

PLEASE SEND APPLICATIONS TO:

Hove College, Stuart House, 48 Cromwell Road, Brighton & Hove, East Sussex BN3 3ER, UK Tel: +44 (0)1273 772577 Web: www.hovecollege.com Fax: +44 (0)1273 748149 E-mail: courses@hovecollege.com





Hove College Brighton is a member of the British Study Centres group of colleges and is recognised as efficient by the British Accreditation Council for Further and Higher Education

APPLICATION FOR ENROLMENT

Please read NOTES overleaf, then complete in BLOCK LETTERS and return this form.

NOTE: By answering the questions on this form, you will help us to help you. We need to know about you - your background, your ambitions and your interests - so that we can advise you about the most suitable course and how best you can reach your goal. You do not commit yourself to anything by completing this form.

Application Ref. No. Course offered Date(s) Instructions

| Full Name (as you would like it to | |
|---|---|
| appear on your acceptance letter) First Name Second Names (if any) | Family Name |
| Postal Address | • |
| Home TelContact Tel E | E-mail |
| Nationality Sex Date of Birth | nDD/MM/YYAge |
| How did you hear of us? Friend Representative British Council Advertisemen | nt (List publication) |
| EDUCATION | |
| Your academic qualifications. Please give complete details of your academic qualifications including the name the marks or grade obtained. Alternatively, you can write 'see attached' in the space below and then attached | |
| University (if applicable) | |
| College (if applicable) | |
| School | |
| If you have taken some examinations but have not yet received the results, please tell us what you have t | taken, and when the results are expected. |
| EMPLOYMENT In many cases job experience in the subject you have selected is accepted by the Professional Associa successes. Therefore if you have any relevant work experience please tell us what sort of work you have | tions and Institutes in the place of academic eve done and for how long. |
| | |
| COURSE PREFERENCE YOUR PREFERED START DATE | |
| Please choose the course you wish to apply for. (Please tick one only) | |
| □ Web Design Certificate □ Internet Marketing Certificate □ International E-Business Certificate □ International E-Business Certificate □ International E-Business Diploma □ Creative Media & Internet Studies □ Advanced Diploma | Marketing & Media Certificate Digital Design Certificate Creative Communications Diploma Other |
| WHY YOU WISH TO STUDY | |
| Please tell us why you wish to undertake your chosen course and how you believe it will help you ach | nieve your goals. |

INTERNATIONAL STUDENTS Your English level. All courses are in English. You will therefore need to have a working knowledge of the language. Is your English: 🗖 Poor 🗖 Fairly good 🗖 Good 🗖 Very good 🤇 Cambridge/IELTS/TOEFL level (if applicable) _ Please indicate if you wish to incorporate an English as a Foreign Language course (Please tick one only) ☐ 3 months ☐ 6 months ☐ 9 months ☐ Other If other, how long? _____ Date of issue _____ Expiry date Do you have a UK visa? (If you are not a European Union citizen you will need a visa to study in the UK) 🔲 Yes 🔲 No 🔲 EU citizen If yes, when does your current visa expire? ____ Would you like to be met at the airport when you arrive? (Please note: There is a fee for this service) **ACCOMMODATION** What type of accommodation do you prefer? Student House, single room - self-catering (Minimum age 18) Private Home, single room - self-catering Homestay, single room - breakfast only Homestay, single room - breakfast & evening meal ☐ Homestay, shared room - breakfast only* Homestay, shared room - breakfast & evening meal* Executive homestay - breakfast & evening meal Executive homestay - breakfast only * Only available to two students booking together. One homestay finding fee per two students. Please answer the following questions which will help us find you the most suitable accommodation (tick box if yes, leave blank if no): Do you have special dietary requirements? Do you have any allergies? Are you taking any medication? If you have answered yes to any of the above please give details Do you smoke? Would you like a family with children? Do you want a family with a pet? **PAYMENT OF FEES** Please send the fees in full at the time of application, or a £250 deposit Bank Transfer - Bank of Scotland, 8 Air Street, Brighton BN1 3FB to reserve your place on a course. If you would like us to arrange Sort Code: 12-12-68, Account No. 00428449 **NB** If you transfer money through the bank you must give the student's name accommodation then you must also send the accommodation deposit of IBAN GB33 BOFS 1212 6800 4284 49 SWIFT BIC BOFSGB21248 £100. If you only pay the deposit the remaining fees should be paid in full no later than the first day of your course. Sterling Cheque Debit Card **NB** Until we receive a deposit we cannot reserve a place for you, nor arrange accommodation. Please send your deposit early in order to Card No | | | | | | secure your place. Expiry Date _____ Course Fee £ Name & address of card holder ____ £ **Examination Fees** Accommodation Finding Fee £45 £ Accommodation per week for weeks £ I understand and agree to all the conditions below. Student House Deposit £150 / £50 £ Sianed Date Airport Transfer £

CONDITIONS OF ENROLMENT

Insurance

1. In the case of UK and EU students (and international students not requiring a Student Visa) we will confirm courses on the basis of a deposit of 10% of the full course fee. In the case of international students who require a Student Visa for immigration purposes the deposit required is 33% of the full course fee. 2. Deposits are non-refundable except in the event that an international student is refused a Student Visa and they can provide written evidence of this from the relevant Embassy or Consulate. In these circumstances we will make an administrative charge of £100 but will refund all other course fee amounts paid, less any accommodation charges outstanding as set out in the Accommodation terms and conditions below. 3. All course fees must be received before the course starts. Sometimes it can take several days for money to arrive if you send it through the banks. It is your responsibility to make sure it arrives in time. All bank charges must be paid by the student. 4. If a course is cancelled after the

student has started there is no refund in any circumstances. If the course is longer than 4 weeks, a credit will be given for the unused part of the course after 4 weeks. This may be used within one year and cannot be transferred to another student. There is no credit for cancelled courses during the first 4 weeks of a course. 5. The school reserves the right to refuse admission to any student or to dismiss any student in the event of misconduct or unsatisfactory attendance or work, without refund of fees. 6. Travel, examination, coursebook fees and the costs of social activities are not included in the fees. 7. No liability is accepted by the school for loss or damage to property We strongly recommend students to take out insurance to cover their possessions, as well as medical insurance for themselves. 8. We reserve the right to cancel or alter a course. If we do so we will offer an alternative course or a refund. 9. It is not possible to change courses once the course has started. 10. Holiday allowance: 1 week per 12 weeks studied.

£

£

Total

ACCOMMODATION

1. The deposit required to book accommodation is £100. 2. If accommodation is cancelled more than 2 weeks before the starting date there is a charge of the accommodation finding fee of £45. 3. If accommodation is cancelled less than 2 weeks before the starting date there is a charge for the accommodation finding fee of £45 plus one week's accommodation charges. 4. If a student cancels a student house, fees will not be refunded unless a replacement booking is found. 5. If homestay accommodation is cancelled after a student has arrived, one week's notice must be given, or one week's accommodation charge paid. If a student requests to change accommodation an additional accommodation finding fee is chargeable.