



Modern Foreign Language (MFL) APPLICATION FORM FOR EU STUDENTS

Leicester
Language Academy

This form contains information which will be held on student records;
PLEASE COMPLETE ALL SECTIONS as accurately as possible.

Student Reference Number:
(Office use only)

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 or National I.D. No:	Passport Expiry Date: DD/MM/YYYY
Email:	Mobile Number (Home Country):
Address In Home Country: Street Town City / State Country Telephone	Address In UK (If Known): Street Town County Postcode 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	

LANGUAGE PLANS (where applicable)

Please see website or prospectus for details of all current courses	
Subject:	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

ACADEMIC REFERENCE (where applicable)

Where necessary, a reference may be requested in confidence; please provide the details of somebody who can reflect your academic ability and suitability for the course

Name (1):	Organisation:
Email:	Position:

Name (2):	Organisation:
Email:	Position:

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. 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.
3. Where applicable the student is responsible for paying any examination fees directly to the awarding body before the specified deadline.
4. 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.
5. Leicester Language Academy takes attendance extremely seriously and has a 100% attendance expectation (excluding authorised absences). Students are expected to meet the attendance requirements of their sponsor.
6. If a student is absent through ill health, a medical certificate must be supplied.
7. 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.
8. Students must notify the Academy immediately if there are any changes in personal details from those provided in the Application or enrolment Form.
9. A student supplying false information will not be accepted.
10. 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. Leicester Language Academy aims to be compliant with the Data Protection Act 1998 and 2018 General Data Protection Regulation (GDPR). We have a legal duty to protect and respect 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. Upon request, if you require further information, please refer to our Privacy Policy 2019. The Privacy statement has been prepared based on provisions of multiple legislations, including Art.13/14 of Regulation (EU) 2016/679 (General Data Protection Regulation).
11. Refunds can only be made by completing the academy refund application form. Any refund will be paid back through the bank account that was used to make the initial payment. No cash refunds will be given and must be paid back through a bank and may be subject to a charge as applied by the bank. If a student terminates their agreed programme of study early for reasons beyond their control, and a partial refund of fees is agreed, this will be subject to a minimum £50.00 administrative charge which would be in addition to the application of the initial £150 administration fee if this was waived.
12. **The student should only pay the fees directly to Leicester Language Academy (and should not pay fees into a third party's accounts. Fees should be paid via the Academy website or 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:	20-49-17	IBAN:	GB95 BARC 2049 1720 8947 88
Account:	20894788	SWIFTBIC:	BARCGB22

CONFIRMATION OF UNDERSTANDING

Please mark 'X' to indicate that you have read, understood and agree with the following questions:

Have you applied to Leicester Language Academy through an agent? No Yes

If yes, please supply the agent name: _____

Were you informed fully about the courses offered at Leicester Language Academy and its location?

If you applied to the Leicester Language Academy through one of our advisers, what was their name (where applicable)?

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: info@LeicesterLanguageAcademy.co.uk

STUDENT CHECKLIST

Before submission, please 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 that has been requested
- 2 x photographs (or a scanned image if applying online)
- 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)

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)