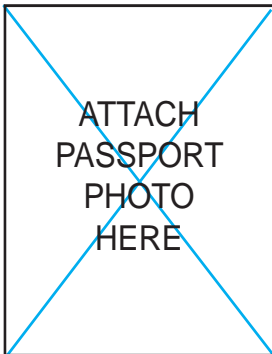


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D	D	M	M	Y	Y	Y	Y
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APPLICATION FORM: SECTION 1

Please return this Form to Williams College, Thavies Inn House, 5 Holborn Circus, Holborn, London, EC1N 2HB



If you would like additional information or help with filling in this form, please contact the administrations department on: Tel: 44(0) 207 583 9222 - Fax: 44(0) 207 583 9095

Details entered onto this form will be transferred to a computer. This information will be treated confidentially in accordance with the Data Protection Act, 1998.

Please attach the relevant attested photocopies of your educational certificates, provide English language translations of these documents (where appropriate) and include English language qualifications.

Your application will not be considered if attested educational certificates are not enclosed and a passport photo not attached.

PERSONAL INFORMATION		
Surname	Forename	Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms
Date of Birth <small>dd / mm / yyyy</small>	Place of Birth	Nationality
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Email address	Marital Status
Permanent Address	UK Address	Passport No Passport Expiry Date Visa Expiry Date Visa Status (if applicable)
Postcode	Postcode	
Home Tel. Number		Mobile Number
Next of Kin Name & Address (Overseas)		Next of Kin Name & Address (Local)
Postcode		Postcode
Relationship to Student		Relationship to Student
Next of Kin Tel/Mobile No		Next of Kin Tel/Mobile No

SECTION 2: Education & Work

PROPOSED COURSE OF STUDY FOR ENGLISH AND COMPUTING STUDENTS ONLY			
Course <small>Please tick the appropriate box.</small>	General English <input type="checkbox"/>	Business English <input type="checkbox"/>	Computer Courses <input type="checkbox"/>
1 Duration	<input type="checkbox"/> 4 weeks <input type="checkbox"/> 8 weeks <input type="checkbox"/> 12 weeks <input type="checkbox"/> 24 weeks <input type="checkbox"/> 36 weeks <input type="checkbox"/> 44 weeks <input type="checkbox"/> Other ____ weeks		
2 Level	<input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Pre intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper intermediate <input type="checkbox"/> Advanced		
3 Start Date	<small>dd / mm / yyyy</small>		
4 Time <small>(Please tick the appropriate box.)</small>	<input type="checkbox"/> 8.50 - 12.00	<input type="checkbox"/> 12.30 - 3.40	<input type="checkbox"/> 3.50 - 6.50



SECTION 2: Education & Work contd.

PROPOSED COURSE OF STUDY FOR PROFESSIONAL COURSES				
Course Please tick the appropriate box.		Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>	Professional Course <input type="checkbox"/>
1	Name of Course			
2	Level			
3	Duration			
4	Start Date			

EDUCATION Please give details of your qualifications including those for which you are awaiting results.					
Course Please continue on a separate sheet of paper if necessary.	Institution	Subject	Country	Duration	Grade
High School					
English Language					
Professional Qualifications					
Undergraduate					
Postgraduate					
Other (please give details)					

WORK EXPERIENCE Please give details of your work experience.				
Job Title	Name of organization	Duties & responsibilities	Full/Part Time	Dates from / To

REFERENCES We may contact these references to verify details.			
	Name	Job title & Company	Contact details
1.			
2.			



SECTION 3: Accommodation

Please note only fill out this part if you require accommodation upon arrival – If you wish to use the accommodation service you can choose from the extensive range of students accommodation on our website or the conventional home stay. Here at Williams college we like to give all our students a wide range of choice.

Will you be staying with family and friends when you arrive to the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes please give the name and address of the person you will be staying with		
Name		
Address		Postcode

ACCOMMODATION INFORMATION REQUIRED Please note that most accommodation do not allow smoking.

Zone (Please see map)	Length of stay (i.e. 2,3,6 months)
Date accommodation required	Type of room (i.e., twin, double, single)
From: dd / mm / yyyy To: dd / mm / yyyy	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

HOMESTAY Homestay prices will include breakfast and an evening meal and can vary between £90 and £150 per week – please contact the college for more details.

Can you live in a home with pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you live in a home with children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a specific diet? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so please state?

SECTION 4: General

HOBBIES & INTERESTS

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SPECIAL NEEDS / DISABILITIES Please give details of any medical condition which may affect your ability to study (eg long term illness, pregnancy, allergies)

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HOW DID YOU HEAR ABOUT WILLIAMS COLLEGE

<input type="checkbox"/> Agent	<input type="checkbox"/> Other (please specify)	(If Agent please give name and address)
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APPLICATION PROCEDURES

- 1) You can submit your application by e-mail, fax or post.
- 2) You must include copies of all relevant certificates, references, a CV and your statement of purpose.
- 3) The Admissions Board will assess your application and our Admissions Officer will contact you with a decision within 48 hours of receipt.
- 4) Successful applicants will be sent an offer letter by email and post.
- 5) Upon receipt of your deposit (usually around 60% of the course fee) we reserve your place and send your visa letter by post.

GENERAL TERMS & CONDITIONS

1. Enrolment for a course, together with the payments of the required deposit, and this document being signed by the student creates a binding agreement to follow the course and to pay full fees.
2. In the event of the cancellation for whatever reason, the following will apply.
 - a. The deposit and the fees are not refundable. However notification is received from the immigration authorities that an overseas student has been refused entry a partial refund will be made according to the guidelines set out in the "Student handbook"
 - b. All cancellations must be made in writing (Please refer to the "Student handbook")
 - c. Where a cancellation is received after commencement of the course there will be NO refund (regardless of visa refusal)
3. If the student changes his/her course of study during the term where the revised course involves fewer subjects no refunds will be given. Holders of student visas are advised that the college is obliged to insist that a full time course of at least 15 hours tuition per week is followed.
4. Courses will take place only if justified by demand.
5. Students are required to attend all lectures, classes and tests and to submit written work as required by lecturers and tutors.
6. The College administration reserves the right to expel any student if he/she does not fulfil the above requirements or for behavior disruptive to the general conduct of the college. In such cases NO refund of fees will be given.
7. It is student's responsibility to register with the appropriate professional body as well as book the relevant examinations. The college will not take any responsibility in this regard.
8. Overseas students must comply with the UKBA regulations on immigration. Those not following the UKBA procedure will be reported to the UKBA on a regular basis.
9. The College administration will be happy to offer advise relating to University and College application, examination entries etc. However it is the students responsibility to ensure that all applications and entries, of whatever nature, are in order and sent of by the appropriate closing date.
10. The college reserves the right to amend the class time and dates of the classes and sessions without prior notification to the students. Those changes will in no way effect the other terms and conditions of the student contract with the college.
11. The College prospectus, flyers, website, and any other marketing and promotional materials are correct at the time of printing but subject to alternation.
12. All students are subject to the terms and conditions mentioned in 'the student handbook'.
13. The student must inform the college immediately with any change of circumstances such as immigration status, passport change, change of address, telephone number, planned holidays or anything else which is relevant and you think we should know.
14. Students finger prints will be taken for the biometric attendance register. This information is strictly secure according to the Data Protection Act.

DECLARATION

I confirm that to the best of my knowledge, the information given on this form is correct. I have read the terms and conditions of the college (i.e. as appeared in the student handbook) and agree to abide by them.

Date: dd / mm / yyyy Applicants/Guardians signature: _____ Print Name: _____

FOR OFFICIAL OFFICE USE ONLY

Course offered:

Notes:

Checked by: