



William Shakespeare College

BILT Mansions, 4-16 Deptford Bridge, London SE8 4HH, United Kingdom
Tel: + 44 (0) 20 8305 6506 | Fax: + 44 (0) 20 8692 0420 | WEB: www.wscollge.co.uk | EMAIL: info@wscollge.co.uk

Please Attach
One (01)
Passport size Photograph

APPLICATION FORM FOR ADMISSION

For Office Use Only	Student No.		Date Applied:	
	Course Applied for:		Decision:	
	Total Fee Attached:		Acknowledgement Sent:	
	Contact Name:		Contact Number:	

Please write clearly using **BLOCK CAPITALS** and complete the form in black ink.

PERSONAL DETAILS

First Name(s):				Surname:			
Title:	Mr/Mrs/Miss/Ms/Other			Gender	Male		Female
Date of Birth:				Nationality:			
Passport No.: (If from EU, other)				Expiry Date:			
Is UK Student Entry Visa Required?	YES	NO	H.O. Ref		Date Visa Expires:		
Home Address:				Current Address:			
Telephone/Mobile:				E-mail Address:			
Do you have any special needs?	YES	NO	Please state:				

COURSE DETAILS

Course(s) Applied for:							
Proposed course Start Date:			Method of Study (Minimum of 20 hrs/week)	Full Time:		Part Time:	
Is English your First Language?	Yes:		No:		If No, do you have TOEFL, IELTS, etc	Yes:	No:
				What are the results/scores, if taken:			



Company Registered in England and Wales - Registration No: 03960992.

Registered Office: Fiscal House, 367 London Road, Camberley, Surrey GU15 3HQ



EDUCATIONAL AND QUALIFICATIONS

[PLEASE COMPLETE PAGE 2 OR ATTACH CV]

INSTITUTION/TRAINING ORGANISATIONS	DATE OF STUDY FROM - TO	QUALIFICATION/SUBJECT TAKEN	CLASS/GRADE DATE OBTAINED

PROFESSIONAL QUALIFICATION

QUALIFICATION/CERTIFICATE	DATE FROM - TO	STATUTORY BODY	REGISTRATION No. (IF APPLICABLE)	RENEWAL DATE

Please attach with this application certified copies of all Certificates/Qualifications including English Proficiency certificates where applicable (copies of officially translated documentations if originals are not in English).

EMPLOYMENT HISTORY TO DATE

ORGANISATION NAME & ADDRESS	DATE: FROM - TO	POSITION HELD AND DETAILS OF DUTIES



FURTHER INFORMATION

PLEASE USE THIS SPACE TO TELL US ABOUT ANY RELEVANT INFORMATION YOU WISH TO ADD

REFERENCES

FIRST REFEREE	SECOND REFEREE
NAME:	NAME:
POSITION:	POSITION:
ADDRESS:	ADDRESS:
TELEPHONE:	TELEPHONE:
E-MAIL:	E-MAIL:

FINANCE

NAME AND ADDRESS OF SPONSOR IF NOT YOURSELF :					SPONSOR'S RELATIONSHIP TO STUDENT:			
COURSE FEE(S), IF APPLICABLE:	TOTAL AMOUNT PAID:		AMOUNT IN CARD PAYMENT:		AMOUNT IN CHEQUE:		AMOUNT IN CASH :	
IF GOVERNMENT FUNDED SCHEME, PLEASE TICK BOX AND GIVE DETAILS								<input type="checkbox"/>
COLLEGE BANK DETAILS:	BARCLAYS BANK		SORT CODE:		ACCOUNT NUMBER:			

Payment preferably in pounds sterling (£), Euro or US Dollars must be made for the correct amount calculated as the GRAND TOTAL. Please be advised that any payment made to the account will be receipted and allow 4 days for clearance. Details of accounts shall be forwarded at the time of payment. **We strongly advise ALL students to confirm directly with WSC, registration and fees received.**

DATA PROTECTION ACT NOTICE

The information given on this application form will be electronically stored and used for administrative purposes by the College in accordance with the provisions of the Data Protection Acts 1984 and 1998. The College may send you details of relevant courses and qualifications & services you may be interested in. If you do not wish to receive such information, please tick this box:

DECLARATION

I have checked all the details given above carefully and give my consent to the College to record and process the information which I declare to be accurate.

SIGNATURE OF APPLICANT:		DATE:	
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PLEASE SEND COMPLETED APPLICATION FORM ALONG WITH AGREED REGISTRATION/COURSE FEE TO THE ADMISSION OFFICE @
Admission, WSC, BILT Mansions, 4-16 Deptford Bridge, London SE8 4HH , United Kingdom

Thanking you for your interest in our College and please do not hesitate to contact us for any further information you may need.



TERMS AND CONDITIONS

Please READ carefully the following Terms and Conditions before signing the Application form for Admission

1. The College undertakes to provide to the students information and guidance on appropriate learning programmes, an introduction/induction to the College and the learning programmes; access to an agreed learning programme in a safe, healthy, working environment; an excellent learning programme delivery system that includes tutorials, marking and returning work by suitably qualified staff to an agreed timetable; an appropriate learning programme subject to the resources available at its disposal.
2. A completed Application Form for Admission is required together with payment of the initial NON-REFUNDABLE of £300 fee or equivalent towards Registration before assessment of applicant's suitability can proceed.
3. Upon acceptance on a chosen course by Non-EU students subject to immigration control, the college requires payment for HALF the tuition fee for the course paid before they issue any official documentation/paper work that may support student's application for visa. *At the College's discretion students may be allowed to pay a deposit towards full course tuition fee but all tuition fees MUST be paid in full before commencement of the course.*
4. Where official documentation/paper work are issued to the student applicants, admission for a course is deemed complete and is viewed by the College as an abiding agreement with the student to follow the courses and to pay the full tuition fee
5. Tuition fees are non refundable after commencement of the course. Students who withdraw their application before the commencement of their course will have their tuition fee refunded only provided that all original documents and receipts issued by the College are returned within 3 months from issuing date.
6. Tuition fees are non refundable after commencement of the course. In the event that Non-EU students withdraw their application for admission before the commencement of their course the college reserves the right to apply a 10% charge for any documentation/paper work issued. The college will refund back to Non-EU students the balance off their tuition fee* provided that all original documents/paperwork issued by the College are returned within 3 months of the notification of withdrawal.
7. At the discretion of the College Principal, students may be allowed to pay their fees by the instalments during their second year/course at the College. Late payments and Bank charges are however to be met by the applicant if no prior arrangements are made with the College.
8. For Non-EU students who have been refused Student Visa Entry to the United Kingdom, all tuition fee paid to the College shall be refunded upon receipt of (a) the original 'Refusal Letter or Dismissal of Appeal Letter' issued the UK High Commission; (b) all original documents and receipts issued by the College within 4 weeks of rejection. There is no refund of tuition fees to the applicant under any other circumstances.
9. William Shakespeare College reserves the right to accept, withdraw, amend its offer or terminate registration at any stage of the programme should they discover that the applicant had made a false statement/examination results or omitted significant information during the enrolment process.
10. Tuition Fees include cost of registration/examination fees for examination boards external. The applicant shall not pay any extra fees towards external examining body.
11. The College reserves the right to change the timetables of any course, make changes in regulations, and alter tuition fees* structure or, if resources and/or students fail to maintain financial viability, cancel a programme without prior notice to the student. In such rare instances students will be offered alternative courses or a refund of the full tuition as well as registration fees.
12. The applicant undertakes to:
 - Conform to College policies and procedures on enrolment, payment of fees*, examinations, smoking, health and safety, equal opportunities, code of behaviour, disciplinary and complaints; etc.
 - Take responsibility to ensure the fulfilment of all parts of this Contract whilst engaged in activities associated with the College provision.
 - Accept responsibility for their learning with the support of a named tutor; assessor, mentor
 - Abide by the College attendance requirements which will be agreed at the start of the programme (attend classes regularly 20 hours per week day-time study and tutorials punctually) making sure that attendance shall not fall below 80% or two consecutive months without notice (unless through ill health in which case must bring supporting medical certificates) as failure to do so will result in a dismissal from the College and forfeiture of any remaining fees;
 - Use the College facilities (computer equipment, printers etc) for authorised purposes only and with prior permission from the College.
 - Accept action recommended by the College provision as a result of not fulfilling the above conditions, including the cancellation of this Contract resulting in withdrawal from the College provision if any of the above conditions are not met.

* Fees are subject to change at the college discretion

DECLARATION

I have carefully read all information above and undertake to honour my part by the signing of this contract.

Signature of the Applicant or their Representative:		Date:	
Signature of the College Representative:		Date:	



EQUAL OPPORTUNITIES & DIVERSITY MONITORING

William Shakespeare College's aim is to provide its services equally to all. This form helps us to monitor the extent to which we are achieving this objective. Any information you give is strictly confidential.

AGE, GENDER AND DISABILITY. (Please tick one box)			
Which Age Group do you fall into?	16 – 24 <input type="checkbox"/>	25 – 44 <input type="checkbox"/>	45 – 54 <input type="checkbox"/>
Gender	Are you Male? <input type="checkbox"/>	Are you Female? <input type="checkbox"/>	55 Plus <input type="checkbox"/>
Do you have Disability?	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
	If Yes, please give details of any requirement: <input type="text"/>		
ETHNIC ORIGIN (Please tick one box)			
White	British: ²³ <input type="checkbox"/>	Irish: ²⁴ <input type="checkbox"/>	Any other White background: ²⁵ <input type="checkbox"/>
Mixed	White & Black Caribbean: ²¹ <input type="checkbox"/>	White & Asian: ¹⁹ <input type="checkbox"/>	White & Black African: ²⁰ <input type="checkbox"/>
Asian or Asian British	Bangladeshi: ¹¹ <input type="checkbox"/>	Pakistani: ¹³ <input type="checkbox"/>	Indian: ¹² <input type="checkbox"/>
Black or Black British	African: ¹⁵ <input type="checkbox"/>	Caribbean: ¹⁶ <input type="checkbox"/>	Any other Black background: ¹⁷ <input type="checkbox"/>
Chinese or Other Ethnic Group	Chinese: ¹⁸ <input type="checkbox"/>	Any other Far East: ⁹⁸ <input type="checkbox"/>	Please state: <input type="text"/>
	None of the Above: ⁹⁹ <input type="checkbox"/>	Refused to disclose: ⁹⁹ <input type="checkbox"/>	