

International Application Form

**UK Border Agency
Highly Trusted Sponsor**

International Admissions
The University Centre
Bradford College
Great Horton Road
Bradford, West Yorkshire
BD7 1AY UK

+44 (0)1274 433 348

<http://international.bradfordcollege.ac.uk>



Bradford College
University Centre

International Application Form

Please read this form carefully before completing
ALL sections in BLOCK CAPITALS in BLACK INK

Step 1 YOUR DETAILS

Surname (Family name):

First/Given Name(s):

Title: (Mr/Mrs/Ms/Dr/Other) Date of Birth: / / Male Female
(please circle as appropriate)

Nationality: (as in passport) Passport No:

Permanent Home Address:

City/Town:

Postcode/Zipcode: Country of Residence:

Telephone: (include dialling codes) Mobile:

Email Address:

Visa Type (if applicable):

Visa Start Date: / / Visa End Date: / /

**Correspondence address if different to above (eg UK address if you are already living here).
All correspondence will be sent to this address unless stated otherwise.**

House No/Street:

City/Town:

Postcode: Telephone:

If your application is via an Educational Recruitment Agent please provide name and contact details of the agent:

Step 2 EDUCATION – PREVIOUS STUDY AND QUALIFICATIONS

**Please list all academic studies completed – most recent first; plus any studies still to be completed.
Attach certified copies of your certificates and transcripts of grades obtained.**

From MM / YY	To MM / YY	Institution of Study	Location	Full- Time	Part- Time	Qualification Achieved and Major Subject	MM / YY

Failure to enclose certified copies of certificate/qualifications (including IELTS/TOEFL) will delay your application.

Step
2

EDUCATION – PREVIOUS STUDY AND QUALIFICATIONS (cont.)

English Proficiency:

Was your secondary education delivered in English? Yes No

English Language qualification: (eg IELTS, TOEFL) Score/Grade
(if non-native speaker)

English Language Entry Requirements

Bradford College’s language levels are in line with the UK Border Agency’s Secure English Language Test (SELT) requirements, as follows:

- Degree level: B2 / IELTS 5.5 minimum across all 4 components or equivalent
- Below degree level: B1 / IELTS 4.5 overall (4.0 minimum across all 4 components) or equivalent

Other Secure English Language Test (SELT) qualifications may be accepted.

Minimum grades are required for each element, please visit the UKBA website for full details:
<http://ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf>

For IELTS, scores for each of the four test elements must be 4.0 or above for B1 level courses. They must be 5.5 or above for B2 (degree or above) level courses.

Step
3

COURSES/SUBJECTS FOR WHICH YOU ARE APPLYING

Name of Course or Subject (eg Business Studies)
(in order of preference)

Please indicate what level course you are applying for by ticking ✓ the relevant box below:

English Language	<input type="checkbox"/>	Higher National Diploma (HND) - 2 years	<input type="checkbox"/>
A Levels	<input type="checkbox"/>	Foundation Degree	<input type="checkbox"/>
National Diploma	<input type="checkbox"/>	Undergraduate Degree (BA / BSc / BEd / LLB)	<input type="checkbox"/>
National Award	<input type="checkbox"/>	Postgraduate Degree (MA / MSc / MEd / LLM)	<input type="checkbox"/>
Higher National Certificate (HNC) - 1 year	<input type="checkbox"/>	International Diploma	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

If you are applying for A Levels, please list the 4 subjects you would like to study:

Proposed start date: September: (insert year) January: (insert year) June: (insert year)
(please circle as appropriate)

Step

4

APPLICATION FOR POSTGRADUATE DIPLOMA (PgD) / MA / MSc / MEd / LLM COURSES ONLY

(This section must be completed by all applicants applying for postgraduate programmes.)

A) Please enter the Masters Programme Course Title:**B) If you are in employment please provide the following details:**Current Job Title: Full-time Part-time (please tick relevant box)Number of Years in Post: Name of Employer: Employer Address: Your Main Specialism: **Educational Reference**

Please enclose an educational reference letter with your application form. This must be on official headed paper.

C) Name of Referee: Position: Address: Email address: Tel No: **D) Personal Statement:** Please attach a separate sheet giving brief details why you have applied for the course, any further information which you believe will support your application, and any claim you want to make for accreditation of prior learning. (Between 500 and 1000 words.)Personal statement attached: Yes No (please tick relevant box)**E) Declaration:** Please ensure that the following declaration is signed and completed:**I certify that the information in this application is correct, and that the Personal Statement is my own work.**Signature: Date: / / **Dissertation:** Progression to the MEd/MA dissertation is normally contingent upon:

- a) successful completion of the required modules
- b) formal approval of a dissertation topic

Step

5

DISABILITY OR SPECIAL LEARNING NEEDS

Bradford College is committed to providing support to students with learning difficulties and/or disabilities.

Please help us to provide you with the support you may require to succeed in your studies.

Do you have a disability? Yes No (please tick relevant box)

(If YES please give further information):

Do you require special support on your course? Yes No (please tick relevant box)

(If YES please give further information):

Additional evidence of disability or special learning needs attached Yes No (please tick relevant box)Do you have any criminal conviction in any country? Yes No (please tick relevant box)

A Criminal Records Bureau (CRB) disclosure will be required for successful applicants to courses which include contact with children or vulnerable adults.

Step

6

DATA PROTECTION ACT 1998

I agree to the College processing personal data contained in this form or other data which the College may obtain from other sources. I agree to the processing of such data (including data described as Sensitive Data within the meaning of the Data Protection Act 1998) for any purposes connected to my studies or health and safety whilst on College premises or for any other legitimate reason including communication with me following completion of my studies.

In addition, I agree to inform the College's Central Services and International Centre of any changes to my international and local address and telephone details throughout the term of my studies.

Step
7

HOW DID YOU HEAR ABOUT OUR COLLEGE?

College Website: College Prospectus: Agent: Agent Name:

College Staff Visit: Education Magazine/Website: (state name)

Exhibition Fair: Newspaper Advertisement:
(state event organiser eg British Council) (state name of publication)

Other: (please state)

Step
8

DECLARATION

I certify that the information I have provided is complete and true.

Signature of Applicant:

Date: / /

Signature of Parent or Guardian:
(if applicant under 21 years of age)

Date: / /

Certificates – failure to enclose evidence of certificate/qualification documentation will delay your application.

Return this completed application form to: Bradford College, International Centre,
 Great Horton Road, Bradford, BD7 1AY, West Yorkshire, United Kingdom



REMEMBER TO INCLUDE:

- English Language qualifications
- Clear certified copies of examination certificates and transcripts (including copies translated into English)
- Art & Design courses only:* Copy of your portfolio (slide transparencies, photographs, CD ROM acceptable)
- Personal statement: Postgraduate (MA / MSc / MEd / LLM)*
- Educational reference (on headed paper)*

NOTE: An incomplete application will cause delays in processing time

Conditions of Application

Please ensure that you submit certified copies of the following documents with your application

- 1 All academic transcripts, including all High School results
- 2 English language test results
- 3 Copy of passport and evidence of any relevant work experience

If any of these documents are in a language other than English, please also provide a certified English translation of the documents

Welcome to Bradford College. The following Conditions of Enrolment are an integral part of your offer to study at Bradford College and should be read carefully before signing below. We look forward to receiving your application.

1. Application and Deposit

If the application is accepted, you will receive a written Offer Letter. To accept the Offer, you are required to pay a deposit as specified in the Offer Letter. The remainder of the fee will be payable at enrolment. Refunds of the deposit will be in accordance with the Refund Policy. Once Bradford College has received the deposit and all conditions of the Offer have been met, you will receive a Confirmation of Acceptance for Studies (CAS) letter confirming your place on the course. This CAS is an essential part of your visa application.

2. Payment of Fees

All fees, charges and accounts will be payable in advance as determined by Bradford College. Payment of tuition fees will be subject to any increase in tuition fees, which may be announced before the commencement of the course.

Fees are correct as at the time of printing. Bradford College reserves the right to vary its fees at any time.

3. Academic Progression

In order to progress within the course and to subsequent courses (offered by Bradford College), you will be required to meet prescribed academic attainment standards. You will be assessed throughout the course on an ongoing basis. This assessment will take into account course work, attendance and examinations.

Importantly, you must also meet the minimum English language requirement for entry into the relevant Bradford College programmes. It may require the successful completion of a Secure English Language Test (SELT).

You will be responsible for all costs associated with undertaking any SELT. You will only be eligible to sit the final examination for each module upon satisfactory performance and attendance and completion of all coursework. If you do not meet the academic attainment standards or English language proficiency requirements you will not be allowed to proceed with your original course but may be offered an alternative course or invited to withdraw from Bradford College without refund.

4. Attendance

You will be expected to attend all classes, submit all assignments and undertake all tests and examinations during a course and abide by all rules and Bradford College regulations that are in force at any time. Bradford College will monitor your attendance to ensure you attend at least **90%** of in-class contact hours. Failure to meet the prescribed attendance requirements may result in you failing the module and the programme. As a UK Border Agency Highly Trusted Sponsor, Bradford College is required to monitor and report poor attendance.

5. Refund Policy

If you accept the Offer Letter by payment of the deposit, it means a binding contract is created between you and Bradford College. Notification of cancellation or withdrawal from module(s), withdrawal or deferral from a programme of study (or part thereof) must be made in writing to Bradford College.

In the case of cancellation or withdrawal, the cancellation fee will be calculated as shown in the table below.

If your enrolment is terminated by Bradford College you will not be entitled to any refund of fees. Any fee refunds will be at the discretion of Bradford College.

Bradford College reserves the right not to offer a programme or specific modules previously made available at its own discretion. If you are unable to enrol on a similar course at Bradford College and the enrolment is cancelled then all fees will be refunded.

Refunds will only be made to the person responsible for the fees unless written authorisation is provided to the contrary from that person. Refunds will be made within 28 days of the end of the relevant semester. Refunds are made after calculating any damages or disbursements due, or any other incidental fees or charges and the applicable cancellation fees as per the table below.

Reason	Notification Period	Cancellation Fee
Visa refusal	Any time up to 4 weeks prior to commencement	£200
	Less than 4 weeks prior to commencement and after commencement	£400
Change of plans or cancellation	More than 10 weeks prior to commencement	£750
	Less than 10 weeks prior to commencement and after commencement	No refund

6. Deferment

If you wish to defer your admission until a later term Bradford College will hold the fees paid until commencement without charging a penalty. If you subsequently withdraw, the Refund Policy will apply as at the date Bradford College was advised in writing of your deferment.

7. Leave of Absence

If you wish to take a leave of absence from your course after enrolment and within the first four weeks of course commencement, Bradford College will hold the fees paid until the next semester. If you subsequently withdraw, the Refund Policy applies from the date Bradford College received advice regarding your leave of absence. If you apply for a leave of absence from the fifth week of the semester, your place will be held, but all tuition fees applicable to that semester will be forfeited.

8. Variation

No variation to these conditions is valid unless agreed in writing by International Centre, Bradford College, provided always that Bradford College reserves the right to make any addition, amendment or alteration to these conditions upon giving one semester's written notice of such change to all affected students, parents and guardians.

Bradford College may by written notice vary conditions of enrolment with immediate effect as may be necessary to comply with any law, regulations or amendment thereof, of the Government of Great Britain.

9. Termination

Your admission to Bradford College is conditional on acceptance of these terms and of the rules published by Bradford College from time to time. These are available from the International Centre. Bradford College may at its reasonable discretion impose sanctions, including suspension or termination. Bradford College reserves the right to terminate the enrolment of any student whose standard of conduct is unsatisfactory. There will be no refund of fees in cases of expulsion.

10. Data Protection

Any information provided to Bradford College may be held on computer and shall be used by Bradford College in accordance with UK Data Protection law.

11. Liability

Any reference in these terms to liability of the student shall also infer liability on the parents or guardian of the student and such liability is joint and several.

12. Student Declaration

I declare that the information I have supplied on this form is complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to obtain official records from any educational institution attended by me. I also authorise Bradford College to supply any relevant official records to educational institutions to which I am seeking admission, to government bodies and to parents or guardians if requested. I understand that Bradford College fees may increase. I accept liability for payment of all fees for tuition and accommodation as applicable.

Applicant's Signature

Date

Parent's Signature (If applicant under 21 years of age)

Date

Education Agency name:

I confirm that I have informed the applicant of Bradford College's Conditions of Application and these terms have been fully understood. The applicant has authorised me to sign this form on his/her behalf.

Agent's signature