

CHELSEA INDEPENDENT COLLEGE

APPLICATION FOR ADMISSION

INSTRUCTIONS TO APPLICANTS

Please print and complete the application form attached and send to the Admissions Manager by post or fax. Alternatively a scanned copy can be sent by email.

Sarah Mitchell
Admissions Manager

Chelsea Independent College
517-523 Fulham Road
London SW6 1HD

Fax: +44 (0)20 610 3404
Email: admissions@cic.ac



CHELSEA INDEPENDENT COLLEGE

APPLICATION FOR ADMISSION

UK Applicants please complete **ALL** sections **except part D**.

International Applicants please complete **ALL** sections.

Please attach 1 passport photograph

A: STUDENT'S DETAILS

Surname / Family Name:	First Names:	Mr / Miss	Date of Birth: Student will <input type="checkbox"/> will not <input type="checkbox"/> (please tick appropriate box) be aged 16 or above on proposed start date
Home Address: Term time (if different):		Telephone Number: Mobile Phone Number: Student Email Address: (tick to be added to mailing list <input type="checkbox"/>)	
Name of last school attended:		From:	To:
Nationality: Passport Number: Expiry Date: Please enclose a copy of the personal information page of your passport. If you are not a UK national you may be required to obtain a student visa.			

Do you currently hold a UK visa?	Yes/ No	If yes please complete below.
Visa number:	Valid from: / /	Valid to: / /
Visa Type (eg General, Child, Tier etc):		
Sponsor number:		
Please enclose a copy of your visa.		



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B: EDUCATIONAL HISTORY

Name of schools/ colleges attended from age 11	Dates From	To	Qualifications Obtained (GCSE, A level etc) and exam board	Month/ Year Taken	Grade (or predicted)

C: COURSE FOR WHICH YOU ARE APPLYING

Where did you hear about Chelsea Independent College?	Proposed Career / Degree Course
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Please list subject choices in order of preference.

AS Levels leading to A levels in 2 nd Year	A2 Level	1 Year A Level	GCSE: 1 Yr: _____ 2 Yr: _____
1.	1.	1.	1. 6.
2.	2.	2.	2. 7.
3.	3.	3.	3. 8.
4.	4.	4.	4. 9.
			5. 10.

D: ENGLISH LANGUAGE PROFICIENCY (For non UK nationals only)

How long have you been studying English?

Level of fluency: Fluent / Good / Fair / Weak

Do you currently hold an English Language qualification? Yes/ No

If yes please complete below:

Qualification: _____ Date: _____ Result: _____

Please enclose copies of all English qualifications.

NB. The minimum requirement for a GCSE course is IELTS 4.5 and for the A Level course is IELTS 5.0. If your score is below 6.5 you will be required to attend additional IELTS classes at CIC.

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E: SPECIAL REQUIREMENTS

Do you have any special requirements that the college should be aware of? Please circle as appropriate.

Autism	Dyslexia	Dyspraxia	Hearing impairment
ADHD	Visual impairment	Asperger's Syndrome	
Other (give details)			

F: CONFIDENTIAL MEDICAL DECLARATION

This section MUST be completed in full. Failure to disclose a medical condition constitutes a breach of contract between the parent/ guardian of a student and the college.

Has the student received any medical treatment in the last two years? If yes please give details:	Yes/ No
Has the student got any medical conditions or allergies? If yes please give details:	Yes/ No
Is the student regularly taking prescribed medicine? If yes please give details:	Yes/ No
Please provide contact telephone numbers for at least two people to be contacted in case of emergency.	
1. Name:	2. Name:
Relationship to student:	Relationship to student:
Telephone number:	Telephone number:

G: PARENT/ GUARDIAN DETAILS

Parent/ Guardian #1 Surname / Family Name:	First Name:	Title: Dr / Mr / Mrs	Relationship to Student:
Address:		Telephone number:	
		Email address: (tick to be added to mailing list <input type="checkbox"/>)	
		Fax Number:	
		Profession:	

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Parent/ Guardian #2 Surname / Family Name:	First Name:	Title: Dr / Mr / Mrs	Relationship to Student:
Address:		Telephone number:	Email address: (tick to be added to mailing list <input type="checkbox"/>)
		Fax Number:	
		Profession:	

H: PERSON RESPONSIBLE FOR TUITION FEES

Name	
Relationship to student	
Address	
Telephone Number	
E-Mail Address	
Invoices	Would you like to receive invoices by email or post? Email/ post (delete as appropriate)

I have read and agree with the attached terms and conditions, and can confirm the information above is correct.	
Signature of person responsible for fees: (Please sign and print name)	_____
Date:	_____

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I: ENCLOSED DOCUMENTS

The following **must** be enclosed with the application form. Please tick enclosed items.

ALL STUDENTS

- Copies of Examinations Certificates/ Results slips
- Statement of results for IGCSEs, GCSEs, AS Levels, A Levels
- Last School Report
- Reference from previous school (at least one)

International Students

- Copy of Visa
- Copy of Passport
- Copy of IELTS or other English certificate

If awaiting results or you haven't yet received any of the above these **must** be brought with you to registration on your first day of term.

J: SIGNATURE

I wish to be enrolled for a course at Chelsea Independent College and I undertake to abide by the regulations. I can confirm that all the information above is correct.

Proposed Starting date: _____

Signature of Student: _____

I am the parent/ guardian of the above student. I can confirm all of the information entered is correct. (please tick)

I have read and understand the attached terms and conditions and undertake to abide my them. (please tick)

Signature of parent/ guardian:
(Please sign and print name) _____

Date of application: _____



TERMS AND CONDITIONS

1. The fees in any one year are those published for that academic year and are **payable termly in advance by the first day of each term (for international students fees are payable yearly).**
2. Where parents may have difficulty in meeting this requirement they should discuss their situation with the Bursar to see if any alternative arrangements could be made, e.g. payment by installments. If such alternative arrangements are made the Bursar, prior to the beginning of term, must confirm them in writing.
3. No allowance can be made for a late start or early leaving except for those students enrolling more than four weeks after the beginning of term who will pay on a pro rata basis until the end of term. No reductions can be made in the event of absences from the College for whatever reason.
4. Fees for individual lessons missed are still payable unless 24 hours notice is given in writing.
5. **LATE PAYMENT SURCHARGE.** Fees, which remain unpaid for two weeks after the start of term, will be subject to a £100 surcharge without exception. If alternative arrangements are made under paragraph 2 above, the £100 surcharge will apply only if any of the agreed installment dates are not met. Any payments made to the College, which are not honoured will be subject to a bank/administration charge of £25 per unpaid item.
6. For students receiving a bursary or scholarship the terms and conditions shown in the Financial Aid Agreement will also apply.
7. Public examinations entrance fees are not included in the cost of tuition.
8. The College reserves the right to refuse entry to public examinations if the tuition fees have not been paid in full, and/or if a student fails to meet a satisfactory level of work effort or attendance.
9. Students are responsible for entering examinations. Forms are made available for this purpose from the Examinations Officer.
10. ***Bursary's or Scholarships are awarded on the basis of a student completing the course for which the Bursary or Scholarship was awarded. Students who choose to go to an alternative institution prior to completion of the course will be required to refund any Bursary or Scholarship they may have benefitted from. Exemptions may be granted by the Principal under extenuating circumstances.***
11. If a student wishes to withdraw from the College before the half term of their first term, only the fees for that term will be payable provided that written notice is received prior to that half term. The Bursar must confirm receipt of this notice in writing. Failure to give such notice will result in the following terms fees also being payable.
12. Except as provided under paragraph 10 if a student wishes to withdraw from the College the fees for the following term remain payable unless written notice is received by the College on or before the first day of the last term to be attended by the student. The Bursar must confirm receipt of this notice in writing.
13. Notice of discontinuation of any subject must be given in writing one full term in advance; otherwise payment for the next term will be required. The College must confirm receipt of this notice in writing.
14. A student may be asked by the Principal to leave the College for disciplinary reasons or for non-payment of fees. Under these circumstances, fees for the whole of that term remain payable.
15. Timetables and fees may be altered at short notice should circumstances demand it. The Principal reserves the right to reduce the standard hours of tuition groups of three or less as follows:

A Level	2/3 students	4 hours per week
	1 student	3 hours per week
GCSE	½ students	2 hours per week
16. Students are jointly and severally liable for damages caused by them to the College premises or its contents.
17. The College does not accept responsibility for a student's personal possessions. Parents are advised to ensure that the student's property is covered by their own household policy or separate student policy.
18. Chelsea Independent College reserves the right to make alterations to programmes shown in the prospectus.
19. Any alterations to the above terms and conditions are rendered void unless confirmed in writing by the Principal.

These terms and Conditions come into effect upon receipt of the enrolment form by the College.

