

Enrolment Form

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



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 AND ASSESSMENT

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. In order to assess the suitability of the student for the academic rigor of the College, a series of assessments will be set by the Principal where results are analysed and discussed with both parents and students before the next stage of the admissions procedure.

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 of study created for the student at Ealing Independent College will be outlined. In order to formally accept the offer, applicants should follow the steps outlined below.

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
- Registration fee (£300)
- Book and resource fee (£450)

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 2022 - 2023

AUTUMN TERM 2022:

Staff Induction days: Tuesday 30th August to
Thursday 1st September 2022
Student Induction: Friday 2nd September 2022
Lessons begin: Monday 5th September 2022
Half term: Monday 24th - Friday 28th October 2022
Lessons begin: Monday 31st October 2022
Mock exams: Monday 12th - Thursday 15th December 2022
Term ends: Friday 16th December 2022

SUMMER TERM 2023:

Staff Inset: Monday 17th April 2023
Lessons begin: Tuesday 18th April 2023
Half term: Monday 29th May - Friday 2nd June 2023
Term ends: Friday 30th June 2023

SPRING TERM 2023:

Staff Inset: Tuesday 3rd January 2023
Lessons begin: Wednesday 4th January 2023
Half-term: Monday 13th - Friday 17th February 2023
Lessons begin: Monday 20th February 2023
Mock exams: Monday 27th - Thursday 30th March 2023
Term ends: Friday 31st March 2023
Easter Holiday: Monday 3rd April - Friday 14th April 2023

Student Absences / Office Contacts

ABSENCES

Student absences must be reported each day to the the office before registration at 8:40am either by phone on 020 8579 6668 or send an email to: office@ealingindependentcollege.com

OFFICE CONTACTS

Admissions

Laura Basso
laura.basso@ealingindependentcollege.com

Finance

Catherine Alexander
catherine.alexander@ealingindependentcollege.com

Attendance and First Aid

Maria Bavington
maria.bavington@ealingindependentcollege.com

Financial Information 2022/2023

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)					£16,695 pa
	One Year Intensive GCSE (Year 11)	£3,245 pa 6 lessons per week			£15,495 pa	
A-Level	Two Year A-Level (Year 12 and 13)	£6,510 pa 7/8 lessons per week	£12,960 pa	£17,955 pa		
	One Year Intensive A-Level (Year 13)	£8,100 pa 10 lessons per week	£15,050 pa	£19,975 pa		

SCHOLARSHIPS AND DISCOUNTS

- Bursaries may be awarded to students who would otherwise not be able to attend the College without financial support. Applications for Bursaries should be made in writing to the Principal and are evaluated on an individual basis
- Ealing Independent College holds an annual Scholarship Competition for gifted and ambitious students who would otherwise not be able to attend the College without financial support
- A 15% sibling discount is available for students enrolling who have one or more siblings at the College

ENROLMENT FEES

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

- Enrolment fee of £300
- Book and resource material fee of £450 (per academic year)

ADDITIONAL SUPPLEMENTARY FEES INFORMATION

- **Additional GCSE subjects:** For GCSE Courses, tuition fees are inclusive of PHSE, games programme and examination fees
- **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 A Level incurs no fee, and should only be taken by students who have strong enough grades at GCSE
- **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) 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 monthly instalments
- Parents who wish to pay in monthly instalments must pay by Direct Debit. The payment will be due on the 1st of the month. The payment dates must be met according to the instalment plan committed to at the beginning of the academic year.

ACCOUNT DETAILS

Ealing Independent College

Sort code: **20-58-69**

Account number: **33942678**

IBAN: **GB88BARC2058693394267**

Swift: **BARCGB22**

(When making a payment please use the student's name as reference)

PAYMENT TERMS

The College reserves the right to charge a late payment administration charge ('LPAC') of £25.00 if an invoice or other additional charge invoice amount owed to the College is not received on or before the due date* (due date* - as shown on the fee / or additional charge invoice or as notified in the school Terms and Conditions). The LPAC will be notified to the parents / bill payer by email. The LPAC is intended to cover the reasonable administration costs which are incurred by the school in reviewing and attempting to collect the outstanding debts.

A further charge of £25.00 will be levied if the fee remains unpaid for a further four (4) weeks after the parents / bill payer is notified of the first LPAC and every four weeks thereafter that the debt remains unpaid.

For all overdue amounts greater than £500 the College reserves the right to charge interest at the Bank of England Base Rate +3%. This interest will be calculated on a daily interest basis from the first day the balance was due until the date the debt is paid.

If the terms fees remain unpaid for more than six weeks, the College reserves the right to suspend the education of the student on 3 days' written notice to the parents / bill payer after obtaining the approval of the The College's Board of Directors.

The College reserves the right to exclude the student on a temporary basis 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.

The parents / bill payers shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the College in the recovery of any unpaid fees, in addition to the value of the College's outstanding debt payable by the parents / bill payer.

RE-ENROLMENT

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

- Parents who wish to withdraw their child from Ealing Independent College within a course for the following academic year should do so in writing to: admissions@ealingindependentcollege.com 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 to: admissions@ealingindependentcollege.com 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

STUDENT DETAILS

Full name as in passport Gender Male Female
First name to be used at college
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

CONTACT 1

Contact to be listed as bill payer
Contact's Title
Full Name
Occupation
Address

Postcode

Daytime Telephone

Evening Telephone

Mobile Telephone

Email Address

Email Address for Billing purposes

Relationship to student

Name and Emergency telephone number of a relative/friend if parents cannot be contacted

CONTACT 2

Contact to be listed as bill payer
Contact's Title
Full Name
Occupation
Address

Postcode

Daytime Telephone

Evening Telephone

Mobile Telephone

Email Address

Email Address for Billing purposes

Relationship to student

Who does the student normally live with? Contact 1 Contact 2

Are there any legal arrangements which restrict parental access? Yes No (If Yes, please provide details in a covering letter)

*If you have the parental responsibility for the student in a capacity other than as a parent of the child, please state your relationship to the child here:

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 and on other related websites including social media

My child/ward may not have his/her image used in any form

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) 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 monthly instalments

Signature:

Date:

Name in capital letters:



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