recovery of reasonable costs incurred by the Centre in relation to the recovery procedures.

#### **3. Additional charges**

3.1 Some programmes require an additional registration examination fee to be paid (this indicated in the programme fee document). Any such fees are payable directly by the learner; the Centre does not accept any responsibility for non-payment of registration or examination fees.

#### **4. Refund policy – UK/EU learners.**

4.1 Refunds will only be processed in accordance with the terms and conditions outlined in clauses 4.2 to 4.6 and provided learners requesting a refund have complied fully with the Centre terms and conditions.

4.2 All applicants for refunds must be made in writing by submitting a completed "Refund Request Form" to the Accounts Office at least 28 days prior to the programme start date.

4.3 Learners who apply for refunds less than 14 days after the programme start date, the maximum of 50% will be refunded from the total fees. In the event that the Accounts Office does not receive this period of notification, a deduction from the refund will be made, equal to the tuition fees for the time spent in the centre on a pro-rata basis. If the learner has already spent more than 50% of the duration of the course at the Centre then he/she will be liable to pay the full fees and hence, will not be eligible to any refund. Please not £150 administrative charge will be deducted on all refund processes.

4.4 Where the Centre is unable to provide the programme of study for which the learner originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme offered, the applicant will be considered for a refund.

4.5 Refunds will only be made via the original payment method; except where the original payment was made by cash within 8 weeks from the date the complete "Refund Request Form" and any associated documents are received.

4.6 Learners are liable to pay any bank/transfer charges associated with processing of a refund application.

#### **5. Attendance:**

A record of attendance is kept for each learner. The Centre reserves the right to withdraw a learner's candidature from examinations and withdraw them from their course if the learner's attendance record shows that they have attended fewer than 80% of their scheduled lectures. The Centre reserves the right to suspend or expel such learner's without any liability whatsoever to the Centre. In the event of unforeseen circumstances that prevent the learner from attending their lectures, the Centre must be informed immediately. (Please refer to the Centre attendance policy published separately).

#### **6. Teaching Centres:**

The Centre reserves the right to run its courses at its any Centre with prior notice. We may re-allocate your Teaching Centre or transfer your enrolment to our partner institutions.

**This form together with evidence of your qualification and ID should be submitted to the above address.**