



# General & Academic English / IELTS / Trinity Non-EU STUDENT APPLICATION FORM (EFL)

rev: April 2016

Please complete this form CLEARLY in CAPITAL LETTERS using BLACK INK. The form contains information, which will be held on your student records; it is important that you COMPLETE ALL SECTIONS as accurately as possible.

Student Reference Number
(official use only)

PLEASE ATTACH TWO PASSPORT- SIZED PHOTOGRAPHS OR INCLUDE A SCANNED COPY WITH AN EMAILED APPLICATION
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## PERSONAL DETAILS

Title:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr.	<input type="checkbox"/> Other (Please Specify)
First (Given) Name:	Nationality:			Country of Birth:		
Middle Name(s):	Gender:		<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Last (Family) Name:	Date Of Birth:			DD/MM/YYYY		
Passport No:	Passport Expiry Date:			DD/MM/YYYY		
Email:	Mobile Number (Home Country):					
Address In Home Country:	Address In UK (If Known):					
Street	Street					
Town	Town					
City / State	County					
Country	Postcode					
Telephone	Telephone					
Will this be your address whilst studying? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you need a visa to study in the UK?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (Tier 4 Student Visa)	<input type="checkbox"/> Yes (Student Visitor)			
Are you applying as a Student Dependent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes				

## EDUCATION PLANS (where applicable)

Please see website or prospectus for details of all current courses		
Course Code:	Start Date:	DD/MM/YYYY
Course Title:	End Date:	DD/MM/YYYY

## ACADEMIC DETAILS

Please give details of all achievements from school onwards with most recent first. If you are awaiting results, please indicate in the date column and give the result you expect to achieve

Dates (From/To)	Academic Institution	Address	Course/Qualification	Awarding Body	Grade/Level



## EMERGENCY CONTACT DETAILS

Address In Home Country: Name Of Contact Relationship Street Town City / State Country Telephone	Address In UK (If Known): Name Of Contact Relationship Street Town County Postcode Telephone
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## ADDITIONAL INFORMATION

Do you have any special needs for which support or facilities may be required? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span>
If Yes, please provide details:
How did you hear about Leicester Language Academy? <input type="checkbox"/> Web search <input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Advert <input type="checkbox"/> Agent <input type="checkbox"/> Other (please specify)
Will you require a taxi transfer from your arrival airport to Leicester at £125? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
Will you require help with accommodation in Leicester (either rental or home stay)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>

## TERMS AND CONDITIONS

Please read the following:

1. Enrolment on a course at Leicester Language Academy constitutes a binding agreement on the student to attend all classes, lectures and examinations and to abide and comply with the Academy's rules and regulations. As a student you will also be expected to submit all written work before the deadline and pay any prescribed exam or other fees before the specified deadline.
2. Applicants who satisfy entry requirements and pay the advance tuition fees will receive a unconditional offer letter to study at Leicester Language Academy.
3. The tuition fee includes a non-refundable Registration fee of £150.
4. Fees and charges must be paid in full to Leicester Language Academy. Students will not be permitted to commence the relevant course or semester until fees and charges are paid in full.
5. Once a student has arrived in the UK, a minimum of one term's notice (in writing) is required, or payment of fee in lieu of notice, whether or not the student continues to attend lessons. If withdrawal is due to refusal of a visa extension then less notice may be accepted at the discretion of the Directors as long as full written details are provided prior to the start of the course. Where withdrawal is due to illness, if the student has taken out comprehensive insurance they may be able to claim a refund accordingly. Notice of withdrawal must be given in writing and is effective from the date it is received by the registrar.
6. If a student's application for a visa is refused, Leicester Language Academy will refund the student's tuition fee less the £150 Registration fee, provided all the following conditions are met:
  - a. The student has informed the Academy in writing of his/her inability to start the course at least two weeks prior to the commencement date of the course
  - b. That the visa application met UKVI requirements
  - c. The student has not entered the UK
  - d. The Academy is provided with the original letter issued by the British Embassy confirming the grounds for refusal.
  - e. The student has not appealed against the refusal of the visa; if an appeal has been lodged, the fees will be refunded only after receiving documentary evidence that the appeal has been dismissed
  - f. The original SVV letter or CAS letter and receipt for the fees paid are returned to the Academy in their original form
  - g. That the claim for a refund is made within 3 months of the documented refusal decision
7. The student is responsible for paying any Examination fees directly to the awarding body before the specified deadline.
8. The information on Leicester Language Academy's prospectus is correct at the time of printing and students are advised to contact the Academy to confirm course availability and fees.
9. Leicester Language Academy endeavours to start each course on the specified date and reserves the right to delay, modify or withdraw any course after the published start date for any reason without prior notice. An alternative course or subject will be made available or a pro-rata refund of the course fees returned.
10. Leicester Language Academy takes attendance extremely seriously and has a 100% attendance expectation

(excluding authorised absences). Additionally and in consideration of UKVI requirements, Leicester Language Academy has set a requirement that for overseas (non-EEA) students on a student visa, must maintain a minimum of 95% attendance record and that failure to do so may result in exclusion from Leicester Language Academy and this fact reported to UKVI. Overseas (non-EEA) students on a student visa must attend a minimum of 15 hours full-time study plus tutorials and directed study on site per week.

11. If a student is absent through ill health, a medical certificate must be supplied.
12. Leicester Language Academy will not tolerate any student in breach of UKVI rules. If the student stops attending we will not fail to withdraw the student from the Academy.
13. Students must notify the college immediately if there is any change in personal details from those provided in the Application or Enrolment Form.
14. A student supplying false information will not be accepted.
15. The information supplied in the Application Form will be used by Leicester Language Academy for application assessment, enrolment and reporting purposes and some of the information will be stored on the Academy's computer system. Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you. We will only use personal information you supply to us for the reason that you provided it for. We will only hold your information for as long as necessary to fulfil that purpose. We will not pass your information to any other parties unless this is made clear to you at the time you supplied it. Your information may be passed onto the UKVI in line with immigration requirements. All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.
16. **The student should only pay the fees directly to Leicester Language Academy (please ask for full account details) and should not pay fees into a third party's accounts. Fees should be paid by electronic funds transfer, bankers draft or cheques, all made payable to 'Leicester Language Academy'.**

BACS payment to:

Bank:	Barclays Bank Plc.	Account Name:	Leicester Language Academy
Sort Code:	20-49-08	IBAN:	GB84 2049 0873 2942 42
Account:	73294242	SWIFTBIC:	BARCGB22

## DECLARATION

I confirm that I have read and completed all required sections in this form and read the questionnaire and declare that the statements made by me are correct and honestly provided. In signing the application form I agree that I have read and fully understand the terms and conditions and agree to be bound by them.

Signature:

Full Name:

Date:

DD/MM/YYYY

Please send the completed form to the following address:

Postal: Leicester Language Academy  
23, New Walk, Leicester, LE1 6TE, United Kingdom

E-mail: admissions@leicesterlanguageacademy.co.uk

## STUDENT CHECKLIST

Before submission, please check and confirm that you have completed or attached the following:

- Completed Application Form with all sections complete
- Original or officially certified copies of any educational certificates or transcripts and additional supporting documentation
- 2 x photographs (or a scanned image if applying online)
- Copy of main visa holder's passport (those pages including the photograph and personal details)
- Copy of dependent's passport (if applicable)
- Have you read the Terms and Conditions and signed the declaration?**

## OFFICE USE ONLY

Has the student provide the following information:

- Completed Application Form with all sections complete
- Copies of any educational certificates or transcripts
- Additional supporting documentation
- 2 x photographs (or a scanned image if applying online)
- Copy of main visa holder's passport (those pages including the photograph and personal details)
- Copy of dependent's passport (if applicable)

Has the student:

- Completed the Confirmation of Understanding?
- Signed the declaration?

Have the following documents been issued:

- Offer Letter
- Letter of Acceptance (student visitor applications only)
- CAS Letter