

DLD COLLEGE LONDON

APPLICATION FORM

Name of Student: _____

APPLICATION FORM

PLEASE COMPLETE THIS FORM AS FULLY AND ACCURATELY AS POSSIBLE
AS INFORMATION WILL BE USED FOR EXAMINATION ENTRANCE

Photograph to be
provided when student
arrives at the college

PERSONAL INFORMATION

1) STUDENT DETAILS:

Family name _____ Male Female
 First name(s) _____ Preferred name: _____
 Date of Birth _____ (dd/mm/yyyy)
 Address _____
 Town _____ Country _____ Post Code/Zip Code _____
 Email Address _____ Skype _____
 Tel No _____ Mobile _____
 Nationality _____ Passport Number _____ Start Date _____ Expiry Date _____
 Home Language _____ Other Languages _____

2) PARENT/GUARDIAN DETAILS:

Parent 1: Family name _____ First name _____ Title (Mr/Mrs/Ms/Dr/Prof) _____
 Relationship to student _____ Address (if different from above) _____
 Town _____ Country _____ Post Code/Zip Code _____
 Email Address _____ Tel No _____ Mobile _____
 Contact above in an emergency: Yes No
 Preferred email for reports/invoices: Yes No
Do you wish to receive: Invoices Reports Absence alerts
Parent 2: Family name _____ First name _____ Title (Mr/Mrs/Ms/Dr/Prof) _____
 Relationship to student _____ Address (if different from above) _____
 Town _____ Country _____ Post Code/Zip Code _____
 Email Address _____ Tel No _____ Mobile _____
 Contact above in an emergency: Yes No
 Preferred email for reports/invoices: Yes No
Do you wish to receive: Invoices Reports Absence alerts

3) DETAILS OF PERSON WHO WILL BE PAYING THE TUITION FEES:

Name of the fee payer _____ Occupation _____
 Address (if different from above) _____
 Town _____ Country _____ Post Code/Zip Code _____
 Email Address _____ Tel No _____ Mobile _____

ETHNIC ORIGIN:

6) Please tick the box which best describes your ethnicity. In cases of mixed heritage please give details where asked:

White - British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Any other White background: (please specify)	<input type="checkbox"/>	Any other white ethnic background: (please specify)	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
<hr/>					
White & Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Any other Asian background: (please specify)	<input type="checkbox"/>
<hr/>					
White & Black African	<input type="checkbox"/>	Any other ethnic background: (please specify)	<input type="checkbox"/>	Any other Mixed background: (please specify)	<input type="checkbox"/>
<hr/>					
White & Asian	<input type="checkbox"/>	Ethnic background unknown:	<input type="checkbox"/>		

MEDICAL HISTORY

It is important, for your health and welfare, during your study at an Abbey DLD College that these questions are answered comprehensively. Your application will not be prejudiced in any way. If you wish to give details in confidence please contact the Principal of the College.

7) Please provide details of any physical problems or illness which you feel may affect your progress at college (e.g. deafness, defective vision, heart problems, nervous disposition, allergies etc). Please attach an additional sheet if more space is required to explain the problem.

7.1 Do you have any allergies? Yes No
 If yes, please specify _____

7.2 Are you currently taking any medication or receiving medical treatment? Yes No
 If yes, please specify _____

7.3 Do you have a registered disability? Yes No
 If yes, please specify _____

7.4 Do you suffer/have you ever suffered from a major illness? Yes No
 If yes, please specify _____

7.5 During your study at an Abbey DLD College, you will be required to register with a local UK doctor. If you require any medical treatment during this time, that will only be undertaken by a qualified healthcare professional. In emergencies, First Aid may be provided if necessary at the College. If you do NOT want your son / daughter / ward to receive First Aid, please give your reason(s):

MEDICAL EVIDENCE

7.6 Is current up to date medical evidence available? Yes No
 If yes, please supply a copy to the college

SEN

7.7 Do you have special educational needs? Yes No

If yes, please specify _____

REPORT

7.8 Is an Educational Psychologist report available from Year 9? Yes No

If the answer is yes, please supply a copy to the college

If your answer is no, please complete the following two questions:

7.9 Is there a report available prior to Year 9 or age 14? Yes No

7.10 Is there a school assessment available from a specialist teacher/SENCo? Yes No

USE OF A WP

7.11 Do you normally use a WP in exams? Yes No

7.12 Do you bring in your own laptop to use in classes daily? Yes No

7.13 Do you consider this to be your normal way of working? Yes No

EXTRA TIME

7.14 Has extra time been permitted in any previous exams? Yes No

If yes, please state for what reason _____

Please note that due to strict guidelines requested by the Joint Council for Qualifications (JCQ) that if a report from year 9 or above is not available, it will be necessary to have an update assessment report carried out by an Educational Psychologist or by a specialist tutor.

DLD will not be able to accept a previous school report by a specialist teacher/SENCo, but this will be welcomed as background information.

FIRST LANGUAGE

7.15 If English is not your first language, please write your date of first entry into the UK in order to study for examinations here (please enter dd/mm/yy): _____

7.16 For students who are non-UK nationals: For how long have you been studying English? _____

TOEFL/IELTS/PTE result _____

8) EDUCATIONAL TRIPS AND ACTIVITIES

The Colleges offer students the opportunity to take part in educational trips, cultural events and sporting activities. The Educational Visits Co-ordinator ensures that all of the required safeguarding measures are in place. Parents will be informed in advance of the dates the visits are to be scheduled so that they know when their child is expected to be out of school. All residential trips and visits involving adventure activities will require a separate consent form which will be sent to you before the trip. Please tick this box/sign here to consent to your child taking part in educational trips and activities organised by the College.

Print full name _____ Signed _____ (check box if completing online)

Relationship to student _____ Date _____

9) THIS SECTION PERTAINS TO STUDENTS UNDER 16 YEARS OF AGE

All students may leave the premises at break and lunchtime. If your son / daughter is aged under 16 on 1st September of the new academic year, please could you sign below to confirm that your son / daughter may leave the premises and that the college cannot be responsible for the student during this period. At no other time are students allowed out of the building unless permission has been granted by a member of staff.

Print full name _____ Signed _____ (check box if completing online)

Relationship to student _____ Date _____

10) ENROLMENT FORM

Fee payer Agreement

I accept the place at DLD College offered to and agree to be bound by the Terms and Conditions above detailed in this contract. I undertake to pay all tuition fees and other charges as they become due. I understand that the fees may be varied from time to time and one term's notice in writing, or a term's fees in lieu of notice is required in event of early withdrawal from a course.

TO BE SIGNED BY BOTH PARENTS/LEGAL GUARDIANS

Name _____ (IN BLOCK CAPITALS)

Signed _____ Date _____

Name _____ (IN BLOCK CAPITALS)

Signed _____ Date _____

11) ITEMS TO BE ENCLOSED WITH THE APPLICATION FORM:

- Copies of Statements of Results of all Examination Boards for all GCSE, AS and A2 (If you do not have SoRs, please enclose copies of Certificates)
- Last School Report
- Direct Debit mandate
- UCI entered (if applicable)
- Educational Psychologist's Report (if applicable)
- A copy of the student's passport
- Enrolment Fee (£250)
- Deposit (£2000)

OFFICE USE ONLY:

Pupil Code

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Date received _____

Deposit received date _____ Amount _____

Enrolment fee received date _____ Amount _____

Processed by _____

TERMS & CONDITIONS OF ENROLMENT TO ABBEY DLD COLLEGES

PART I

The offer of a place only becomes unconditional upon receipt of a non-refundable registration fee of £250, a deposit of £2000, copies of school transcripts/reports/results and a copy of the student's passport photo page. The deposit balance is used for examination fees, textbooks, extras and trips. The remaining balance is refunded only upon completion of the agreed programme of study.

All College tuition fees are payable yearly or twice yearly in advance, and are due on or before the first day of term or 14 days from the date of invoice, whichever is sooner. The College itself does not hold a consumer credit license and is not able to provide credit to parents other than in advance via a direct debit arrangement through a third party licensed under the Consumer Credit Act. The Principal reserves the right to exclude from college or from examinations any student whose fees remain outstanding after the due date.

PART II

Academic Requirements

The offer of a place at the College is valid for two weeks from the date it was made. Those accepting after some delay must check with the Principal to make sure that the place remains available. This enrolment form does not reserve a place at the College. The Principal reserves the right to make an offer of a place on the strength of the application. Students are required to have achieved a minimum academic standard equivalent to 5 passes at grade C or above in GCSE, or an equivalent examination in order to be accepted onto an A Level course or the International Foundation Programme. The College may also request students pass an additional academic entrance test before being offered a place at the College.

As part of the registration process at the College, students starting an A Level course may be tested on Mathematics to determine their suitability for Mathematics or Further Mathematics courses. Students with Academic English below 6.5 may also be tested on English Language.

English Language Requirements

Students must have an acceptable standard of English before starting an academic course at the College. For A Level courses, students must have a minimum of grade C at GCSE or IGCSE English Language or hold an IELTS pass of 5.0 (or equivalent) or above in each skill. For our International Foundation Programme students must have a minimum of grade C at GCSE or IGCSE English Language or hold an IELTS pass of 5.0 (or equivalent) or above in each skill. Students may be asked to sit an Abbey DLD College English test if they do not possess an English qualification approved by UKVI (UK Visa and Immigration).

This test gives an Academic English-equivalent score and will be used to determine whether a student is at the required level to start their chosen academic course. Students who are below the target entry grade will be advised to join a full time English language course at the college for a suitable period of time before commencing A Level or Foundation courses.

At the start of each academic year of study students following an A Level course without a pass at grade C in GCSE or IGCSE English Language or with an IELTS score below 6.5 (or equivalent) must join an English-language training course for the duration of the academic year which will be timetabled alongside A Level lessons. Students following the English language training course have the opportunity to sit the IELTS examination at the end of their first and second year of study.

Notice of Withdrawal

Notice of withdrawal before the end of a course must be given to the Principal in writing not less than one full term in advance. If notice is given later than this, then the subsequent term's fees become payable in full.

Absence from class for whatever reason, including sickness, does not qualify for a refund of fees, nor can the college be expected to provide extra lessons without charge to compensate for such absences. If a student is excluded on disciplinary grounds, the fees for the term remain payable.

Attendance and Absence

Attendance for lessons, tests and examination feedback is a requirement for all students at Abbey DLD Colleges. Students who have persistent unexplained absences face exclusion from the College in accordance with the Colleges disciplinary procedure. Please note that if a student misses 10 expected contacts without the College's permission, the College is obliged to inform the UK Visa and Immigration Agency, and this may affect the student's permission to remain in the UK. Attendance and punctuality is required to be at least 90% throughout the duration of the course.

Abbey DLD Colleges will withhold refunds where the reason for failure to attend arises from a visa refusal as a consequence of submitting forged or false documents.

Variations

Timetables may be revised at short notice should circumstances demand it. Wherever possible, students will be notified of this in advance. If there is insufficient demand for a course then we will offer private tuition with a number of reduced hours in lieu of the full course. The Principal also reserves the right to modify academic programmes or examination entries, or to exclude any student whose work or conduct is deemed by the College to be unsatisfactory.

TERMS & CONDITIONS OF ABBEY DLD COLLEGES

- STUDENT HANDBOOK

Abbey DLD Colleges aim to provide a caring and productive environment in which our students can enjoy their studies and fulfil their potential. To support this aim, the College produces a Student Handbook to assist which is intended to provide guidance for all students about life at the College. It also provides further details about various Colleges policies and procedures that students must observe whilst at the College. These include statements about:

Student term time addresses

The College requires up to date contact details for all students and their parents or guardians. All students must give the College their term time address and a contact telephone number. Students must inform Reception/Administration if either changes.

Homework and testing

Students must make every effort to complete homework on time. Failure to do so will result in a study detention, unless prior consent has been given. Regular testing is a key element of Abbey DLD College programmes and students must undertake these tests at a frequency determined by the College. Persistent failure in these examinations or non-attendance without prior notification will result in the student being excluded from the College. In this event, the fees for the term will be payable in full.

Holidays

It is essential that students attend every day of term. Permission will not be granted to students either to extend College Holidays or take holidays during term time, except in exceptional circumstances. See the separate Term Dates' document for all term dates.

Student behaviour and discipline

We treat our students as young adults and expect a friendly, courteous and hard working atmosphere to prevail. Any student who detracts from this will face a Disciplinary Meeting with senior staff of the College and a formal warning. Continued disruption may lead to suspension or expulsion from the College. Behaviour or attitudes that are deemed unacceptable include bullying, rudeness to other college members or any form of prejudice or racism.

Smoking, alcohol and drugs

Smoking is not permitted inside any of the College buildings.

Students who appear under the influence of alcohol will be suspended. On returning to the College they will be formally warned by the Principal that any repetition of this behaviour will result in dismissal.

Any student who, in the opinion of the Principal appears to be under the influence of illegal drugs, or who have brought illegal drugs into any of the College buildings, will be immediately excluded. The Principal reserves the right to require students to undertake testing for drugs if, in the opinion of the Principal, it is appropriate to do so.

Each student will be issued with a copy of, and will be required to adhere to, the College's Student Handbook.

SENDING YOUR ENROLMENT FORM

DLD COLLEGE LONDON

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