

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

STAGE 1: RECEIVE MORE INFORMATION

Students and parents who are considering joining Ealing Independent College are invited to contact us to book an interview with the Principal to discuss individual requirements and get a tour of the College. Families can visit our website, email or phone us to arrange this and to ask any further questions.

STAGE 2: INTERVIEW

Students and their parents are invited to attend an interview with the Principal, where it is required that students bring copies of their academic records (examination/result slips). In the interview the Principal will assess their individual needs, and advise on the recommended programme to ensure the College tailor the education according to academic goals and ambitions.

STAGE 3: OFFER

An offer at Ealing Independent College is based on a successful interview with the Principal and satisfactory academic records. An offer letter is issued 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 and submit the enrolment form and accompanying documents.

STAGE 4: ACCEPTANCE

Students who accept the offer of a place at Ealing Independent College are required to submit an enrolment form via email or in the post/in person. The completed enrolment form must be accompanied with the following documentation and payment:

- Most recent school report/academic reference
- Copies of academic records
- Any other necessary supporting documents/qualifications
- Photocopy of passport
- Two passport sized photos
- Acceptance deposit (£500)
- Registration fee (£300)
- Book and resource fee (£400)

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.

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)					£14,905 pa
	One Year Intensive GCSE (Year 11)	£2,910 pa 6 lessons per week			£13,870 pa	
A-Level	Two Year A-Level (Year 12 and 13)	£5,830 pa 7/8 lessons per week	£11,590 pa	£16,050 pa		
	One Year Intensive A-Level (Year 13)	£7,350 pa 10 lessons per week	£13,650 pa	£18,120 pa		

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 £500 serves as confirmation that the student has accepted their place at the College. £250 of the deposit is a down payment towards the first fee instalment, whilst £250 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.

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)

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
- Payment of the full annual fee (3 terms) in termly instalments on or before the first day of the Autumn, Spring and Summer Term
- Payment of the full annual fee (3 terms) in 8 equal monthly instalments (September to April)

Parents who wish to pay in monthly instalments must pay by standing order. The payment will be due on or before the 16th of the month. The payment dates must be met according to the instalment plan committed to at the beginning of the academic year. 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

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 _____

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)	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)

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)

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 Form

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 Form

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 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
- Payment of the full annual fee (3 terms) in termly instalments on or before the first day of the Autumn, Spring and Summer Term
- Payment of the full annual fee (3 terms) in 8 equal monthly instalments (September to April)

Signature: _____

Date: _____

Name in capital letters: _____



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