

FOR OFFICE USE ONLY

Enrolment No: _____

Total Fee: _____ Fee paid: _____

Balance of fees: _____ Final payment date: _____

CONDITIONS OF ENROLMENT

Refund and Cancellation - Provided that notice is given in writing to the college at least 4 weeks before the course start date our refund policy is as follows -

- (a) A minimum course deposit of £250.00 is non-refundable and any accommodation, transfer and insurance etc charges incurred. All other fees may be refundable subject to these terms & conditions.
- (b) Original letters of acceptance and/or certificates of enrolment must be returned to the college before a refund can be made. No refunds will be made where the college's facilities are used to obtain travel permits/visas.
- (c) No refunds can be made once you have started your course.
- (d) Refunds are made at the discretion of Alpha Meridian College.
- (e) Overseas students will on production of a visa refusal (APP200) be refunded their course fees less the course deposit (£250.00) and any other expenses incurred by the college on behalf of the student.

College Rules

- (a) All students are required to attend classes regularly and on time during the period for which they have enrolled.
- (b) Alpha Meridian College reserves the right to vary timetables or cancel courses.
- (c) Alpha Meridian College reserves the right to exclude students whose conduct or behaviour is disruptive or whose attendance is unsatisfactory.
- (d) Students are responsible for the registration and payment of examinations fees. Students are advised to obtain insurance cover for their travel and stay in the UK.



Accredited by the British Accreditation Council for Independent Further and Higher Education

APPLICATION FORM

PLEASE AFFIX APPLICANT'S RECENT PHOTOGRAPH HERE

Application No. (Office use only)

Please complete this application form in **BLOCK CAPITALS** and in **black ink**

1. Personal Details

Title: Mr/Ms/Miss/Mrs: _____ Surname/Family Name: _____ First Name(s): _____

Nationality: _____ Date of Birth: DD / MM / YYYY Sex: Male Female

UK Home Address: _____ Overseas Home Address: _____

Postcode: _____ Postcode: _____

Telephone Number: _____ Mobile: _____ Fax Number: _____ Email: _____

2. English Language proficiency

A. What was your language of Secondary Education? _____

B. What language do you normally speak at home and work? _____

Applicants must demonstrate a level of competence in English language. Alpha Meridian College offers language tests and preparatory programmes to satisfy relevant entry requirements.

3. Course for which you are applying (Please tick the course you would like to enroll on)

- | | |
|--|---|
| <p>ACCA</p> <p>Fundamental Level</p> <p><input type="checkbox"/> Knowledge (F1 to F3)</p> <p><input type="checkbox"/> Skills (F4 to F9)</p> <p>Professional Level</p> <p><input type="checkbox"/> Essentials (P1 to P3)</p> <p><input type="checkbox"/> 2 Options from P4 to P7</p> <p>ABE Business Management</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma Part I</p> <p><input type="checkbox"/> Diploma Part II</p> <p><input type="checkbox"/> Advanced Diploma</p> <p>ABE Travel Tourism & Hospitality</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma Part I</p> <p><input type="checkbox"/> Diploma Part II</p> <p><input type="checkbox"/> Advanced Diploma</p> <p>IMIS</p> <p><input type="checkbox"/> Foundation Diploma</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Higher Diploma</p> | <p>Degree Programmes</p> <p><input type="checkbox"/> Degree Access Route</p> <p><input type="checkbox"/> BSc (Hons) Applied Business Computing</p> <p><input type="checkbox"/> BSc (Hons) Business</p> <p><input type="checkbox"/> BSc (Hons) Information Systems Management</p> <p><input type="checkbox"/> BSc (Hons) Management</p> <p>English Language (ESOL)</p> <p><input type="checkbox"/> Standard</p> <p><input type="checkbox"/> Intensive</p> <p><input type="checkbox"/> Academic English</p> <p><input type="checkbox"/> English for Business</p> <p><input type="checkbox"/> IELTS Preparatory Programmes</p> <p><input type="checkbox"/> Cambridge ESOL</p> <p><input type="checkbox"/> One-to-one tuition</p> <p>Summer Study (Jun - Sept)</p> <p><input type="checkbox"/> Standard</p> <p><input type="checkbox"/> Intensive</p> <p>Group Bookings</p> <p><input type="checkbox"/> Enquire at school</p> |
|--|---|

Course Start Date*: _____

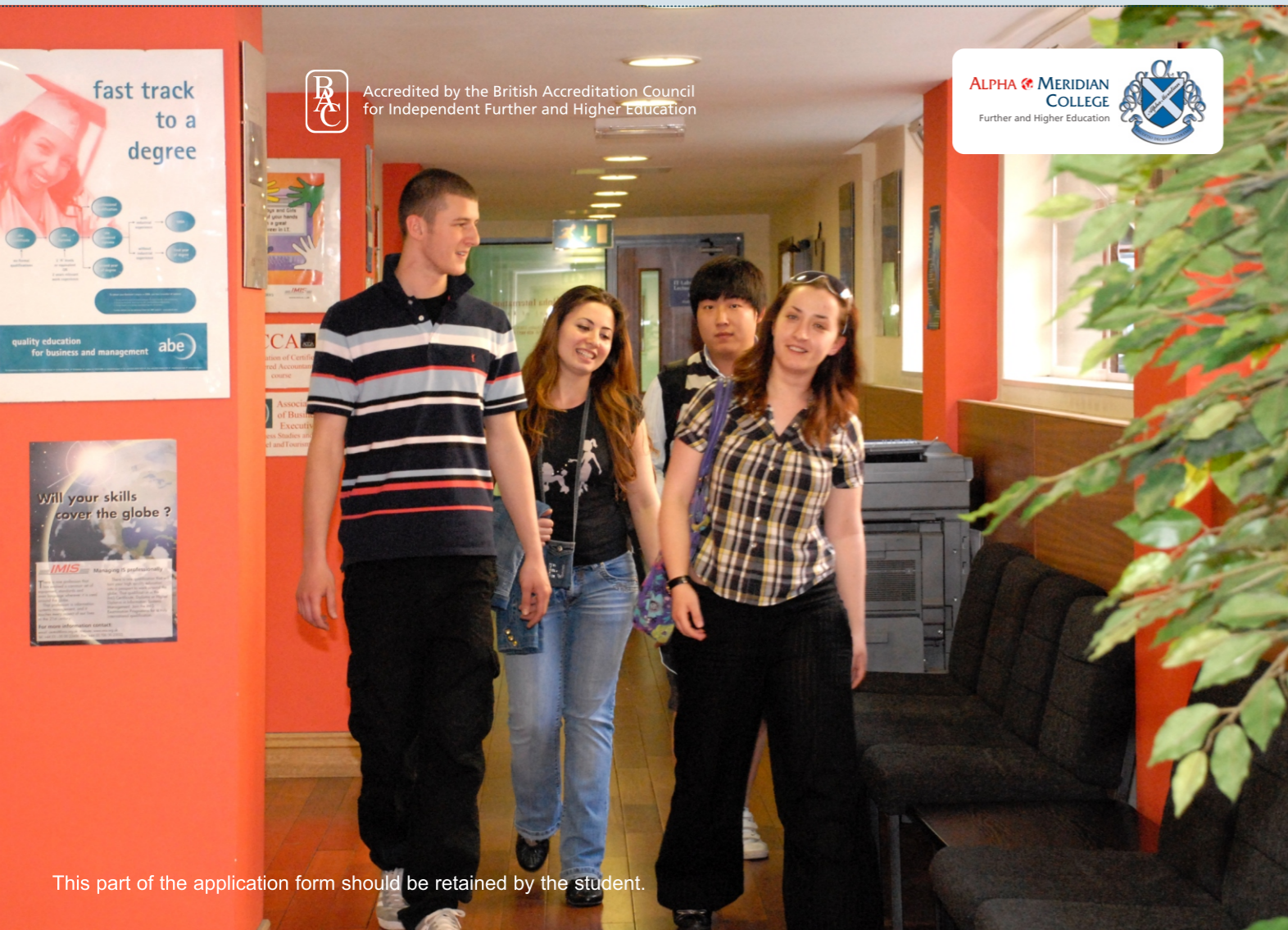
End Date: _____

Duration: _____

General English Courses
 * English courses commence on any Monday except bank holidays.

All other programmes commence in Sept, Jan, Apr, Jul.

Please contact college admission's office for degree programmes.



This part of the application form should be retained by the student.

4. Educational Qualifications

Please state most recent first and attach copies of certificates or transcripts where possible. For international students these should be in both original language and English. Do not send original certificates by post.

Qualifications achieved <small>Degree / Diploma / Certificate / A-Level / VCE / GNVQ / GCSE's</small>	Subjects(s)	Grades / Division / Class	Date Awarded

Continue on separate sheet if necessary. Please refer to the college prospectus to ascertain whether or not you satisfy course entry requirements. If you are not sure please contact the college Admissions Office.

5. What are your reasons for applying to follow your chosen course?

Do you require accommodation? Yes No (Please tick)

HOTEL

- Bed & Breakfast
 Guest House

CAMPUS LODGINGS

- Bed & Breakfast
 Half Board
 Self Catering

Accommodation start date: _____ End date: _____ Do you smoke: Yes No

Special requests: (Eg. no pets) _____

Do you require any airport transfer? Yes No

Please notify the college office at least 7 days prior to your arrival in the UK.

I require Alpha Meridian College to arrange health insurance.

I have arranged my own health insurance

It is strongly recommended that student insurance is taken out. Alpha Meridian College can arrange your insurance on completion of your enrolment and payment of relevant fees.

9. Medical Allergies / Disabilities

Please tick this box only if you have any medical allergies/ disabilities we should know about. Please give details -

10. Next of Kin

Please provide the name and address of the person we should contact in the unlikely case of an emergency.

Tel. _____

11. How did you hear about Alpha Meridian College

- Media Advertisement (Please specify) _____
 Recommended by a friend or an existing student
 (please give details if you wish) _____
 Passing by _____
 Other (please specify) _____

Name: _____

Address: _____

Applicants must provide evidence of their qualifications. This may be original or certified photocopies. If you fail to provide the required evidence Alpha Meridian College may not be able to offer you a place on the course you have applied for. Please also note that applicants must demonstrate that they are ready to study or train in English, otherwise they may be required to undertake one of our English for Academic or Foundation study programmes. **Applicants from overseas are required to pay 50% of course tuition fees before the college can process their application and issue letters of acceptance.**

12. Method of Payment

Cash / cheque / credit card / online or by bank transfer payable to Alpha Meridian College. I will not request a refund upon cancellation or failure to complete the course. I confirm my acceptance of Alpha Meridian College conditions of enrolment, rules & regulations outlined overleaf.

I have enclosed / will arrange full payment of my course fees plus any accommodation, airport transfer or other charges.

Amount £: _____

Signature: _____ Date: _____

(If student is under 18 signature of parent or guardian)

We welcome...



Complete this application form with your payment in full and return it to Alpha Meridian College before your start date. You can return this form by post, fax, email or in person at the College office.

CONDITIONS OF ENROLMENT

Refund and Cancellation - Provided that notice is given in writing to the college at least 4 weeks before the course start date our refund policy is as follows -

- A minimum course deposit of £250.00 is non-refundable and any accommodation, transfer and insurance, etc charges incurred. All other fees may be refundable subject to these terms & conditions.
- Original letters of acceptance and/or certificates of enrolment must be returned to the college before a refund can be made. No refunds will be made where the college's facilities are used to obtain travel permits/visas.
- No refunds can be made once you have started your course.
- Refunds are made at the discretion of Alpha Meridian College.
- Overseas students will on production of a visa refusal (APP200) be refunded their course fees less the course deposit (£250.00) and any other expenses incurred by the college on behalf of the student.

College Rules

- All students are required to attend classes regularly and on time during the period for which they have enrolled.
- Alpha Meridian College reserves the right to vary timetables or cancel courses.
- Alpha Meridian College reserves the right to exclude students whose conduct or behaviour is disruptive or whose attendance is unsatisfactory.
- Students are responsible for the registration and payment of examinations fees. Students are advised to obtain insurance cover for their travel and stay in the UK.

Payment

Payment may be made by banker's draft or bank transfer in £ Sterling, cheque payable to: Alpha Meridian College

Bank : Natwest

Sort Code : 60 06 20

Account No : 31137342

IBAN : GB19NWBK60062031137342

or by cash, credit card / debit card or traveller's cheque at the college's office. Please note that charges incurred by the college bankers must be borne by the student.

Please return the application form to:

Alpha Meridian College
Meridian House, Greenwich High Road
Greenwich, LONDON SE10 8RT
Tel: +44 (0)20 8853 5697 / +44 (0)20 8853 4111
Fax: +44 (0)20 8858 5553, Email: info@alphameridian.co.uk

Registered in England & Wales. No. 6261289