

David Game

Higher Education Centre

Application Form



PERSONAL INFORMATION

| | | |
|--|------------------------------------|---|
| Family Name : | | Please attach A recent photograph |
| Other Names : | | |
| Title : Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> | Date of Birth : / / | |
| Nationality : | Passport Number : | |
| Country of Permanent Residence : | | |
| If UK/England, how long have you been resident here? | | |
| Permanent Address : | | Address for Correspondence (if different) : |
| Telephone : | | Telephone for Correspondence (if different) : |
| Mobile : | | Email : |

SPONSOR / PARENT / GUARDIAN

(Please leave blank if not applicable)

| | |
|-------------------------|---------|
| Name : | |
| Profession / Position : | |
| Address : | |
| Telephone : | Fax : |
| Mobile : | Email : |

FINANCIAL SUPPORT

How do you intend to finance your studies and who will be responsible for you fee and living expenses?

☐ Student Loans Company (SLC) ☐ Self/ Private ☐ Sponsor ☐ Other.....

COURSE APPLIED FOR

| | | | |
|--|---|---|---|
| <input type="checkbox"/> HND Business Management | <input type="checkbox"/> HND Business | <input type="checkbox"/> HNC Business | <input type="checkbox"/> HND Travel & Tourism |
| <input type="checkbox"/> HNC Travel & Tourism | <input type="checkbox"/> HNC Hospitality Management | <input type="checkbox"/> HND Hospitality Management | <input type="checkbox"/> Other |

COURSE START DATE

| | | | |
|---|---------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> September 2013 | <input type="checkbox"/> January 2014 | <input type="checkbox"/> April 2014 | <input type="checkbox"/> July 2014 |
|---|---------------------------------------|-------------------------------------|------------------------------------|

ENGLISH LANGUAGE LEVEL

(Please enter, as and if appropriate, a score or grade against the following)

| | |
|---------------------------------|---------------------------------|
| GCSE / O Level | IELTS (Level / Date Taken)..... |
| TOEFL (Level / Date Taken)..... | Other |

EDUCATION AND CAREER PLANS

What are your plans after studying at David Game College? Also complete the attached "Statement & Purpose".

☐ BA/BSC Top-Up at University ☐ Employment ☐ Undecided ☐ Other

PREVIOUS EDUCATION

NOTE: you may be asked to provide proof/ references

| Qualifications | Awarding Body | Date Awarded | Results/ Grade | Subjects Passed |
|----------------|---------------|--------------|----------------|-----------------|
| | | | | |

WORK EXPERIENCE

NOTE: you may be asked to provide proof/ references

| Job Title | Main responsibilities | Full/ Part Time | From mm/yy | To mm/yy |
|-----------|-----------------------|-----------------|------------|----------|
| | | | | |

ENQUIRY SOURCE

Please tell us how you found out about David Game College?

| | | | | | |
|---|-----------------------------------|---|-------------------------------------|---|------------------------------------|
| Our website <input type="checkbox"/> | Agent <input type="checkbox"/> | Advertisement <input type="checkbox"/> | Leaflet <input type="checkbox"/> | British Council <input type="checkbox"/> | Friend <input type="checkbox"/> |
| Please give further details | | | | | |

ACCOMMODATION

(If you require the College to arrange accommodation, please state which you prefer)

| | | | |
|---|---|--------------------------------------|----------------------------------|
| College Residence (Single Room) <input type="checkbox"/> | College Residence (Shared Room) <input type="checkbox"/> | Homestay <input type="checkbox"/> | None <input type="checkbox"/> |
|---|---|--------------------------------------|----------------------------------|

MEDICAL / OTHER HISTORY

Are there any special medical circumstances that we should be aware of? (If yes please state)

| | |
|---|-----------------------------|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have any criminal convictions? (If yes please state) | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |

UNDERTAKING

I agree to abide by college rules and regulations and have read and understood the attached Terms & Conditions:

| | | |
|-----------------|--------------|------------------------|
| Full name | Signed | Date/...../..... |
|-----------------|--------------|------------------------|

Please ensure that every section of this form is completed and return it to:
DG HE Centre, David Game College, David Game House, 69 Notting Hill Gate, London, W11 3JS, UK

Tel: +44 (0) 207 221 6665 Fax: +44 (0) 20 7243 1730 btec@davidgamecollege.com www.davidgamecollege.com

STATEMENT OF PURPOSE (SoP)

Please use this section to provide information to support your application. Include your reasons for choosing this course and David Game College and explain the benefits you hope to gain. We would like to hear about what has motivated you and what your future ambitions are, i.e. employment or further studies (e.g. BA/BSc Top-Up Degree).

[illegible]

For office use only:

.....

.....

.....

Students - Please do not write anything in this section. It is intentionally blank for use by College staff only.

[illegible]

TERMS & CONDITIONS

All students must ensure that they read the following terms and conditions of admission before they sign the application form.

General

1. Courses at David Game College Higher Education Centre are open to applicants aged 18 and over.
2. Enrolment on a course, together with the payment of the fee, constitutes a binding agreement on the student to follow the course and pay the full tuition fees.
3. The minimum entry requirements for each course are set out in the College prospectus and Website.
4. The College reserves the right to change the dates, times, locations and tutors of the courses, and to make changes in regulations, syllabus, fees, etc. without prior notice. The College reserves the right to cancel or reschedule a course, if there is insufficient demand. If the course for which an application is made is cancelled for whatever reason, students will be offered an alternative course or a refund of fees.
5. The College will not facilitate any student who is in breach of the immigration rules. If a student is required by the immigration authority to leave the UK due to non/poor attendance or due to any breach of law, tuition fees paid will not be refunded.
6. Prices are subject to change and we reserve the right to charge additional amounts to reflect any pricing changes taking effect before course commencement date(s).
7. Study materials, exam fees and other third party registration charges are not included in the tuition fees unless stated otherwise.
8. Students who do not meet attendance requirements and do not show satisfactory academic progress will not be permitted to enrol for another course. Students wishing to extend their visa will not be issued with a CAS number unless they: meet the course entry requirements and apply for a new course as necessary; pay the required course fees on re-enrolment; have met the College's attendance requirements, have made satisfactory academic progress and have met all other visa and UKVI requirements.
9. Courses are not transferable between students.
10. Students must keep the College informed of any change to their contact or personal details.
11. Behaviour that puts other students and staff at risk or in a harmful/dangerous situation will not be tolerated and may lead to expulsion.
12. If a student is unhappy with any aspect of the course or the College, the student can make a complaint by using the complaint form available at the College VLE or from the College reception.
13. The information in this application form is correct at the time of going to print. However, it is subject to change at any time without notice.

Payments

14. UK/EEA students
Privately funded UK/EEA students wishing to enroll need to pay a deposit towards fees of £250 on the day they are accepted. At latest, one month before the start of the course, this deposit needs to be raised to £1000, i.e., a further £750 must be paid. Fees must be paid yearly in advance or in two installments at the start of Terms 1 and 2. Student Finance – Candidates who are applying to the Student Loans Company (SLC) for a course fee loan and/or maintenance loan/grant, will not be required to pay a deposit. Students under the 'student finance' route will have their fees paid directly to the college by the SLC. However, a registration and BTEC assessment fee of £150 will be payable by students upon course commencement. At the start of Year 2 a further £100 BTEC assessment fee will also become due.
15. International students
Students wishing to enroll need to pay a deposit towards fees of £250 on the day they are accepted. At latest, one month before the start of the course, this deposit needs to be raised to £1000, i.e. a further £750 must be paid. Overseas students requiring a student visa must have paid the required deposit of £3000 towards fees, before Confirmation of Acceptance for studies (CAS) can be issued – plus a further £200 if they wish to reserve college accommodation. The balance of fees must be paid on or before course commencement. If an overseas student provides proof that the student visa has been refused, then all fees paid will be refunded, except for the non-refundable registration fee of £100. In all other cases, deposits paid are non-refundable, except at the discretion of the Principal.
16. All bank charges must be paid by the student.

Cancellations and Refunds

Note: Once a student has been enrolled on a course they become 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 discretion. Furthermore, any deposits paid are non-refundable. It should also be noted that for students on loans from the SLC, where payment of course fees is made directly to the college by SLC on a termly basis, if a student fails to return for studies after a term has started, the college will still claim payment from SLC for that term as per these terms and conditions.

17. Tuition fees are non-refundable after the commencement of the course.
18. Students who do not require a visa can cancel their application provided that the College receives written notification at least one month prior to the course commencement date. In such a case, the College will refund any paid fees apart from the registration/deposit fee.
19. Students who require a visa can cancel their application provided that the College receives written notification and the student has not been given a CAS Number or any other acceptance documentation. In such a case, the College will refund any paid fees apart from the registration/deposit fee.
20. Once a visa national student has been given a CAS Number or any other acceptance documentation issued by the College, no refunds or course deferrals are permissible, except in the case of visa refusal subject to meeting the criteria detailed below.

21. If a student has been refused a visa to enter the UK, the fee paid will be refunded within 28 working days from the request date, apart from the sum of £100 to cover administrative costs, provided the following conditions are met:
 - a. The student has not entered the UK.
 - b. The student has completed the College's refund form available from the Admissions Office.
 - c. The student provides the College with the original visa refusal letter issued by the British Immigration Authorities.
 - d. If the student has submitted an appeal/administrative review, the fee will only be refunded once the College receives documentary evidence that the appeal/administrative review has been dismissed.
 - e. All original documents and receipts for fees paid issued by the College have been returned to the College.
 - f. If a student's visa has been refused due to forged documents or any other breaches of the immigration law, there is no refund.
22. If the student has obtained a visa using the College's official documents and then decided not to follow the course at the College, fees paid will not be refunded.

Course Deferrals

23. Students who do not require a visa can request a deferral of their course once, provided that the College is informed by the student in writing at least one month prior to the course commencement date. Students, who require a visa can defer their course once, provided the College has received written notification and has not provided the student with a CAS Number or other official acceptance documentation for their visa application.

Awarding body registration and exams/assignments

24. Awarding body registration and exam/assignment fees are not included in the tuition fees, unless stated otherwise. However, it is compulsory for students to register with the awarding body of their course and participate in external exams/assignments on the dates set by the awarding body.
25. It is the student's responsibility to ensure that external examination/assignment entries are submitted on time to the appropriate examining body, and that registration/examination/assignment fees for the examination board are paid in full.
26. Students who fail to pass an exam/assignment may be allowed to re-sit as per the College's Assessment Policy. Any re-sits opportunities must conform to UKVI limitation requirements.

Attendance

27. Every student agrees to maintain regular attendance. Any absence must be reported to the College in writing.
28. Overseas students on a student visa are required to attend a full-time course of a minimum of 15 hours per week (day-time study). If a Tier 4 student misses ten expected consecutive contacts, the student's low/non-attendance will be reported to the UKVI and the student will be excluded from the College.
29. The College will not provide any official documentation (e.g. attendance reports, certificates, official letters) to students whose attendance is low.
30. Any absence should be supported by sufficient evidence such as a medical certificate.
31. Please refer to the attendance policy on the College VLE for further details.

Visa Extensions

32. Students who require a visa to study in the UK must not let their student visa expire whilst in the UK. It is the students' responsibility to make arrangements to extend their visas. Students must make arrangements well in advance of their visa expiry date (approximately three months) if they wish to make an application for further leave to remain.
33. To obtain a CAS Number students must make an appointment with one of the Admissions Officers.

Data Protection

34. Your contact details may be passed to survey contractors to carry out National Student Surveys (NSS) and surveys of student finances on behalf of some organisations. These organisations and their contractors will use your details only for that purpose and will then delete them. Data collected and used will be in compliance with the Data Protection Act 1998. You may also be contacted or included in longitudinal surveys of leavers in the years after you graduate. If you do not wish to take part in any of these surveys, please tick here ____.
35. Every year the College will send some of the information held about you to the Higher Education Statistics Agency (HESA). HESA is a registered charity and operates on a not-for-profit basis. HESA uses this information in its own right, for example to publish statistics about students in higher education and administrative uses. HESA may link information (linked data) the College has provided to other related datasets such as UCAS, NSS and the Student Loans Company. All uses of your HESA information and linked data must comply with the Data Protection Act 1998. HESA may use your sensitive information, such as, disability status, ethnicity, religion, etc, to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act. Your sensitive information will not be used to make decisions about you.
36. The College confirms that applications are normally confidential between: i) the applicant; ii) the college and its associated members within the 'college group'; iii) the referee(s) if appropriate; iv) the relevant administrative staff at the college, including Admissions; Student Services and IT Support; v) the applicant's previous school, college, employer, etc (where appropriate); vi) the applicant's parents/sponsor/guardian (where appropriate); vii) the relevant examination board or awarding bodies; viii) banks, Student Loans Company, or other sponsoring body; ix) the recruitment agent (if relevant) involved in the application; xi) HEFCE, HESA, NSS, BIS, and xi) in the case of international applicants, the British Council, UKVI, StudyUK, BAC or appropriate agency. However, the College will endeavour to detect and prevent fraud, and has the right to give outside organisations, including the Police, the Home Office, local authorities and relevant government agencies, information from the applicant's form.