



Application Form

Personal Details (In BLOCK Letters)

Title		First Name	
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Last Name		Passport No.	
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Nationality		Date of Birth	DD / MM / YYYY	Age	
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Address (Permanent Home Address)

Address (for Correspondence if Different)

Town	
County	
Post Code	
Country	

Town	
County	
Post Code	
County	

Telephone	
Mobile	

Fax	
Email	

Details of Course(s) you are applying for

Intensive EFL/IELTS		Start Date	DD / MM / YYYY
Standard EFL/IELTS		End Date	DD / MM / YYYY
Summer School		Duration	
University Foundation		Full Time	
Pre Master		Part Time	
Professional Course		State Probable Degree Subject	

Finance

Who will finance your studies at Midlands Academy?

Disability and/or Special Needs

Please inform us if you have disability and/or if you have any special need;

Examinations

Applicant should list all the subjects taken (**including any English qualifications**), whatever the result, in date order. If you are awaiting the result of any examination or are about to take one write PENDING in the result column. **Please attach evidence of all known results.** Continue on a separate sheet if necessary.

Level	Subject	Date (month/year)	Place of Study	Result (grades or bands)
E.g. A Level	Maths, Physics, Biology	06/2007	Midlands Academy	A, A, B

Last Two Educational Establishment Attended

School/Institution	City	From (month/year)	To (month/year)	Full- or Part-time

References

Name and addresses of two referees (if possible, references should be sent with this form in sealed envelopes).

Notes for Guidance

General

Before completing the form, **please ensure that you read these notes carefully**. You should also read the current Midlands Academy of Business & Technology literature relating to the course(s) in which you are interested.

Mature Students

We welcome application from mature students, including those who do not have conventional qualifications for admission to higher education in the UK. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1998

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to Midlands Academy of Business & Technology.
- To enable us to compile statistical reports.
- To share information with other government departments (e.g. immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions.

Terms and Conditions for Admission

- Enrolling for a course at the Academy constitutes a binding agreement on the student to follow the course schedule and to pay the full fee.
- Students found to have difficulties in following a course due to inadequate language skills will be required to follow a course in English Language at the Midlands Academy until their level of English reaches a satisfactory level.
- Students unable to join their courses by the schedule date must inform the Academy in writing at least two weeks prior to the starting date of the course. Any applications for deferment of the starting date, which are not received within the specified time, will only be accepted at the discretion of the Academy.
- Unless otherwise stated, fees for course as quoted are for tuition only.
- The tuition fees are payable in full before student start studies.
- The registration fee is only refundable if an application has not been accepted, or if the course for which an application is made will not run for whatever reason.
- Tuition fee is not refundable. However, if a student has been refused a visa or entry to the UK, the total fees paid will be refunded, apart from the Application fee provided all the following conditions are met.

1. The student has informed the Academy in writing about his/her inability to start the

course, at least two weeks prior to the commencing date of the course.

2. The student has not entered United Kingdom.
3. The Academy is provided with the original letter issued by British Embassy, confirming the refusal of visa.
4. The student has not appealed against the refusal of visa. If an appeal has been lodged, the fees will be refunded only upon receiving documentary evidence that the appeal has been dismissed.
5. The Certificate of Enrolment and the receipt for the fees paid are returned to the Academy in the original form.

- Students who are late in starting their course will not be entitled to any refund, or reduction in tuition fees; this also applies where students have been absent from class for a period of time and where they may not have been attending all the subjects for which they have been enrolled.
- If a student is required by the Immigration Authority to leave the UK because of non-attendance or poor attendance or because of any breach of law, tuition fees paid will not be refundable.
- Important notices are displayed on the Academy's main notice board and it is the student's responsibility to ensure that such notices are read.
- All details printed in the catalogue and accompanying documents are correct at the time of printing. The Academy reserves the right to make changes to the structure and content of courses, including the cancellation of classes, if deemed necessary.
- Where an application form is signed on behalf of a student by his/her sponsor/guardian/representative, these conditions will still apply.
- Anyone supplying false information on the application form is liable to suspension.
- The Academy reserve the right to require a student to leave a course at any stage if the student does not fulfill the above requirements, if a student's continual presence would, in the opinion of tutors/Principal, be detrimental to the well-being of staff, other students or the Academy generally or if a student does not meet his or her financial obligations. Any fee refundable to an excluded student is wholly at the discretion of the Academy.

The contractual relationship between a student and the Academy shall be governed by and construed in accordance with the laws of England & Wales.

Official use only

Date received	DD / MM / YYYY
Administrator	
Accepted	
Rejected	
Conditional	
Unconditional	

The stamp of the official representative