

ABBAY DLD

GROUP OF COLLEGES

BIRMINGHAM CAMBRIDGE LONDON MANCHESTER

INTERNATIONAL ENROLMENT FORM

Name of the college applied to: _____

Agent's name (if applicable) _____



ABBNEY DLD GROUP OF COLLEGES INTERNATIONAL ENROLMENT FORM

Photograph to be
provided when student
arrives at the college

Please complete the following information as fully and as accurately as possible.

1. If handwritten, print clearly in BLOCK CAPITALS and use black ink.
2. Indicate on the title page of this application form which college you are applying to.
3. Send the completed form to the college, together with: a copy of (a.) **your passport**; (b.) **copies of examination certificates and transcripts** (stamped and certified); and (c.) **a short personal statement from the applicant** (written in his or her own handwriting).

The form should be returned to the address or contact details of the college being applied to (details can be found on the last page of this enrolment form).

This information will be kept confidentially by the college. Please notify us in writing of any changes to your personal details.

SECTION A / PERSONAL INFORMATION

1) STUDENT DETAILS:

Family name _____ Male Female
 First name(s) _____ Preferred name: _____
 (Please circle preferred name)
 Date of Birth _____ (dd/mm/yyyy)
 Address _____
 Town _____ Country _____ Post Code/Zip Code _____
 Email Address _____ Tel No: _____ Mobile _____
 Nationality _____ Passport Number and Place of Issue _____
 Home Language _____ Other Languages _____

2) PARENT/GUARDIAN DETAILS:

Parent 1: Family name _____ First name _____ Title (Mr/Mrs/Ms/Dr/Prof) _____
 Relationship to student _____ Address (if different from above) _____
 Town _____ Country _____ Post Code/Zip Code _____
 Email Address _____ Tel No: _____ Mobile _____
 Contact above in an emergency: Yes / No (Please circle to indicate). Preferred email for reports/invoices _____

Parent 2: Family name _____ First name _____ Title (Mr/Mrs/Ms/Dr/Prof) _____
 Relationship to student _____ Address (if different from above) _____
 Town _____ Country _____ Post Code/Zip Code _____
 Email Address _____ Tel No: _____ Mobile _____
 Contact above in an emergency: Yes / No (Please circle to indicate). Preferred email for reports/invoices _____

3) DETAILS OF PERSON PAYING TUITION FEES:

Name of the fee payer _____ Occupation _____
 Address (if different from above) _____
 Town _____ Country _____ Post Code/Zip Code _____
 Email Address _____ Tel No: _____ Mobile _____

4) GUARDIANSHIP (This section is to be completed only if the student is appointing a guardian):

The college recommends that parents appoint a guardian resident in the UK for all students who are under the age of 16 years and who are not normally resident in the UK.

Family name _____ First name _____ Title (Mr/Mrs/Ms/Dr/Prof) _____

Address _____

Town _____ Post Code _____

Email Address _____ Tel No: _____ Mobile _____

SECTION B / EDUCATION

5) PLEASE PROVIDE DETAILS OF YOUR MOST RECENT SCHOOL:

Name and Address of School / College _____

Town _____ Country _____ Post Code/Zip Code _____

Name of Headteacher _____ Dates attended (dd/mm/yyyy): From ____/____/____ to ____/____/____

PLEASE PROVIDE SCANNED COPIES OF YOUR EDUCATION CERTIFICATES FROM SCHOOL AS WELL AS INCLUDE ANY FURTHER INFORMATION FOR EXAMINATIONS YOU ARE LIKELY TO TAKE BEFORE LEAVING YOUR CURRENT SCHOOL:

6) STUDY OPTIONS. READ THE INFORMATION BELOW CAREFULLY AND THEN TICK THE BOXES TO SHOW YOUR STUDY CHOICES:

FULL TIME ENGLISH (EFL,EAP)

Start date (please choose) and insert year, e.g. 2012

SUMMER SCHOOL

September 20__ start (3 terms)

August 20__

January 20__ start (2 terms)

July and August 20__ (Abbey Cambridge only)

One term

GCSE PROGRAMME

Please look at the Abbey DLD course matrix on page 6 and select your preferred college and list the GCSE subjects you wish to apply to below: Please note all of the colleges apart from Abbey London run a one year GCSE programme. Abbey Cambridge also offers a two year GCSE programme.

2 Year GCSE programme (Abbey Cambridge only)

GCSE SUBJECTS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

START DATE (please choose) and insert year, e.g. 2012

September 20__ start (3 terms)

A LEVEL PROGRAMME

Please look at the Abbey DLD course matrix on page 6 and select your preferred college and list the A Level subjects you wish to apply to below: Subject choices (typically 4 for A level) are to be discussed directly with the College being applied to.

If you wish to study A Levels, your current or pending exam results should be equivalent to or higher than GCSE (General Certificate of Secondary Education) in at least 5 subjects and a minimum level of English equivalent to IELTS (5.5 Abbey College Cambridge). At the start of each academic year of study students following an A Level course without a pass at grade C in GCSE or IGCSE English Language or with an IELTS score below 6.5 must join an English Language training course for the duration of the academic year which will be timetabled alongside A Level lessons. This extra course is chargeable.

A LEVEL SUBJECTS

- 1. _____
- 2. _____
- 3. _____
- 4. _____

START DATE

2 year programme
September 20__ start (6 terms)

18 month programme
January 20__ start (5 terms)

INTERNATIONAL FOUNDATION PROGRAMME

If you wish to study the International Foundation Programme you should have obtained or expect to obtain a qualification accepted by a university in your home country and a minimum level of English equivalent to IELTS 4.5 for 3 terms.
 Start date (please choose) and insert year, e.g. 2012

September 20__ start (3 terms)

Course type. Please choose: Business Pathway
 Abbey College Birmingham
 Abbey College Cambridge
 Abbey College London
 Abbey College Manchester

Engineering Pathway
 Abbey College Manchester

Music Pathway
 DLD College only

BUSINESS AND MANAGEMENT DEGREE PROGRAMME:

September 20__ start (Abbey College London only)

SECTION C / COLLEGE Accommodation

7) All international students aged under 18 must live in supervised accommodation or with host families unless living at home with a parent or guardian who is over the age of 21.

Please indicate if accommodation is required? Yes No

Please indicate if you require the college to arrange accommodation? Yes No

If not give term time address and name of guardian or adult at that address.

Name _____

Address _____

Town _____ Post Code _____

Type of accommodation: College Boarding House Homestay Family Friend Private Renting

(College boarding house information:

Birmingham available from age 16, Cambridge from age 14, London from age 15 and Manchester age 17 before 31st Dec of the new academic year)

Please note the College will advise you on the availability of your option on receipt of your application.

'I will be under 16 on 1st September of the academic year of entry to the college

Under 16 students must live in private fostering (Birmingham, Manchester), boarding house (Cambridge) or UrbanNest accommodation (London).

SECTION D / FURTHER INFORMATION AND SIGNED DECLARATION

MEDICAL HISTORY

It is important, for your health and welfare during your study at an Abbey DLD College, that these questions are answered comprehensively. Your application will not be prejudiced in any way. If you wish to give details in confidence please contact the Principal of the College.

8) Please provide details of any physical problems or illness which you feel may affect your progress at college (e.g. deafness, defective vision, heart problems, nervous disposition, allergies etc). Please attach an additional sheet if more space is required to explain the problem.

8.1 Do you have any allergies? Yes No If yes, please specify _____

8.2 Are you currently taking any medication or receiving medical treatment? Yes No If yes, please specify _____

8.3 Do you have a registered disability or special educational needs? Yes No If yes, please specify _____

8.4 Do you suffer/have you ever suffered from a major illness? Yes No If yes, please specify _____

9) ETHNIC ORIGIN: Please tick the box which best describes your ethnicity. In cases of mixed heritage please give details where asked:

| | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> White - British | <input type="checkbox"/> Caribbean | <input type="checkbox"/> Indian |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> African | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Any other White background: <i>(please specify)</i> | <input type="checkbox"/> Any other white ethnic background: <i>(please specify)</i> | <input type="checkbox"/> Bangladeshi |
| _____ | _____ | |
| <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Chinese | |
| <input type="checkbox"/> White & Black African | <input type="checkbox"/> Any other ethnic background: <i>(please specify)</i> | |
| <input type="checkbox"/> White & Asian | _____ | |
| <input type="checkbox"/> Any other Mixed background: <i>(please specify)</i> | | |
| _____ | <input type="checkbox"/> Ethnic background unknown: | |

10) THIS SECTION PERTAINS TO STUDENTS UNDER 16 YEARS OF AGE

All students may leave the premises at break and lunchtime. If your son / daughter is aged under 16 on 1st September of the new academic year, please could you sign below to confirm that your son / daughter may leave the premises and that the college cannot be responsible for the student during this period. At no other time are students allowed out of the building unless permission has been granted by a member of staff.

Print full name _____ Signed _____ *(check box if completing online)*

Relationship to student _____ Date _____

11) THE COLLEGE POLICY STATEMENT INCLUDES ITEMS ON:

- 1. Entry to the college
- 2. Academic and Pastoral Support
- 3. Student welfare including policy on educational visits
- 4. Anti bullying
- 5. Complaints procedure
- 6. General information

PARENTAL AGREEMENT

I confirm that I wish to enrol this student for the course(s) detailed on the offer letter and I agree to pay all fees in full.
 I have read and agree to the Terms and Conditions of Enrolment as well as the Policy Statement of Abbey DLD Group of Colleges.
 I give permission for my child to attend off-site educational visits and / or a residential where appropriate.
 I enclose an electronic copy (scanned) of the student's passport including photo page, nationality and passport number
 (the original document will need to be seen at induction).

Signature of parent/guardian (1) _____

Full name (please print) _____

Date _____ *(check box if completing online)*

Signature of parent/guardian (2) _____

Full name (please print) _____

Date _____ *(check box if completing online)*

Signature of fee payer - if different _____

Full name (please print) _____

Date _____ *(check box if completing online)*

12) Please tick the box if you do NOT wish to be included in promotional materials used by Abbey DLD Group of Colleges.

STUDENT AGREEMENT I have read the Conditions of Enrolment and the College Policy Statement and agree to be bound by their conditions.

Signature of student _____ *(check box if completing online)* Date _____

How did you hear about the college? _____

FOR OFFICIAL USE ONLY:

Nationality confirmed: Passport _____ Other _____

Details of Educational Advisor, if applicable _____

Company stamp or Contact details please _____

COURSE MATRIX

Abbey DLD Colleges offer students a wide range of top quality courses to best prepare them for the next stage of their studies. You will find our GCSE, A Level, International Foundation Programmes and Business and Management degree in the course matrix below.

| | ABBEY BIRMINGHAM | | | ABBEY CAMBRIDGE | | | ABBEY LONDON* | | | ABBEY MANCHESTER | | | DLD COLLEGE | | |
|--|------------------|---------|-----|-----------------|---------|-----|---------------|---------|-----|------------------|---------|-----|-------------|---------|-----|
| | GCSE | A LEVEL | IFP | GCSE | A LEVEL | IFP | GCSE | A LEVEL | IFP | GCSE | A LEVEL | IFP | GCSE | A LEVEL | IFP |
| Accounting | | | | | | | | | | | | | | | |
| Art & Design | | | | | | | | | | | | | | | |
| Biology | | | | | | | | | | | | | | | |
| Business Studies | | | | | | | | | | | | | | | |
| Chemistry | | | | | | | | | | | | | | | |
| Classical Civilisation | | | | | | | | | | | | | | | |
| Computing | | | | | | | | | | | | | | | |
| Drama | | | | | | | | | | | | | | | |
| Economics | | | | | | | | | | | | | | | |
| EFL | | | | | | | | | | | | | | | |
| English Language | | | | | | | | | | | | | | | |
| English Literature | | | | | | | | | | | | | | | |
| English Language/Literature | | | | | | | | | | | | | | | |
| Environmental Studies | | | | | | | | | | | | | | | |
| Film Studies | | | | | | | | | | | | | | | |
| French | | | | | | | | | | | | | | | |
| Further Mathematics | | | | | | | | | | | | | | | |
| Geography | | | | | | | | | | | | | | | |
| German | | | | | | | | | | | | | | | |
| Government & Politics | | | | | | | | | | | | | | | |
| Graphics | | | | | | | | | | | | | | | |
| History | | | | | | | | | | | | | | | |
| ICT | | | | | | | | | | | | | | | |
| Mathematics | | | | | | | | | | | | | | | |
| Media Studies | | | | | | | | | | | | | | | |
| Music | | | | | | | | | | | | | | | |
| Music Technology | | | | | | | | | | | | | | | |
| Photography | | | | | | | | | | | | | | | |
| Physics | | | | | | | | | | | | | | | |
| Psychology | | | | | | | | | | | | | | | |
| Religious Studies | | | | | | | | | | | | | | | |
| Russian | | | | | | | | | | | | | | | |
| Sciences | | | | | | | | | | | | | | | |
| Sociology | | | | | | | | | | | | | | | |
| Spanish | | | | | | | | | | | | | | | |
| Sport | | | | | | | | | | | | | | | |
| Business, Economics & Accounting Pathway | | | | | | | | | | | | | | | |
| Engineering Pathway (Physics or Chem with Maths) | | | | | | | | | | | | | | | |
| Music Pathway | | | | | | | | | | | | | | | |

*ABBEY COLLEGE LONDON ALSO OFFERS A 3 YEAR BUSINESS AND MANAGEMENT DEGREE PROGRAMME.

TERMS & CONDITIONS OF ENROLMENT TO ABBAY DLD COLLEGES

PART I

The offer of a place only becomes unconditional upon receipt of a non-refundable registration fee of £250, a deposit of £2000, copies of school transcripts/reports/results and a copy of the student's passport photo page. The deposit balance is used for examination fees, textbooks, extras, and trips. The remaining balance is refunded only upon completion of the agreed programme of study.

All College tuition fees are payable yearly or twice yearly in advance, and are due on or before the first day of term or 14 days from the date of invoice, whichever is sooner. The College itself does not hold a consumer credit license and is not able to provide credit to parents other than in advance via a direct debit arrangement through a third party licensed under the Consumer Credit Act. The Principal reserves the right to exclude from class or from examinations any student whose fees remain outstanding after the due date.

PART II

Academic Requirements

The offer of a place at the College is valid for two weeks from the date it was made. Those accepting after some delay must check with the Principal to make sure that the place remains available. This enrolment form does not reserve a place at the College. The Principal reserves the right to make an offer of a place on the strength of the application. Students are required to have achieved a minimum academic standard equivalent to 5 passes at grade C or above in GCSE, or an equivalent examination in order to be accepted onto an A Level course or the International Foundation Programme. The College may also request students pass an additional academic entrance test before being offered a place at the College.

As part of the registration process at the College students starting an A Level course may be tested on Mathematics to determine their suitability for Mathematics or Further Mathematics courses. Students with IELTS below 6.5 may also be tested on English Language.

English Language Requirements

Students must have an acceptable standard of English before starting an academic course at the College. For A Level courses, students must have a minimum of grade C at GCSE or IGCSE English Language or hold an IELTS pass of 5.0-5.5 or above in each skill. For our International Foundation Programme students must have a minimum of grade C at GCSE or IGCSE or hold an IELTS pass of 4.5 or above in each skill. Students may be asked to sit an Abbey DLD College English test if they do not possess an English qualification. This test gives an IELTS-equivalent

score and will be used to determine whether a student is at the required level to start their chosen academic course. Students who are below the target entry grade will be advised to join a full time English language course at the college for a suitable period of time before commencing A Level or Foundation courses.

At the start of each academic year of study students following an A Level course without a pass at grade C in GCSE or IGCSE English Language or with an IELTS score below 6.5 must join an English-language training course for the duration of the academic year which will be timetabled alongside A Level lessons. Students following the English language training course have the opportunity to sit the IELTS examination at the end of their first and second year of study.

Notice of Withdrawal

Notice of withdrawal before the end of a course must be given to the Principal in writing not less than one full term in advance. If notice is given later than this, then the subsequent term's fees become payable in full.

Absence from class for whatever reason, including sickness, does not qualify for a refund of fees, nor can the college be expected to provide extra lessons without charge to compensate for such absences. If a student is excluded on disciplinary grounds, the fees for the term remain payable.

Attendance and Absence

Attendance for lessons, tests and examination feedback is a requirement for all students at Abbey DLD Colleges. Students who have persistent unexplained absences face exclusion from the College in accordance with the Colleges disciplinary procedure. Please note that if a student misses 10 expected contacts without the College's permission, the College is obliged to inform the UK Border Agency, and this may affect the student's permission to remain in the UK. Attendance and punctuality is required to be at least 90% throughout the duration of the course.

Abbey DLD Colleges will withhold refunds where the reason for failure to attend arises from a visa refusal as a consequence of submitting forged or false documents.

Variations

Timetables may be revised at short notice should circumstances demand it. Wherever possible, students will be notified of this in advance. If there is insufficient demand for a course then we will offer private tuition with a number of reduced hours in lieu of the full course. The Principal also reserves the right to modify academic programmes or examination entries, or to exclude any student whose work or conduct is deemed by the College to be unsatisfactory.

TERMS & CONDITIONS OF ABBEY DLD COLLEGES - STUDENT HANDBOOK

Abbey DLD Colleges aim to provide a caring and productive environment in which our students can enjoy their studies and fulfil their potential. To support this aim, the College produces a Student Handbook to assist which is intended to provide guidance for all students about life at the College. It also provides further details about various Colleges policies and procedures that students must observe whilst at the College. These include statements about:

Student term time addresses

The College requires up to date contact details for all students and their parents or guardians. All students must give the College their term time address and a contact telephone number. Students must inform Reception if either changes.

Homework and testing

Students must make every effort to complete homework on time. Failure to do so will result in a study detention, unless prior consent has been given. Regular testing is a key element of Abbey DLD College programmes and students must undertake these tests at a frequency determined by the College. Persistent failure in these examinations or non-attendance without prior notification will result in the student being excluded from the College. In this event, the fees for the term will be payable in full.

Holidays

It is essential that students attend every day of term. Permission will not be granted to students either to extend College Holidays or take holidays during term time, except in exceptional circumstances. See the separate Term Dates document for all term dates.

Student behaviour and discipline

We treat our students as young adults and expect a friendly, courteous and hard working atmosphere to prevail. Any student who detracts from this will face a Disciplinary Meeting with senior staff of the College and a formal warning. Continued disruption may lead to suspension or expulsion from the College. Behaviour or attitudes that are deemed unacceptable include bullying, rudeness to other college members or any form of prejudice or racism.

Smoking, alcohol and drugs

Smoking is not permitted inside any of the College buildings.

Students who appear under the influence of alcohol will be suspended. On returning to the College they will be formally warned by the Principal that any repetition of this behaviour will result in dismissal.

Any student who, in the opinion of the Principal appears to be under the influence of illegal drugs, or who have brought illegal drugs into the College, will be immediately excluded. The Principal reserves the right to require students to undertake testing for drugs if, in the opinion of the Principal, it is appropriate to do so.

Each student will be issued with a copy of, and will be required to adhere to, the College's Student Handbook.

TERMS & CONDITIONS OF ABBEY DLD COLLEGES - OTHER MATTERS

Disclosure of information and confidentiality

From time to time the College maybe required to supply references to other educational establishments (for example Universities). Furthermore, students and/or parents consent to the College making use of information relating to the student whilst attending the College and after leaving the College for reasons connected to the ongoing management of the College. It is the College's general practice to include some images of students in the College prospectus, website and newsletters. Consent maybe withdrawn for the use of a student's image appearing in any such promotional material. The College will always comply with any applicable data protection legislation.

Insurance

The student is responsible for the security of their personal property at the College and in any College Accommodation. Students and/or parents are advised to arrange insurance cover for any such property.

Liability

Students are personally responsible for their own safety and are jointly and individually liable for any damage caused by them to the premises where they are taught. The College does not accept liability for accidental injury or other loss caused to the student or parents or for loss or damage to property unless such injury, loss or damage is due to the negligence of the College.

The College shall not be liable in the event of enforced closure due to circumstances beyond its reasonable control including, without limitation, force majeure, malicious damage, failure of technical facilities or infectious disease. The College shall ensure arrangements are implemented in a timely manner to ensure it can reasonably meet the education and welfare needs of the student.

All students are personally responsible for ensuring that they are entered correctly for examinations.

SENDING YOUR INTERNATIONAL ENROLMENT FORM

ABBAY COLLEGE BIRMINGHAM

10 St Paul's Square, Birmingham B3 1QU

T +44 (0) 121 236 7474

F +44 (0) 121 236 3937

adminbir@abbeybirmingham.co.uk

www.abbeybirmingham.co.uk

[CLICK HERE TO EMAIL THE FORM AND APPLY TO
ABBAY COLLEGE BIRMINGHAM](#)

ABBAY COLLEGE CAMBRIDGE

17 Station Road, Cambridge CB1 2JB

T +44 (0) 1223 578280

F +44 (0) 1223 519425

admincam@abbeycambridge.co.uk

www.abbeycambridge.co.uk

[CLICK HERE TO EMAIL THE FORM AND APPLY TO
ABBAY COLLEGE CAMBRIDGE](#)

ABBAY COLLEGE LONDON

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ABBAY COLLEGE MANCHESTER

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[CLICK HERE TO EMAIL THE FORM AND APPLY TO
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