



European College  
for Higher Education

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# Student Application Form

ECHE Student Ref No.

UKBA CAS No.

Agent ID (Where Applicable)

## Instructions

The purpose of this application form is to obtain the information we need to admit you on to a suitable learning programme.

We also need to collect information from you which is required by the UKBA and other UK government agencies or departments.

Complete all sections of the form printing your answers clearly in pen, or tick the box that applies to multi-choice questions, and

- Attach a recent passport size photograph of yourself to the form (if sending electronically, attach photograph to email)
- Attach notarised/attested copies of qualifications being used for entry onto study programme.
- Read the Terms and Conditions
- Sign and date the form
- Pay registration fee



## Personal details

Print your full legal name:		family name	
		first name(s)	
Title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>
	Mr <input type="checkbox"/>	Other (specify):	
Date of birth	/	/19	Gender: male <input type="checkbox"/>
			female <input type="checkbox"/>
Nationality		Passport number	
Passport expiry date	/	/20	UK visa expiry date
			/ /20

## Contact details

UK address		Home address	
Post code		Post/zip code	
Phone		Contact name	
Mobile		Phone	
E mail		E mail	

## Next of Kin

## Emergency Contact

Name		Name	
Relationship to student		Relationship to student	
Address		Address	
Post/zip code		Post/zip code	
Phone		Phone	
Mobile		Mobile	
E mail		E mail	

**Proposed course details**

Course title

Start date

/ /20

Duration of course

End date

/ /20

**Education and qualifications**

Title	Examining Board/Institution	Subjects passed	Date awarded
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /

**IELTS/TOEFL or equivalent English Language Exam results**

Name of exam	Date exam taken	Score	CEFR level
	/ /		

**Relevant work experience**

Start/finish dates	Job title	Job description	Employer

**Statement of Purpose**

In 150 words or less, please tell us why you chose European College for Higher Education, the course you have opted for, and how the course and qualification will benefit you:

Referees			
Name		Name	
Position		Position	
Institution/Company		Institution/Company	
Address		Address	
Post/zip code		Post/zip code	
Phone		Phone	
Fax		Fax	
E mail		E mail	
Payment			
Registration Fee only	£250 (non-refundable)		
Full Course Fee	£	Registration Fee is included in Full Course Fee (T&C Apply)	
Method of Payment	Cheque/Banker's Draught <input type="checkbox"/>	Made payable to European College for Higher Education <input type="checkbox"/>	
	Bank Transfer <input type="checkbox"/>		
Disability			
Do you consider yourself to have a medical condition or disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please tick the appropriate boxes below.			
<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Asperger's Syndrome	
<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Emotional / Behavioural Difficulties	<input type="checkbox"/> Disability affecting mobility	
<input type="checkbox"/> Profound complex disabilities	<input type="checkbox"/> Asthma		
<input type="checkbox"/> Mental Health Difficulties	<input type="checkbox"/> Diabetes	Other (please specify).....	

### Terms & Conditions

The following Terms and Conditions are an integral part of your offer to study at the College and should be read carefully before you complete and sign the application form.

#### Application and payment of fees

To make an application to study at the College you must complete and sign the application form and return to us with all necessary documents.

If your application is accepted, you will receive a written offer letter. To accept your offer, you are required to pay your fees in full. Refunds of fees will be in accordance with the Refund Policy (see below). Once the College has received the fees in full and all conditions of the offer have been met, you will receive a CAS (Confirmation of Acceptance for Studies) from the College confirming your place on the programme. This letter is an essential part of your visa application.

The College reserves the right to vary its fees at any time.

#### UKBA – Evidence of funds

In order to apply for a visa, the UKBA requires you to show original evidence of enough money to pay your fees for the first year and your monthly living costs for up to 9 months (or the length of the course if shorter). If you fail to do provide this evidence of funding, you may be refused a visa.

The required amounts are:

**Inner London** – course of 9 months or less: course fees plus £1020 per month living costs, for each month that you will be in the UK;

**Inner London** – course of more than 9 months: first year of fees and £9180 (to cover living costs for 9 months).

The funds must have been held for 28 days and have not dipped below the required amount on any day during those 28 days.

The evidence must be dated as a maximum of one month old at the date of biometrics being taken.

#### Academic Conditions of Entry and Continued Enrolment

Students are admitted to programmes on the basis of English language and academic ability and, in some cases, on the additional basis of experiential learning.

Any student found to have misled the College as to their qualifications and suitability for entry will be subject to expulsion from ECHE without recourse to refund of tuition fees already paid.

In order to progress within the programme and to subsequent courses you will be required to meet prescribed academic attainment standards. You will be assessed throughout the term on an ongoing basis. This assessment will take into account coursework, attendance and examinations.

You will only be eligible to sit the final examination for each module upon satisfactory performance and attendance and completion of all coursework.

If you do not meet the academic attainment standards you will not be allowed to proceed with your original course and will be required to withdraw from the College without refund.

The College reserves the right to impose sanctions including, but not limited to, termination of the enrolment of any student whose standard of conduct is unsatisfactory. There will be no refund of tuition fees in cases of expulsion.

#### Attendance

You must meet a minimum class attendance of 85% to meet the requirements of a visa to study in the UK. You will, however, be expected to attend 100% of your classes and tutorial sessions as failure to attend is likely to have a serious impact on the performance of your studies and ability to successfully complete your programme of study.

International students who do not attend lectures should be aware that the College will inform the appropriate authorities of student's non-attendance.

**Contact Details and Circumstances**

Students must notify the administration department immediately of any changes in circumstances, address, telephone number or email address.

**Refund Policy**

All requests for refunds must be submitted in writing to the College Admissions Dept and will normally be processed within 28 days from receipt of the written request and a copy of the visa refusal letter and passport (showing both the photograph and signature). The refunding of fees after the programme’s commencement is completely at the College’s discretion.

If a student wishes to withdraw from the programme of study, the student must immediately inform the College in writing. In failing to do so the student may forfeit consideration for a refund of fees

Where the payer was not the student, an authority letter from the student authorising the repayment to the payer must be provided. The registration fee is non-refundable.

**Deferment**

Applicants are allowed to defer up to a maximum of one academic year where they are still overseas awaiting their student visa at the time of the initial published programme commencement date. Applicants may only be granted such permission to defer when they have paid the tuition fees in full. Requests to defer must be made in writing to the College Admissions Dept who will issue a confirmation of deferral for the relevant intake.

**Variation**

No variation to these conditions is valid unless agreed in writing by the College’s Principal, provided always that the College reserves the right to make any addition, amendment or alternation to these conditions upon giving one term’s written notice of such change to all affected students.

The College may by written notice vary conditions of enrolment with immediate effect as may be necessary to comply with any law, regulations or amendment thereof, of the Government of the United Kingdom.

**Termination**

Your admission to the College is conditional on acceptance of these Terms and Conditions and on acceptance of the rules published by the College from time to time. The College may at its reasonable discretion impose sanctions, including suspension or termination. The College reserves the right to terminate the enrolment of any student whose standard of conduct is unsatisfactory. There will be no refund of fees in cases of expulsion.

**Data Protection**

Any information provided to the College is provided subject to the College’s Data Protection Policy. The policy is deemed to be incorporated into these Terms and Conditions.

**Liability**

ECHÉ cannot accept liability and explicitly excludes responsibility for:

- Any loss or damage to students’ property while that property is on the premises of ECHÉ, unless caused by the negligence of the College or its staff.
- Any personal injury suffered by student, unless caused by the negligence of the College or its staff.
- For any loss or damage of student’s computer equipment or software such as contamination of software or loss of files.

**Governing Law**

Students’ arrangements with the College are governed by English law and the parties submit to the exclusive jurisdiction of the English courts.

**Student Declaration**

I hereby declare that I have read and understood the above terms and conditions of admission at London Business College.

Student’s name: \_\_\_\_\_ Signature of student: \_\_\_\_\_

Date:     /     /20

**Return Application Form to**

**Admissions Department, European College for Higher Education , 69 Lawrence Road London N15 4EY, United Kingdom, United Kingdom or fax to +44 (0) 208 800 1600 or email to admissions@eche.co.uk**

**For Office Use**

- Form signed and dated
- Passport size photograph
- Notarised/attested copies of qualifications being used for entry on to study programme
- Copy of IELTS/TOEFL certificate
- Registration fee paid
- Course Tuition fee paid
  
- Unconditional offer made

Reasons:

Conditional offer made

Conditions:

Course title

Start date:        /        /20

Authorised by:

Signature: \_\_\_\_\_

Date:        /        /20

**European College for Higher Education**

Zenith House, 69 Lawrence Road London  
N15 4EY, United Kingdom



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