

Please complete in **BLOCK CAPITALS**

# International Application Form

Surname/ Family Name		Title Mr/ Mrs/ Miss/ Ms	
First Names		Gender M/F	
Email Address		Date of Birth	
Nationality		Passport Number	
Permanent Address		Address for Correspondence <small>(letters will be sent to this address)</small>	
Postcode/ Zip Code		Postcode/ Zip Code	
Country		Country	
Telephone		Telephone	

## Course Choice- please list courses in order of progression

- If English is required, please state start date for English Language
- Academic courses begin in August of each session
- Please enter course title as it appears in the Prospectus, indicating level of course e.g. NC/ HNC/ HND.

Course Title	Start Date
1st Year	
2nd Year	
3rd Year	

Please tick how you wish to progress after completing studies at Langside College:

Post Study Work       University       Return Home       Other, please state \_\_\_\_\_

## Education Details- please list your qualification and detail any gaps in your study.

Name of Institution Attended (starting with most recent)	Name of Qualification	Grades	Year of Completion

*Please enclose photocopies of your qualifications (with English translations if available)*

## English Language Skills

Is English your first language?      Yes/ No

International English exams undertaken and score: 

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e.g. IELTS



# Terms and Conditions of Enrolment

## Application

Application forms must be signed and accompanied by all appropriate paperwork. A non-refundable deposit of £1000 must be paid in advance of a Confirmation of Acceptance for Studies (CAS) being issued. A refund will be made in the case of visa refusal. In such cases students must send the original visa refusal document. An administrative charge of £150 will be deducted. Applications for refunds must be received within one year of the deposit payment date. If your visa is refused on the grounds of fraud there will be no refund. Students applying for a visa extension will be entitled to a pro-rata refund should the visa extension be refused.

## Conditions of Payment

All course fees must be paid in full by the course start date. Failure to do this will result in withdrawal of the sponsorship and the relevant immigration departments advised. Transfer of fees from one student to another is not permitted. Transfer of fees from one academic year to another is not permitted. Transfer of fees from Langside College to other academic institutions is not permitted.

## Cancellations

Please note that the course fees are for the whole course, not for individual classes. Langside College will not cancel a class unless absolutely necessary. In such cases no refund will be payable. Alternative classes may be offered at the College's discretion. In the unlikely event of insufficient enrolments, or where resources are unavailable, the College reserves the right not to run a course.

## Late Arrivals, Absences and Vacations

If you begin your course late or are absent during your course, no refund will be made. Periods of absence will not be made up with a free extension of the course.

## Expulsion

Any student who commits a criminal offence, is found guilty of gross or persistent misconduct in accordance with the College's disciplinary procedure, or has a very poor attendance record, may be excluded. No refund will be given and the relevant immigration departments will be advised.

## Liability

Except where responsibility is imposed by law, Langside College will not be liable for any loss or injury sustained by students whether in College or elsewhere. Students must make their own travel and medical insurance arrangements before leaving their home country.

## Holidays

Classes will be delivered according to the academic calendar available on the website. Each student will be issued a full timetable for their classes. Classes will not be delivered on national or local holidays. Classes will normally be rescheduled to accommodate holidays where possible, however please read cancellation rules.

## Certification

I certify that the information given on and attached to this form is accurate.

I have read and agree to the terms and conditions as stated. I also agree to abide by the College rules and to pay fees by the agreed date.

I consent to the information I provide on this form being stored electronically and being processed as necessary.

I understand that this information will not be disclosed to any other organisations unless for educational purposes and if requested by the UK Border Agency (UKBA).

I agree to comply with the College Data Protection Act 1998 policy and procedures.

Signature of Applicant:

Date:

You have the right to inspect any computer record of which you are the subject. A charge will be made for this service.



Please send completed applications to:

We are here



International Student Services  
Langside College  
50 Prospecthill Road  
Glasgow G42 9LB

Tel: +44(0)141 272 3680

Fax: +44(0)141 272 3686

[www.langside.ac.uk/international](http://www.langside.ac.uk/international)

