



APPLICATION FORM

Please return this form with your £200 application fee (non-returnable) to tania@oxcoll.com
Alternatively, you can send it by post or courier to the College to the address below

Date: _____

1. PERSONAL DETAILS OF STUDENT

First Name(s)	Student's Home Address
Family Name	
Preferred Name (optional)	
Email address	
Passport number	
Nationality	Male or Female
Date of Birth (dd/mm/yyyy)	How did you hear about us?

2. PARENT OR GUARDIAN DETAILS

Relationship to student (e.g. parent/agent)	Address if different from student's
Title (Mr, Mrs, Miss, etc.)	
First Name	
Family Name	
Email address	
Telephone numbers	

3. PERSON RESPONSIBLE FOR PAYING FEES

Relationship to student (e.g. parent/agent)	Address
Title (Mr, Mrs, Miss, etc.)	
First Name	
Family Name	
Email address	
Telephone numbers	

4. CONTACT IN CASE OF EMERGENCY

First Name	Telephone number
Family Name	Mobile phone number
Relationship to student	Email address

9. ACADEMIC REFEREE Please provide contact details of the head teacher, personal tutor, housemaster or other member of the academic staff who knows you well, whom we may contact

Name	Address
Position	
Telephone number	
Email address	

10. PERSONAL STATEMENT - YOUR INTERESTS AND FUTURE PLANS

Tell us about your reasons for applying to study in the UK and at Oxford International College. What are your plans on leaving the college? Do you plan to go to university in the UK? Do you have any career goals? Tell us about your interests and hobbies and anything else you would like us to know about you:

11. ACCOMMODATION

Please indicate whether the student wishes to stay at our Hall of Residence or with a homestay family. Students over 18 years of age may also arrange their own private accommodation.

Are you over the age of 16 and wish to stay at our student Hall of Residence? Please tick your room preference:

- Standard Room:
- Studio Room upgrade (at extra cost):

Are you booking Host Family accommodation (compulsory for students under the age of 16)?

Are you over the age of 18 and wish to arrange for private accommodation?

12. HEALTH Is there any medical matter of which we need to be aware? Information you provide will be treated in confidence.

Are there any medical conditions or allergies of which we need to be aware? Please tell also tell us about any prescribed medication you take:

Do you have any special dietary requirements?

13. VISA HISTORY

Please provide full information about any visa you have had to study in the UK with dates of this study:

15. ENROLMENT & PAYMENT PROCEDURE

International (non-EU) Applicants:

1. Please complete the application form for consideration by the College.
2. The College will contact you for clarification of any details, to request any required documents and to arrange an interview, where appropriate.
3. If the College accepts your application, you will be asked to provide documentation and a deposit which is refundable on completion of your course at the College.
4. On receipt of the academic deposit, the College will proceed with visa documentation, where required, providing you with a CAS and Acceptance Letter.
5. You apply for your visa and inform Oxford International College when it is issued.
6. If your visa is not issued, we will return your deposit, less an administration fee of £200, on receipt of evidence that the visa has not been granted. Your application is then closed.
7. When we hear from you that your visa has been granted, we shall agree a start date, arrange accommodation and send your first invoice.
8. The first payment as stated on the invoice is payable 14 days before the first day of your course.

UK, EU and EEA applicants:

1. Please complete the application form for consideration by the College.
2. The College will contact you for clarification of any details, to request any required documents and to arrange an interview, where appropriate.
3. If the College accepts your application, you will be asked to provide documentation and a deposit which is refundable on completion of your course at the College.
4. On receipt of the academic deposit, the College will formally accept your application and send you an Acceptance Letter.
5. The first payment as stated on the invoice is payable 14 days before the first day of your course.

16. INSURANCE

Oxford International College strongly advises all students to arrange insurance cover for medical expenses, the refund of fees in case of illness, travel delays, theft of or damage to personal belongings etc. Endsleigh Insurance specialise in insurance for students, but the College does not recommend any specific insurer.

17. DECLARATION

Please ensure you read Oxford International College's Terms & Conditions below before signing the declaration below
If you require clarification of the Terms & Conditions, please do not hesitate to contact us

I have read and accept the College's terms and conditions as detailed below

Name

Signature

Date

Educational Agency/Consultancy Stamp and Signature:

18. TERMS & CONDITIONS – OXFORD INTERNATIONAL COLLEGE

1. Students are expected to attend College within the published term dates. These are published on the College website: www.oxcoll.com
2. Absences are recorded and unauthorised absences, should they become a matter of concern for an international student who has a student visa, will be reported to the UKVI.
3. Where a timetable change is requested by a student, the college will make every effort to accommodate the change where it is reasonable to do so, taking all circumstances into account. Timetable changes generally come into effect from Monday and tuition charges are made for the preceding week.
4. Where a student requests to change a subject, one week's notice is generally charged in the previous subject.
5. Fees must be paid at or before the start of each term. The College cannot guarantee to hold a place for a student whose fees have not been paid. Students whose accounts are in arrears may be suspended from tuition until full fees have been paid.
6. To withdraw a student from the College normally requires a term's notice in writing.
7. Fees are not refundable. The College advises that a fees insurance scheme to protect against loss of tuition through illness or other unforeseen circumstances be taken out by the fee-payer.
8. The College reserves the right to dismiss any student whose standard of work or conduct is unsatisfactory.
9. The College reserves the right to spend up to £250 in the case of emergency, crisis or student hardship without further consent and the fee-payer hereby consents to settle any invoice in this regard.
10. All relevant information concerning a candidate must be disclosed. In a case where it is later found that information has been withheld, the College reserves the right to withdraw membership of the College.
11. Payment is due on or before the first day of tuition. If a student does not arrive for a short course of tuition that has been booked, payment will not be refunded.
12. Unless the college is informed to the contrary, any photographs or comments of the applicant may be used by the college for promotional purposes.
13. It is assumed that all students may take part in all activities organised by the college unless we are informed to the contrary.

Please return this form with a registration fee of £200 payable to "Oxford International College" or by electronic transfer to:

Bank Details

Barclays Bank
P.O. Box 333
Oxford
OX1 3HS

Account Name	Oxford International College Limited
Sort Code	20-65-18
Account Number	10945366
Swift Code	BARCGB22
IBAN	GB92BARC20651810945366