



COLLEGE OF BIRMINGHAM

APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

Click here to upload photo
or
paste photo after printing application

Personal Details

Title: First Name:

Surname:

Birth Date: Nationality: Sex: Male Female

Current Address

Permanent Address

<input type="text"/>	<input type="text"/>
City: <input type="text"/>	City: <input type="text"/>
Post Code: <input type="text"/>	Post Code: <input type="text"/>
Telephone: <input type="text"/>	Telephone: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>

Course Title (Name of the course you are interested in)

Course Level (Level of your selected course)

Academic History (Please write the details of your qualification starting with the most recent one)

University/College/School	Degree/Diploma/Certificate	Subjects	Grade/Class	Date Awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

English Language Proficiency Test Score

IELTS

TOEFL

Others

Score

References (Please provide details of two references, one should be Educational/Employer)

Name: <input type="text"/>	Name: <input type="text"/>
Position: <input type="text"/>	Position: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
Telephone: <input type="text"/>	Telephone: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>

Work Experience in years:

Paid Volunteer Unpaid

Numbers of years:

Finance (Please specify how would you finance your study?)

Self Company Scholarship Others

Equal Opportunity (Please complete the following to help us maintain our equal opportunity policy)

White Black African Black Caribbean Black (Others) Chinese

Indian Bangladeshi Pakistani Asian (Others) Others

449 Stratford Road, Birmingham, UK

Tel: +44 (0) 121 772 0303 • Fax: +44 (0) 121 661 6168 • www.cob.ac • admin@cob.ac



Others

- 1 Have you ever been refused a visa application for any country before? Yes No

If yes, please state reason

- 2 Are you making this application from within the UK? Yes No

- 3 Have you ever been to the UK before? Yes No

If you have answered yes to the above question, please specify VISA category and reason for your return if applicable

Any offer if made is based on the assumptions that you have provided the College with all relevant information about yourself for your application for admission to be considered fully and fairly. Should it subsequently come to light that you have withheld or misrepresented any material information, that you have made any false statement during the application and selection process, or that you are unable to provide full documentary evidence of your claims (qualifications/experience) when you start your course, the college reserves the right to revoke your admission or registration and enrollment as a student and no refund shall be made.

Terms & Conditions Applicable for International Students

- 1 All full-time international students must attend 15-21 hours per week to meet their VISA Student requirements.
- 2 All classes, seminars and examinations are compulsory. Attendance is monitored very closely and a register is taken. Failure to attend 10 consecutive contact points and your admission will be cancelled and reported to UKBA/Any Regulatory Authorities.
- 3 The college is committed to follow the immigration rules regarding reporting and monitoring international students.
- 4 To book a place on a course all students must pay a deposit of one semester course fee plus £150 non-refundable administrative fee preferably by a bank draft payable to College of Birmingham. Cheques, credit and debit cards and postal orders are also accepted.
- 5 Once enrollment letter or CAS letter has been issued, no refund will be made except under the conditions mentioned in refund policy. Please refer to the refund policy at www.cob.ac
- 6 A charge of £50 will be made to students for all dishonoured payments. College reserves the right to report all such cases to the relevant authorities.
- 7 College reserves the right to dismiss any student at anytime for non-payment of fees. No fees will be refunded to any student dismissed under this section.
- 8 Smoking is strictly prohibited in the building; anyone found doing so may face disciplinary charges.
- 9 College is committed to follow equal opportunity policy. Your data may be used for policy review.
- 10 College reserves the right to inform the appropriate authorities including the UKBA Home Office where the student does not attend 10 consecutive classes or cancels his admission after coming to UK.
- 11 All information has to be correct, complete and legible.

Accommodation and Airport pickup

College of Birmingham provides support services for finding accommodation through local estate agents. Students can reserve the accommodation and confirm their booking by e-mailing their queries to admin@cob.ac

College of Birmingham can provide its students a pick up service from the airport provided if they inform us in advance at least two weeks before their arrival. This is usually charged on actual cost basis. Queries can be submitted at the college telephone number or at admin@cob.ac



Disability

Do you have any disabilities or learning difficulties?

Yes No

If Yes, please mention the nature of your disability below

College of Birmingham does not have wheelchair access to its premises and may not be suitable for people who need wheelchair access.

Declaration

I confirm that the information given on this form is correct and that I have completed all sections myself.

I also declare that I have read and agreed on the above term and conditions.

Signature of Applicant

Date:

Personal Statement

Please make sure that you fill and sign this statement properly. Your admission can be refused if this statement is unsatisfactory.

Your reasons for choosing the course/award

Your reasons for choosing College of Birmingham

The knowledge, skills and positions of responsibility you have obtained through your work and/or education (whether paid, voluntary or domestic) which might be relevant to the award/ course.

The work experiences and/ or personal developments which have been most important to you.



The challenges faced during your studies, work or personal career development.

Your future career plans.

Signature of Applicant

Date:

General Policy

As a general policy, the college charges one semester fee in advance. However, requests for special fee payment arrangements for students who are experiencing hardship and/or any financial constraints are considered by the Principal of the college. In such cases, students are allowed for flexible ways of payment i.e. after paying the minimum required fee for enrollment, the rest of fees can be paid in instalments. Students are informed that in case of failure of any fee due, the college has right to cancel their registration and their details will be forwarded to a debt recovery agency.

Refund Policy

1. Course Cancellation by the College

College of Birmingham reserves the right to cancel a course due to insufficient number of students. Students registered for a cancelled class will be notified by the college as to verification of the course cancellation and when the cancelled course will be offered again. For further information you should contact your Course Coordinator. Full tuition fee will be refunded upon a course cancellation by the College.

2. Refusal of Visa Application

In case of visa refusal, the college will refund the course fee less any courier, transfer and reasonable administrative charges of £150 on production of the following evidences **(1)** Visa refusal letter **(2)** Copy of passport showing visa refusal stamp **(3)** where payee was not the student, an authority letter from student authorising the repayment to payee. Refund under this section must be claimed in writing within 28 days of issuing a refusal letter. No claim will be entertained after 28 days. No refunds will be made if the visa is refused due to the negligence of student or their previous immigration history.

3. Transfer between Courses

All students have the opportunity to transfer course within the College. The deadline for such transfer is the end of third week after starting the classes. All students wishing to transfer are required to discuss this with their Course Coordinator and send a formal request to the admission office. If there is a difference in fees between old and new course, both student and college will pay/refund the difference.

4. Course Drop / Withdrawal by the Student

In the event of a course drop or withdrawal by the student, the following conditions will apply:

- Where a cancellation is received two weeks before the commencement of a course, tuition fee (less registration fee) will be refunded
- Where a cancellation is received later than two weeks before the commencement of a course, there will be no refund whatsoever

5. If college withdraws admission

- If at any point of time the college believes that the student has deceived or tried to deceive by making false claims and producing false documents or when he or she does not appear to have a sufficient and the same level of English as they had either on their English test or Skype video interview, there would not be any refund made.
- Where the student has arrived to the UK and does not clear the immigration due to their English level or if the college withdraws CAS then no refund would be made.
- Where the student has come to the UK and did not report to college and the college reports him/her to UKBA then no refunds would be made.
- Where the student has joined the college but has missed 10 consecutive contact points and the college cancels his/her admission by reporting to UKBA, no refunds will be made.



Declaration

I confirm that I have read and understood the refund policy of College of Birmingham.

Signature of Applicant

Date:

For office use only

Student No:

Admission Awarded: Yes No

Fee Paid: £

Cash

Mode: Check

Bank Draft

Checklist of attachments to be sent along with this application form

- | | |
|---|--|
| 1 Educational Certificates | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2 English Language Certificate | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3 Work Experience Certificate | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4 Refusal Letter (if applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5 Previous UK Qualification Certificate (if applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 Passport Front side page | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7 Passport Back side page | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8 Visa stamp page (if applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9 Refusal stamp page (if applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please click on the Submit Form below to send this application along with the other documents

GOES HERE

If you do not want to send it right now, kindly save this application form on your computer using the Save Form button.

Please remember to send the required attachments along with the application form.