



SANJARI INTERNATIONAL COLLEGE

129 Mile End Road London E1 4BG United Kingdom
E-mail: info@sicedu.org.uk, W: www.sicedu.org.uk
Tel: +44 (0) 20 700 11000, +44 (0) 20 700 11110

Ref. No:

Student ID
(Office use only)

APPLICATION FORM

Please complete the form in BLOCK LETTERS (* incates compulsory fields).

1. PROGRAMMES: (Please select the course for which you are applying)

COURSE	DURATION
<input type="checkbox"/> EDEXCEL BTEC Level 4 HNC in Business	15 months
<input type="checkbox"/> EDEXCEL BTEC Level 5 HND in Business	18 months
<input type="checkbox"/> EDEXCEL BTEC Level 4 HNC in Health & Social Care	15 months
<input type="checkbox"/> EDEXCEL BTEC Level 5 HND in Health & Social Care	18 months
<input type="checkbox"/> ATHE Level 6 Diploma in Management	15 months
<input type="checkbox"/> ATHE Level 6 Diploma in Health Care Management	15 months
<input type="checkbox"/> ATHE Level 7 Diploma in Health Care Management	15 months
<input type="checkbox"/> EDEXCEL Level 7 Extended Diploma in Strategic Management & Leadership	15 months
Other (please specify) _____	

2. PERSONAL DETAILS: (As per passport)

Surname:* _____
First Names(s):* _____
Date of Birth:* _____ (DD - MM - YYYY)
Place of Birth:* _____
Country of Birth:* _____
Nationality: * _____
Gender:* Male Female Marital status:* Single Married

3. PERMANENT ADDRESS:

Current UK Address (if applicable): *

City:* _____
County / State:* _____
Postcode / Pincode:* _____
Country:* _____
Email:* _____
Student's Tel:* _____

Country Code City Code Phone No.

Permanent Home Address (if different):*

Please note: If you are an overseas student, please complete your permanent overseas address.

City:* _____
County / State:* _____
Postcode / Pincode:* _____
Country:* _____
Email:* _____
Tel:* _____

Country Code City Code Phone No.

4. PASSPORT DETAILS:

Passport No.:* _____
 Date of Expiry:* _____
 Date of Issue:* _____
 Place and Country of Issue:*

VISA DETAILS: (Only to be completed by UK resident overseas students):

When did you first arrive into the UK? * _____
 Current UK Visa No.:* _____
 Visa Issue Date:* _____
 Visa Expiry Date:* _____
 Number of Visa Extensions:* _____

5. LANGUAGE QUALIFICATIONS:

Speaking:* Listening:* Reading:* Writing:* Overall:*

Awarded by: _____ Expiry date: _____

6. DETAILS OF QUALIFICATIONS OBTAINED*

Please list all the relevant qualifications you have obtained since the age of 16. Please attach the relevant attested photocopies of your educational qualifications. Please provide official English language translations of these documents where appropriate

Name of the school / College / University / Awarding Body / Country	Title of Course	Grades / Overall percentage	Dates of Study	
			From (mm/yyyy)	To (mm/yyyy)

7. EMPLOYEMENT AND/OR TRAINING DETAILS:

Please list all the relevant qualifications you have obtained since the age of 16. Please attach the relevant attested photocopies of your educational qualifications. Please provide official English language translations of these documents where appropriate

Name Address of the Employee	Your Position and Brief job Description	Dates	
		From (mm/yyyy)	To (mm/yyyy)

8. REFERENCES:

All applicants must provide at least one academic referee. The referee should not be a friend or family member.

Referee 1 (Academic Referee)

Name:*

Position / Designation:*

Address:*

Tel (including Country and Area Code if overseas): *

Country Code Area Code Phone No.

Email:

Referee 2 (Other Referee)

Name:*

Position / Designation:*

Address:*

Tel (including Country and Area Code if overseas): *

Country Code Area Code Phone No.

Email:

9. TUITION FEES:*

Please give details of how your tuition fees will be paid. Please select the appropriate box:

Yourself Family Member / Parents Sponsor / Employer Bank Loan Scholarship

10. PERSONAL STATEMENT:*

Please indicate the reasons as to why you have chosen to study this course at SIC.

You should also indicate as to how you would benefit from this course.

(Please complete this section in not less than 200 words)

(Please use a separate sheet if needed)

11. STUDENT QUESTIONNAIRE:*

To be completed by the student.

Full Name: _____

Course Applied for: _____

1. What made you choose Sanjari International College as your higher education institution?

2. What is your career objective on completion of the course?

3. Were you fully informed by your counsellor / representative about SIC and the programmes offered? Yes No

4. Are you aware of your fee structure and installment plan? Yes No

5. Are you aware of the Tier 4 student visa guidelines in relation to living expenses and other visa requirements?

Yes No

6. Are you aware that the fee paid will only be refunded in the case of your visa being refused? Yes No

7. Are you aware that attendance is compulsory and failure to achieve this can lead to your registration on the course being terminated Yes No

8. Are you aware that you cannot change or defer the course without prior written permission from the College? Yes No

9. Are you aware that the tuition fee mentioned refers only to the academic fee and that it does not cover any living expenses incurred as a student? Yes No

10. Are you aware that you should have sufficient funds available to cover your living expenses for the entire duration of your study period? Yes No

11. Are you also aware that there is a resit fee for students who are not successful in examinations at the first attempt?

Yes No

12. Have you ever been refused a visa to any country (including the UK)? Yes No

If yes, please briefly indicate the reasons for the refusal:

13. Are you aware that SIC will inform the relevant Immigration and other relevant authorities of your registration, attendance and progression details ? Yes No

12. TERMS AND CONDITIONS FOR STUDENT'S OF SIC (1 OF 2)

The following terms and conditions are the explicit responsibilities of each student while he/she is registered at the College and are not the responsibility of a third party. Please ensure that you have read both pages of the agreement in full before signing this document:

Personal Details Requirements:

1. I agree to inform the College immediately and without any delay, of changes to my personal details while I am a student of the College. All students are required to note that this Includes: Any changes to your contact and personal details including – your UK residential address, your telephone number, your mobile number, your next of kin, your personal status, any other change, etc.
2. I agree to provide the College with any changes to my Passport details.
3. I agree to inform the College of any significant changes in my Personal Circumstances (Including Financial Circumstances)
4. I agree to immediately inform the College if I am found in breach or violation of any UK Laws (Including - Civil, Criminal, Immigration, or other UK Government law or regulations).

UK Border Agency Requirements (For non EU/EEA Students):

5. I understand and agree that I am required to read and comply with the UK Border Agency Tier 4 (General) student visa rules, regulations and guidelines which are located on the UKBA Official Websites at (<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students>)
6. I understand and agree that if I submit or have submitted, any false or forged documents, or certificates, or bank statements to the college or commit any similar act the college may report this to the home office and any fees paid to, or financial commitment made by me to the college can be forfeited to the college.
7. I understand and agree that the college can disclose my academic attendance record and academic progression details to the relevant immigration or home office authorities and also to parents and spouses.
8. I understand and agree that travel involving a return to my home country or outside of the United Kingdom during the scheduled term time is not permitted except in the event of exceptional mitigating circumstances. In that case I understand that I have to inform the college prior to leave the country. I understand and agree that if I travel overseas without a letter of authority in term time I may be detained at passport control.

Misrepresentation and providing false or misleading information:

9. I understand that if I have deliberately provided misleading information, or misrepresentation, or falsified in any way the information which is used to Entry to Programme or is used to get Entry Clearance or Leave to Remain application in UK then the college reserves the right to terminate my study forthwith and require me to leave the college immediately.
10. I understand and agree that if I have submitted misleading and falsified portfolio as part of the Academic Requirements then the college may terminate my studies forthwith unit to the college Academic Regulations.

Registration Requirements:

11. I understand and agree that if I arrive late into UK due to valid reason then I may be require to start and be admitted to and register for the programme at next available semester. I understand that all such deferral of entry to a programme is subject to prior agreement by the college, subject to the absolute discretion of the college, may not be guaranteed. I understand and agree that the college reserves the right to take decision not to register after the registration deadline.
12. I understand and agree the SIC reserves the right to keep my photographic and any other required details for the administrative purposes and college documentation including student photo ID Card, attendance, academic records and other records required by Home Office.
13. I have no obligation to the SIC, if the college contact my prior institutions of learning for the purpose of verification of my previous Academic Qualifications.
14. I will inform the college immediately if I decide to defer, suspend my studies or withdraw from the course.
15. I understand and agree the SIC reserves the right not to run the programme due to insufficient number of student enrolment. However, I may be offered an alternative course.

Attendance and Absence from Study:

16. I understand and agree that traveling outside of United Kingdom during the term time is not permitted except in the event of exceptional mitigating circumstances. I have to informed the college prior to leave the UK and absent myself from the programme with appropriate evidence of extenuating circumstances if any.
17. I understand and agree that there is not leave of absence given for the overseas National Holidays or attendance family functions during the term time.
18. I understand and agree that without prior written permission from the college I cannot Change/Defer or Withdraw from the Programme of study offered.

Academic Requirements

19. I understand and agree that I have to attend all the lectures sessions delivered as part of the programme, I also understand and agree that I have to submit all the assignments, course works or portfolio before the submission deadlines.
20. I understand and agree that If my attendances fails to meet the college requirement this could lead to disciplinary action including termination of my studies and exclusion from the programme of study.
21. I understand that any leave of absence from the study must be approved by the college in written prior to leave
22. I understand and agree that it is my own responsibility to be fully aware of the units that are offered by the college and the facilities and services offered by the college to support my study; and it is my responsibility to ensure the best uses of those facilities and learning opportunities.
23. I understand and agree that I will require to purchase recommended text book, a personal laptop or computer for all study units prior to commencement of the course.

TERMS AND CONDITIONS FOR STUDENT'S OF SIC (2 OF 2)

Progression on the Programme

24. I understand and agree that I will be required to progress academically by achieving all the assessment criteria of the units taught.
25. I understand and agree that SIC will only permit a maximum number of assessment failures and that if I exceed this then my registration is liable to be terminated and I will be asked to leave the programme.

Fees & Costs

26. I understand that the academic fees and others associated fees will be required to pay in timely manner. If I am paying fees by installments then I am require to fully comply with and meet the installment plan specification.

Refund Policy

27. Out of country applicants may cancel the admission application and claim for refund of the paid course fee (less administrative charge of £200), provided a written notice of cancellation is given prior to the visa application.
28. For in-country visa applicants, no refund will be made after assigning a Confirmation of Acceptance for Studies (CAS) statement.
29. Applicants may claim a refund of the paid course fee (less administrative charge of £200) only if their visa application has been refused. However, paid course fee will not be refunded if visa application is refused due to provided incorrect information or submit forged document/s etc. A copy of the refusal letter from the British Embassy/High Commission, copies of all the pages of the passport and the original documents of admission issued by the College must accompany the application for a refund.
30. If for any reason a course is cancelled, student will be offered suitable alternative course or tuition fees refund.
31. Once a student has commenced the course, fees will not be refunded. If student withdraws or drops out from the course before its completion or is suspended by the College due to misconduct, no fee will be refunded.
32. Students may be allowed to pay his/her tuition fees in installments. If a student is not allowed to continue his/her studies due to missed installment payment, no refund will be given.
33. No interest is paid on a refund of any fees/deposit.
34. The College reserves the right to modify its fees and amend refund policies
35. Once the student has committed the course, fees will not be refunded.
36. In the event described on Section 15, if student disagree with the alternative course, full refund will be given except £500.00 (Five Hundred Pounds) as an administrative cost.
37. In the event of termination from the course student will not get any refund.

Code of Behavior and Conduct

38. I understand and agree that if I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress the college has the absolute right to terminate my Registration at any time and require me to withdraw from the programme and the college premises.
39. I understand that for any inappropriate behavior or conduct is subject to disciplinary action which may lead to termination from the course.
40. I understand that I and all students are expected to conduct themselves with integrity in their academic and public activities at all times and must behave in a respectful manner and that any student who contravenes this could have their registration terminated.

Acceptance of Terms and Conditions

I understand that I am accepting and agreeing to the Terms and Conditions indicated above.

I understand that the Signature of this application by the applicant / student indicates full acceptance of the terms and conditions of the Sanjari International College.

I confirm that to the best of my knowledge the information given in the form is correct. If accepted on the course, I agree to abide by the above terms and conditions. I confirm that I have read and understood all of the terms and conditions of the document.

- I may be asked to provide documentary evidence in support of any statement made on this form
- I have to inform college and provide proof as soon as I am granted visa or given a refusal
- The College is registered under the Data Protection Act 1998 and information given on this form will only be used in accordance with the terms of the registration. The information on this form will be stored in an electronic and paper format and will be used for all purposes relating to admission and studies at Sanjari International College. Data will at all times be processed in accordance with the Data Protection Act.
- The College reserves the right to change/ cancel the programme of study and offer an alternative

Applicant's Signature as per passport: _____

Date: _____

Kindly return the completed application to:

Admissions Office, Sanjari International College

129, Mile End Road, E1 4BG, London - United Kingdom

Tel: +44 20 70011000, Email: info@sicedu.org.uk.co.uk, Website: www.sicedu.org.uk

13. APPLICATION CHECKLIST:

1. Completed and Signed Application Form
2. Scanned copies of full passport (every page)
3. Scanned copies of educational documents
4. Evidence of English language ability
5. Proof of maintenance fee (bank statement, loan letter, savings book)
6. Scanned copy of passport size picture

14. FOR OFFICE USE ONLY

To be completed by Marketing and Admission Department

Name of the Marketeer's / Student Counsellor: _____

1. Please give details of why you think the student is suitable for the course they have applied for:
2. Please confirm that you have checked the student's original certificates are attested (signed and dated) and verified: Yes No
3. Has the student been informed of the fee structure and installment pattern (specified dates) Yes No
4. Has the student been informed that the fee paid will only be refunded in the case of a visa refusal and not for any other reason? Yes No
5. Has the student been informed that attendance is compulsory and that failure to meet schools requirements can lead to termination from the course? Yes No
6. Has the student been informed that they cannot change or defer the course without prior written permission from the school and that the course offered in the offer letter is final? Yes No
7. Has the student been informed that they should have sufficient funds to cover their living expenses. Yes No
8. Please confirm that the student's English language ability is suitable for the course. Yes No

Signature: _____

Date: _____

Name: _____

Position: _____

TO BE COMPLETED BY ACADEMIC DEPARTMENT

Name of the Academic Head: _____

1. Outcome of the Application:

Accepted unconditionally

Application Refused

Accepted with conditions

2. If accepted unconditionally please specify the reasons for

3. if accepted with conditions, please specify the

4. If admission is refused, please specify the reasons for

5. If refused, is there suggested any alternative programme

Yes

No

6. If yes, please specify the name of the programme/programmes and state the reasons for your suggestions.

Signature:

Date: