

# International Enrolment Form

**LEADING INDEPENDENT COLLEGE IN WEST LONDON**  
GCSE AND A-LEVEL FOR STUDENTS AGED 13 TO 19

2018 - 2019



# Admissions Procedure at Ealing Independent College

The admissions process for international students at Ealing Independent College consists of 5 stages:

## **STAGE 1: RECEIVE MORE INFORMATION**

Students and parents (or agents on their behalf) who are considering joining Ealing Independent College are invited to contact us to book an interview (via Skype or in person) with the Principal to discuss individual requirements and get more information about the College. Interested families can visit our website, email or phone us to arrange this and to ask any further questions.

## **STAGE 2: APPLICATION**

Students who wish to apply for a place at Ealing Independent College is required to fill out and submit the College enrolment form via email to our admissions office.

The completed enrolment form must be accompanied with the following documentation:

- IELTS Certificate (or equivalent)
- Copies of examinations/result slips
- Most recent school report/academic reference
- Photocopy of passport
- Two passport-sized photos
- UCAS Reference (if applicable)
- Any other necessary supporting documents/qualifications

## **STAGE 3: INTERVIEW AND ACADEMIC ASSESSMENT**

Once we have received the enrolment form and accompanying documentation, the student will be provided with a link to sit an academic assessment test. Provided the academic assessment is successful, the student will then be invited to an interview with the Principal either in person or by Skype. In the interview the students and parents will be able to receive advice on the recommended programme for the student to ensure the College tailors their education according to their academic goals and ambitions.

## **STAGE 4: OFFER**

An offer at Ealing Independent College is based on a successful interview with the Principal and satisfactory academic records and assessment test. Following the initial interview, the Principal will evaluate this, and issue an offer letter within one week of attending the interview, where the recommended programme created for the student at Ealing Independent College will be outlined. Students will have three weeks to formally accept the offer. If a visa is required the offer of a place is conditional on being granted a visa to study in the UK.

## **STAGE 5: ACCEPTANCE**

Once the College has received acceptance of offer, requested documents and fees, a confirmation letter will be sent electronically or by courier/postal services, together with relevant information for joining.

Students will be enrolled into the College when the below fees have been paid:

- Deposit (£2500)
- Registration fee (£300)
- Book and resource fee (£400)
- CAS fee (£300)

Please note, the full first tuition fee instalment must be paid before the student joins the College.

Once the above has been submitted the student will be enrolled into the College, and a letter confirming receipt of the above will be issued confirming the student's place at the College. A CAS (confirmation of acceptance of study) letter will be issued to students who require a visa to join the College, along with information on how to proceed with the visa application. International students' date of enrolment will be the date of issue of the student visa.

Please ensure our enrolment terms and conditions are read and understood before accepting the offer of a place at the College.

# Term Dates 2018 - 2019

## **AUTUMN TERM 2018**

Staff Induction days:	3 to 7 September 2018
Student Induction:	6 to 7 September 2018
Lessons begin:	10 September 2018
Half term:	22 to 26 October 2018
Term ends:	21 December 2018

## **SPRING TERM 2019**

Lessons begin:	8 January 2019
Half term:	18 to 22 February 2019
Term ends:	5 April 2019
Easter holiday:	8 to 22 April 2019

## **SUMMER TERM 2019**

Lessons begin:	23 April 2019
Half term:	27 May to 31 May 2019
Term ends:	28 June 2019



# Financial Information

## TUITION FEES 2018 - 2019

Programme fees per annum		Per subject	2 subjects	3/4 subjects	5 subjects	Up to 8 subjects
GCSE	Two or Three Year GCSE (Year 9, 10 and 11)					£18,730 pa
	One Year Intensive GCSE (Year 11)				£17,714 pa	
A-Level	Two Year A-Level (Year 12 and 13)			£22,820 pa		
	One Year Intensive A-Level (Year 13)			£26,570 pa		
	18 month A-Level (Year 12 and 13)			£16,360 (first year) £22,820 (second year)		

## SCHOLARSHIPS AND DISCOUNTS

- Scholarships are awarded to exceptionally gifted and ambitious students who would otherwise not be able to attend the College without financial support. Students are evaluated for the Ealing Independent College Scholarship Scheme on an individual basis
- A 15% sibling discount is available for students enrolling who have one or more siblings at the College

## ACCEPTANCE DEPOSIT

The deposit of £2,500 serves as confirmation that the student has accepted their place at the College. £2,000 of the deposit is a down payment towards the first fee instalment, whilst £500 is a guarantee and will remain intact during the student's stay at the College. It will be refunded approximately 2 months after the student leaves the College, provided no outstanding monies are owed. For students requiring a visa, please note that if the visa is refused and appropriate evidence is received by the College, the acceptance deposit will be refunded.

## ENROLMENT FEES

Upon enrolment, the following non-refundable fees are due:

- Enrolment fee of £300
- Book and resource material fee of £400 (per academic year)
- CAS fee of £300 (for students who require a visa only)

For students requiring a visa, please note that if the visa is refused and appropriate evidence received by the College, the book and resource material fee will be refunded. The enrolment and CAS fee will not be refunded.

## ADDITIONAL SUPPLEMENTARY FEES INFORMATION

- **Additional GCSE subjects:** For GCSE Courses, tuition fees are inclusive of PHSE, games programme and examination fees except for retakes of modular exams. Any additional subjects, exceeding a total of 8 will be charged at an additional fee of £1,500 per subject, except for English Literature which is charged at £750 per annum
- **Examinations fees:** Charged separately for all A-level subjects. All examination fees are due 14 days from date of invoice. Failure or late payment of examination fees will result in withdrawal of all examination entries. Please note, students will be entered for examinations on the courses for which they are receiving tuition in a class. However, it is the students' responsibility to ensure that their names are included on examination lists for all other examinations for which they wish to be entered (e.g. resits). All examinations entries will be invoiced separately
- **Additional A-Level subjects:** The fourth subject at A2 level incurs no fee, but is only available to scholars and students with good AS grades
- **Private Tuition:** Charged at £34 per 40 min lesson or £50 per hour. Fees are payable at the point of contract between the fee payer and the College. 24 hours advance notice is required for cancellation of a lesson, failing which, the lesson will have been deemed to have been conducted and the fee amount will be deducted accordingly. Private tuition usually runs for a period of six weeks. Please note private tuition is subject to availability
- **Science Practicals:** There is no additional fee for science practicals or use of ICT/Computers

## PAYMENT OF FEES

The following payment arrangements can be made:

- Payment of the full annual fee (3 terms) on or before the first day of the Autumn Term (a 3% discount will be given)
- Payment of the full annual fee (3 terms) in two equal instalments on or before the first day of the Autumn Term and Spring Term

The payment dates must be met, and any unpaid due fees are subject to a late interest charge of 2% on the outstanding amount or part thereof.

The College reserves the right to exclude the student on three days' written notice if fees are overdue for payment. If the student is excluded for a period of 28 days, he/she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable. The College reserves the right to refuse entry to any public examinations or to release examination results if tuition fees have not been paid in accordance with the College terms and conditions.

## ACCOUNT DETAILS

Ealing College Limited

Sort code: **20-58-51**

Account number: **33942678**

IBAN: **GB72 BARC 2058 5133 9426 78**

Swift: **BARCGB22**

(When making a payment please include the student's name)

## RE-ENROLMENT

For all students registered on our Year 9, 10, 11 and 12 programmes:

- Parents who wish to withdraw their child from Ealing Independent College for the following academic year should do so in writing before the start of the Summer Term in order to give a term's notice
- Ealing Independent College will automatically renew enrolment and keep a place for students for whom no formal withdrawal has been submitted by the start of the Summer Term
- If a registration is cancelled after the start of the Summer Term, the tuition fee for the first term of the next academic year is payable

## CANCELLATION/WITHDRAWALS

- Any withdrawal from the College, whether for one or more subjects, must be made in writing. A minimum of one full term's notice must be provided. Failure to provide the written notice will result in extra payment of tuition fee. Any outstanding tuition fees are payable to the College within one month of receipt of the letter of withdrawal
- In the event that a student is asked to leave or excluded from classes, a maximum of one term's fee is payable within one month

Please note, it is not possible for an international student to withdraw from the College or a course whilst being sponsored by the College through a CAS.



# Enrolment Form 2018 - 2019

## STUDENT DETAILS

Full name as in passport \_\_\_\_\_ Gender Male  Female   
First name to be used at college \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_  
Passport number \_\_\_\_\_ Passport Expiry date \_\_\_\_\_  
Email \_\_\_\_\_  
Nationality \_\_\_\_\_ Ethnicity \_\_\_\_\_  
First Language \_\_\_\_\_ Other languages \_\_\_\_\_

### Programme applying for:

GCSE Programme

Year 9  Year 10  Year 11  One Year Intensive

### A-Level Programme

Year 12  Year 13  One Year Intensive  18 Month Programme

### How did you hear about Ealing Independent College?

Internet search  Social media  Family and friends  Advert

Local business  Other: \_\_\_\_\_

Does the applicant have any additional educational needs and/or arrangements for exams? Yes  No

If yes, please provide evidence and documentation \_\_\_\_\_

## PARENT DETAILS

### Main contact:

Father  Mother  Legal Guardian

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Email \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Home phone \_\_\_\_\_

Mobile phone \_\_\_\_\_

Office phone \_\_\_\_\_

Profession \_\_\_\_\_

Person responsible for payments \_\_\_\_\_

### Second Contact:

Father  Mother  Legal Guardian

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Email \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Home phone \_\_\_\_\_

Mobile phone \_\_\_\_\_

Office phone \_\_\_\_\_

Profession \_\_\_\_\_

## AGENT DETAILS IF APPLICABLE

Title (Mr/Mrs/Ms/Dr): \_\_\_\_\_ Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

# Academic Information

Name of previous school attended: \_\_\_\_\_

Duration of studies: from \_\_\_\_\_ to \_\_\_\_\_

## PREVIOUS ACADEMIC RECORDS

Please list previous exams taken and provide original result slips/certificates for photocopying.

Subjects	Qualification/ certificate (GCSE, A-Level or equivalent)	Exam board	Date taken	Result

## COURSE APPLICATION

Please fill in the subjects you wish to take at Ealing Independent College under your applicable programme.

Two or Three Year GCSE (Year 9, 10 and 11)	One Year Intensive GCSE (Year 11)	Two Year A-Level (Year 12 and 13)	One Year Intensive A-Level (Year 13)	18 month A-Level (Year 12/13)

# English Proficiency

Please provide details below if English is not your first language.

First Language: \_\_\_\_\_

How long have you been studying English? \_\_\_\_\_ years

Results: \_\_\_\_\_ TOEFL / IELTS / O Level (please circle the appropriate test)

Level of Fluency : \_\_\_\_\_ Fluent / Fair / Good (please circle)

## Accommodation Requirements

Please specify which accommodation option you require.

Independent Student Accommodation      Yes       No

Host Family      Yes       No

I have my own accommodation

If accommodation is not required please provide your term time address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Airport Transfer

Please specify below whether you require airport transfer when you arrive for your studies at Ealing Independent College.

Do you require airport collection?      Yes       No

From which airport?      Heathrow       Gatwick       London City       Luton       Stansted

Airport Transfer Fee:

Heathrow: £100 / Gatwick: £150 / London City: £100 / Luton/Stansted: £200

We advise students to fly in to Heathrow if possible, as this is the nearest airport. It is compulsory for all students under the age of 18 to use our airport transfer service to ensure a safe and comfortable arrival to London. Students who will be accompanied by parents or relative, or have made other arrangements should let the school office know 4 weeks prior to arrival.



# Medical Information

Does the applicant have any past history of hospital treatments or medical diagnosis? Yes  No

If yes, give details: \_\_\_\_\_

Has the applicant received any medical treatments in the last two years? Yes  No

If yes, give details: \_\_\_\_\_

Does the applicant have any current allergies or medical conditions? Yes  No

If yes, give details: \_\_\_\_\_

Is the applicant taking any prescribed medicine on a regular basis? Yes  No

If yes, give details: \_\_\_\_\_

If you do not wish for your son/daughter/ward to receive First Aid Treatment at the college, please give us your reasons.

\_\_\_\_\_  
\_\_\_\_\_

In case of emergency, please contact the following: (please provide two names)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

# Photography Consent

During your child's/ward's time at Ealing Independent College, we may wish to take photographs of activities that involve him/her. These include activities, academic, cultural and sporting activities. The photographs may be used for displays, publications and the College website. This is invaluable to us and we hope all parents will agree to this kind of photography.

Professional photography or filming will only take place with the permission of the Principal and under appropriate supervision.

Photographs are taken of all staff and students at the start of each academic year for use within the College community.

Before taking any photographs of your child/ward, we need your permission. Please answer the questions below, sign and date the form and return it to the College office. You can ask to see images of your child/ward held by the College and you may withdraw your consent at any time.

Please tick:

- My child/ward may have his/her photograph used in the College prospectus, DVDs and other printed publications that are produced for promotional purposes
- My child/ward may have his/her image used on the College website
- My child/ward may have his/her image used in other related websites including social media sites, for promotional purposes

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

Date: \_\_\_\_\_

Name in capital letters: \_\_\_\_\_

# Internet Consent

Any student wishing to use ICT and Internet access at Ealing Independent College must agree to use the network in a responsible way and observe all the restrictions explained to them by the College. Students who do not abide by these rules will not be eligible to access the Internet or computer network (or both). Any misuse, which affects the welfare of members of the College community or the reputation of the College will be subject to disciplinary procedures.

I have read and understood Ealing Independent College's rules for responsible Internet use and give permission for my son/daughter/ward to access the Internet. I understand that Ealing Independent College will take all reasonable precautions to ensure pupils cannot access inappropriate materials.

I understand that Ealing Independent College cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that Ealing Independent College is not liable for any damages arising from use of the Internet facilities.

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

Date: \_\_\_\_\_

Name in capital letters: \_\_\_\_\_

# Parent Contract

Please take a moment to read through the College Terms and Conditions and College Policies (available in print from the College office and on our website) before signing the parent contract and submitting the enrolment form for your child/ward.

The parent/legal guardian confirm his/her agreement with the general and financial conditions as set out in the enrolment booklet and in the College Terms and Conditions.

By signing this document, I as a parent/legal guardian agree to abide by these conditions and to respect the College rules and regulations.

I undertake to honour this contractual agreement even when my child/ward reaches the legal age of adulthood and until he/she leaves the College. I understand that discovery of false or incomplete information may jeopardize the student's right to remain at the College.

I, \_\_\_\_\_ (Name of parent/legal guardian),

hereby declare that I am the parent/ legal guardian of \_\_\_\_\_ (Name of Student),

and apply to admit my son/daughter/ward to Ealing Independent College.

I hereby declare that I have read and understood the visa requirements for international students as outlined on the next page of this enrolment booklet.

I am responsible for the fees payable and undertake to pay all tuition fees incurred by the student as they become due.

I understand that the College may at their discretion raise the tuition fees at any time during the course of studies.

I would like the following payment plan (tick the option that applies):

- Payment of the full annual fee (3 terms) on or before the first day of the Autumn Term (a 3% discount will be given)
- Payment of the full annual fee (3 terms) in two equal instalments on or before the first day of the Autumn Term and Spring Term

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

Date: \_\_\_\_\_

Name in capital letters: \_\_\_\_\_

# Visa Requirements for International Students

Ealing Independent College has Tier 4 Sponsor Status, and as such welcomes international students from around the world. For applicants who require a visa, please take a moment to read through the visa application process as outlined below. The College admissions office will guide applicants through the process.

## EU/EEA STUDENTS

Students with an EU/EEA passport do not need any visa to study in the UK; enrolment will be made under the same conditions as UK students.

## NON EU/EEA STUDENTS

Students from outside the EU/EEA will have to enrol under a Tier 4 Child or General Student Visa. Please note, students between the ages of 13 to 16 will need to apply for a student child visa, whilst students from 17 will need to obtain a student general visa. The College will issue a CAS (Confirmation of Acceptance of Study) provided all the criteria have been met. Once the CAS is issued the student must make an appointment with the British Consulate/Embassy. The whole process can take a few weeks.

In order for a CAS to be issued students will have to provide the College with the following documents:

- Completed and signed enrolment form, with the following accompanying payment: acceptance deposit (£2,500), book and resource fee (£400), enrolment fee (£300) and CAS fee (£300)
- Copy of the Students Passport / Biometric ID card
- Copies/Transcripts of previous school reports and exams taken
- Copy of the most recent IELTS test or equivalent. Please note, for General Student Visas, we prefer students to have attained a minimum IELTS score of 6.0 in all areas, and for Child Student Visas, we prefer students to have attained a minimum IELTS score of 4.0 in all areas (or to be evaluated in interview)
- Copies of bank statements to be used by the student once in the country. Students need to show they have at least £11,385 to cover their living expenses whilst in the UK (£1,265 per month for 9 months - this is an estimated cost to live in London for one year), plus the full tuition fee that will become payable during the first year of study. The money must be in this account for at least 28 consecutive days before the date of the application. If the currency of the account is not £ Pounds Sterling, the statement must include a currency conversion, showing the amount in £ Pounds Sterling. The bank statement must be in the name or in the name of parent(s) or legal guardian

Please note, students under 18 years old applying for a General visa must have documentation from their parents granting them permission to both travel to the UK and to and live independently.

Please note, the regulations are slightly different for students between 13 to 16 on a child's visa. Please take a moment to read through the visa regulations to ensure you have read and understood the requirements: [www.gov.uk/child-study-visa](http://www.gov.uk/child-study-visa)

All students are required to have a nominated guardian within one hour of Ealing Independent College. Once a student has accepted their place at the College, the admissions office will provide a list of reputable guardianship providers to choose from (unless the student has a family member in London who can act as a guardian).

This is intended as a guide and further documentation or evidence may be required.

### PLEASE PROVIDE SOME DETAILS RELATING TO OBTAINING A VISA TO THE UK:

Have you been issued with a visa for the UK or other Commonwealth country in the last 10 years?

Yes  No  \_\_\_\_\_

Have you travelled to the UK in the last 10 years? If yes, please provide dates you entered and left the UK and the reason for coming to the UK.

Yes  No  \_\_\_\_\_

Have you been refused a visa for any country, including the UK, in the last 10 years? If so, please provide further details.

Yes  No  \_\_\_\_\_