

International Shipping Summer School 2011

APPLICATION FORM

Please type or write in **BLOCK CAPITALS**

THE CLOSING DATE FOR APPLICATION IS 1st JUNE.

Please note that there is an upper limit of 33 participants so early application is essential. Preference will be given to those applicants who pay in full with their application

1. Participant details

Family name _____ Male/Female

First names _____

Home address in full _____

Address to which communications should be sent (if different)

Daytime telephone no _____ Fax _____

Email _____ Nationality _____

Date of birth _____ Age _____

Your name as it should appear on your statement

Name of university or college and course studied

Professional and academic qualifications _____

Name of employer, sponsor and their job title _____

Where or from whom did you learn of the Summer School?

Where and for how long have you studied English? _____

2. Payment

I am sending £ _____ now in payment of (please tick)

- Full course fee (£1435)
- Course deposit (£150)

Payment to be made by the following method, made payable to the College of Central London

- Cheque or bank draft enclosed
- Cheque, bank draft or bank transfer to be sent separately (please see details below).
If paying by bank transfer £15 should be added to the above fees in order to cover UK banking charges

The balance of the course fee is payable not later than **Wednesday 1st June 2011**

I have read and agree to the conditions of admission set out in section 3 overleaf

Signed _____ Date _____

Please return the completed form to:

**College of Central London
73 Great Eastern Street
London EC2A 3HR
United Kingdom**

**Tel: +44 207 739 5555
Fax: +44 207 739 9005
Email: ccl@btinternet.com**

For bank transfer please use the following :-

**Bank : Barclays Bank
3rd Floor, 54 Lombard Street,
London, EC3P 3AH, United Kingdom.**

**Account Name:- The College of Central London
Account N^o :- 00798185
Sort Code :- 20-77-67
IBAN N^o :- GB55BARC 20-77-67 00798185
SWIFT CODE :- BARCGB22**

**All Enquiries to the course director B.G.Jervis :
jervisbarrington@compuserve.com or use the contact form at:
<http://www.loniss.com/contact.html>**

Or by text to +44 7831856201

3 CONDITIONS OF ADMISSION

All prospective students must read the following conditions before they sign the application form.

1. The College reserves the right to refuse any application for admission for any reason whatsoever.
2. Deposits and tuition fees are not refundable in part or in total. The ONLY exception s where a student enrolling from overseas is refused an entry visa or entry clearance from the British Embassy or Commission, provided that this refusal is substantiated by a copy of the refusal in writing. In this case refunds of fees will be subject to a deduction of £50 for administration expenses. In cases where another party on behalf of the student has paid the tuition fees, then the student must obtain a formal Power of Attorney signed and witnessed by a Solicitor or Notary Office authorising payment to a third party.
3. Notwithstanding Clause 2, students who have to return to their country for personal reasons may transfer their fees or deposits to start at The College of Central London at a later date. In some cases students may be allowed to use them as part payment for a new student they introduce to the College. This new student will then become responsible for payment of the outstanding fees. The student applying for a refund must produce evidence of arrangements made to return home. This arrangement is made at the discretion of the College.
4. The College provides tuition for students from overseas in strict accordance with the conditions that the students have agreed to abide by when obtaining a UK student visa. Any non-compliance with these conditions (unless explained by medical or any other relevant documentation) may result in the student being dismissed and the relevant authorities being informed.
5. All tuition fees must be paid in accordance with the Procedure for Registration and Enrolment of Students. Should the student make late payment on any instalment due, or default on any of these conditions, or fail to attend in class to the satisfaction of the College, then the instalment facility will cease at once, and the whole of the balance payable for the tuition fees shall become immediately due, whether or not the student continues in class.
6. All college fees are for tuition only, unless otherwise stated. Examination fees are additional unless otherwise stated.
7. The College reserves the right to change lecture times or to alter or vary at any time from the published course outline.
8. The College reserves the right to merge certain classes with other classes of the same academic level, at any time.
9. The College reserves the right to alter or amend its internal Certificates or Diplomas.
10. In the event of any Act of God, war or political or industrial unrest that may cause the temporary cessation of tuition, the College will ensure that students recommence studies at the College (or its associated colleges) as soon as possible. In such an event, students will be provided with any extra tuition necessary to prepare them for examinations.
11. Irrespective of any information provided verbally by the college staff or authorised representatives to prospective students, all prospective and existing college students will be subject to the conditions herein.
12. The College will not be responsible for any mail or money sent to students who use the College as an accommodation address.
13. Though students' files are confidential, some data is held on computer and may be disclosed to authorised individuals when requested. The College of Central London will not be liable for any information provided to a third party.
14. The above conditions will be subject to interpretation in English law courts.

NOTE: TO ALL STUDENTS

At the beginning of each course the College carefully plans the number of students for each class and the overheads that will be incurred providing sufficient teachers and other facilities. Accordingly, students appreciate that if they fail to attend classes regularly or abandon their classes, the College is still under an obligation to other students to continue to provide the service with the same facilities. Therefore the College will have no alternative but to insist that a retention is made of all tuition fees payable by students whether or not they continue to attend their classes, otherwise this will have a detrimental effect on other students.