



# APPLICATION FORM

Undergraduate funding

## FOR OFFICE USE ONLY

Student ID:	Advisor:
Programme:	
Admission officer:	Admission decision:

## 1 PERSONAL DETAILS

Surname:	DOB (dd/mm/yyyy):
First name:	Gender (Male/Female):
Preferred name:	Title (Mr/Mrs/Ms/Miss):
Permanent address:	Daytime contact no:
	Evening contact no:
Postcode:	Mobile:
Nationality (as in passport):	Fax:
Country of birth:	Email:
Country of permanent residence:	If holder of a UK entry visa, please state type (if applicable):
Date of arrival into the UK (if applicable):	



## 2 HIGHER NATIONAL DIPLOMA (HND) PROGRAMME

HND Business Management	<input type="checkbox"/>
HND Information Systems Engineering	<input type="checkbox"/>
HND Network Engineering & Telecommunication Systems (NETS)	<input type="checkbox"/>
HND Hospitality Management	<input type="checkbox"/>
HND Health & Social Care Management	<input type="checkbox"/>

## 3 INTAKE

May 2017	<input type="checkbox"/>
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## 4 FUNDING / SELF-FUNDING / STUDENT LOAN

Have you applied for student finance? (Yes/No)
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If **"yes"**, please provide us with...

Student Support Number (SSN):	Customer Reference Number (CRN):
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## 5 ENGLISH PROFICIENCY

Have you taken any English language examinations or standardised tests (e.g. TOEFL, IELTS, Cambridge, First Certificate, PTE)? (Yes/No)
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If **"yes"**, what score did you receive? (please attach evidence)

Did you study the final 2 years of schooling in English? (Yes/No)
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If **"yes"**, please provide the details below...

School name & address:	Country:
	Website/email/phone number:

**ST PATRICK'S**



Period of study (From – To dates):
Level of study:
Subjects studied:

**6 EDUCATION** (please list the qualifications you have or are studying for)

<b>Subject</b>	<b>Level</b> (e.g. GCSE, NVQ 2)	<b>Date</b> (when taken or to be taken)	<b>Grade</b>	<b>Expected grade (if not taken)</b>

Please continue on a separate sheet, if necessary.

**7 WORK HISTORY** (please enclose your CV with this application)

Company name & address:	Company name & address:
Position:	Position:
Start – End dates:	Start – End dates:



## **8 STATEMENT IN SUPPORT OF APPLICATION**

**Please provide a statement below on why you think you deserve a place on the course. You may wish to include the following items as a guide in the statement.**

- How is the course related to your previous or current studies, work or life?
- How the course will help you in the future?
- What you think you will learn on the course, including any particular subjects of interest?
- How prepared are you to dedicate time to succeed in the course, including what personal arrangements or sacrifices you might make to ensure you regularly attend and pass the course?
- What motivates you to follow this course?
- What qualities, qualifications and experience do you have to be able to do well in the course?

(Please write no less than 300 words. You may continue on an extra sheet if necessary)

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## 9 DECLARATION OF CRIMINAL RECORD

<p><b>Rehabilitation of Offenders Act</b> You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974).</p>
Have you ever had a criminal conviction? (Yes/No)
If <b>"yes"</b> , please specify:

## 10 STUDENTS WITH SPECIAL NEED(S)

<p>The information you provide will be held in confidence, and will not be seen by any third parties. It will be used only to monitor the operation of our Equal Opportunity Policy, and for normal academic and administrative purposes in accordance with the principles set out in the Data Protection Act. St Patrick's is committed to ensuring that every student is as comfortable as possible during their time with us.</p>
Do you have any medical or disability conditions that you wish to declare? (Yes/No)
If <b>"yes"</b> , please describe your conditions:
Taking in account the condition(s) that you described above, do you have any special requirements with regard to the examinations or materials that we will be providing in support of your studies (for example, large print or Braille transcripts)? (Yes/No)
If <b>"yes"</b> , please describe the special requirements that you believe you need:

## 11 TERMS & CONDITIONS

<p><b>1 Student warranties</b></p> <p><b>a)</b> You agree that all documents and information you provide are true and correct.</p> <p><b>b)</b> You agree that if You give Us incorrect, untrue or misleading information, You will be withdrawn from the course, and You will not be given a refund of any fees paid (whether those fees were paid directly by You or by someone else on Your behalf, including any tuition fee loan from Student Finance England).</p>	<p><b>c)</b> You state that you are a UK/EEA/Swiss national, and You are not subject to immigration control in the UK, and You ordinarily live in England.</p> <p><b>2 Disclosure to Student Finance England</b></p> <p>If You are in receipt of tuition fee loans and/or other funding from Student Finance England (SFE), the college reserves the right to disclose Your details, including academic progress and attendance rates, to SFE.</p>
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### 3 Programme fees

a) At the start of the course, You must pay either:

- The full tuition fee (inclusive of the minimum Deposit of 25% of the fee and advisory and student services fees);

OR

- A minimum Deposit payment of 25% of the total course fees and then two more instalments of 25% and 50% respectively, according to an agreed payment schedule.

**All Deposits you give Us are NON-REFUNDABLE. This means that if You change your mind after enrolling on a course, the Deposit paid (either by You or on Your behalf) CANNOT be refunded.**

b) If You do not pay Your fees as agreed, the college can:

- Report You to the authorities, including credit reporting agencies and the Student Finance England Fraud Department;
- Stop You from study and remove you from studying at the college.

**If You are expelled from your course of study by Us because of non-payment of fees or breaking Your student contract, You will not receive any refund of fees paid.**

c) You may ask Us to defer Your place on a programme by up to one academic year. If You ask us to defer your start date and We agree, You CANNOT then withdraw and receive a refund.

### 4 Refunds policy

a) Once You have been accepted and enrolled on the course You become immediately liable to make payment of the fees and no refunds or course transfers are allowed, other than in exceptional circumstances and at the college's sole and absolute discretion.

b) If You decide to withdraw from Your course, You must tell Us immediately. If You have already paid Us

in full, You will receive a partial refund, this depends on when You tell us You want to withdraw.

If You paid Us in full, we will refund:

(When You tell Us / Amount which We will refund)

- 30 days before the start date / 100% of the full fees less £150;
- Less than 30 days before the start date, but up to the end of the 2<sup>nd</sup> week of the first term / 75% of the full fees less £150;
- After the end of the 2<sup>nd</sup> week of the first term, but up to the end of the first term / 50% less £150;
- After the end of the first term, but up to the end of the 2<sup>nd</sup> week of the second term / 25% less £150;
- After the beginning of the second week of the second term / 0.

### 5 Published programmes

We reserve the right to alter published programmes, course dates, programme start dates timetables, change tutors, course specifications, the content of lectures and/or study materials and locations. PROVIDED THAT if we make a significant change to Your course, we will give you advance notice and the opportunity to withdraw from the course and receive a refund if You do not agree with the change.

### 6 Access to online resources

We do not guarantee the availability of the online resources and other added-value services due to reasons beyond Our control, including technical faults and limitations.

### 7 Student code of conduct

You are expected to conduct Yourself, at all times, in a manner which shows respect to the college and its staff, fellow students, members of the public and college property. If you breach the Student Code of Conduct, We may view this as gross misconduct, which may lead to Your expulsion from the college without any refund.





**8 Attendance**

a) You must attend 100% of Your scheduled classes (as per Your personal timetable). You must provide documentary evidence to excuse any absences due to ill health or personal circumstances. Such as a note from Your Doctor.

b) You may be expelled from the programme and will not be entitled to any refund if You (i) do not follow the attendance requirements (ii) fail to start the course as scheduled without prior notification to the college.

**9 Withdrawal**

You agree that You cannot change, defer or withdraw from the programme without prior consent from the college. If you want to change, defer or withdraw from the course, You must tell Us immediately. We will tell You if we agree to Your request to change, defer or withdraw. Any failure to start the course as scheduled, without Our prior approval, will lead to Your expulsion from the course without a refund.

**10 Exclusion & Limitation of liability**

To the extent permitted by law, We, other members of our Group of Companies and associated Parties

exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity. Our maximum Liability to You in contract or tort, shall be limited to the amount of fees You paid us (or was paid to Us on Your behalf).

**11 Data protection**

Your enrolment on a course of study requires sharing of personal information about You (including "Sensitive Personal Information") between Us and other members of our Group and service providers. You give Your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.

**12 Regular updates**

Please see our website for Full Terms & Conditions, the Attendance Policy and the Complaints Procedure. The college Terms and Conditions are subject to change. We communicate changes through updates to our website [www.st-patricks.ac.uk](http://www.st-patricks.ac.uk). You are advised to regularly check for updates. We will always tell You of any significant changes which affect Your enrolment.

**12 DECLARATION**

**I have read the above and I certify that the information provided and the statements made by myself are, to the best of my knowledge, true and accurate.**

- I hereby agree, if admitted as a student at St Patrick's, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.
- I agree to St Patrick's processing my personal data contained in this form, as well as other personal data that St Patrick's may obtain from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.

Date:

Signature (please sign by hand):