



Stratford College London

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Please attach
2 recent
photographs

APPLICATION FOR ADMISSION

PLEASE WRITE IN BLOCK CAPITALS (in BLACK ink)

1 About You	
Title (Mr/Miss/Mrs/Ms): _____	Family Name: _____
Other Name(s): _____	
Date of birth: ____/____/____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality: _____	Place of Birth: _____ Country of Birth: _____
Passport Number: _____	Tel/Mobile No: _____
2 Address: _____ _____ _____	E-mail: _____ Skype ID: _____ Course applied for: _____

3 Educational Qualifications				
From	To	Institution & Location	Subjects & Grades	Qualification(s)

Please include official transcripts of your studies, detailing subjects studied and grades achieved together with a translation into English if appropriate, or indicate – if you have arranged for them to be sent direct to Stratford College London.

4 Language Skills: What is your first language (mother tongue)? _____ What is your level of English?: B1 / B2 Awarding Body: _____
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5 Employment Record (include a current CV or Resume)			
Name of Employer	From	To	Position

6 How did you hear about this college? _____
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7 Declaration I sign to confirm that the above information is, to the best of my knowledge, true and complete, and I have read and accept the Terms and Conditions of enrolment, as set out overleaf. Signature _____ Date ____/____/____

(For Office Use only)

ID No.	Total Fees	Start Date	Duration	Fees Paid	Receipt No.

Application approved by _____ Interview conducted by _____

TERMS AND CONDITIONS OF ENROLMENT

(All students must ensure that they read the following Terms and Conditions of Enrolment before they sign the Enrolment Form)

- (1)** All courses are open to applicants aged 18 and over. However, the student would need to be less than 60 years of age on the first day of the academic year of their course to be eligible for a Maintenance Loan / Grant.
- (2)** Students must comply with nationality, residency and previous study rules as set out by Student Finance England (SFE) in order to receive student finance.
- (3)** Students must ensure that they provide the correct original evidence when applying for the course and SFE funding, e.g. educational documents, passport, NI, birth certificate, bank statements, council tax bills, payslips or P60s, utility bills, work permit, etc.
- (4)** Enrolment for a course, together with the payment of the fee/ deposit, constitutes a binding agreement on the student to follow the course.
- (5)** The minimum entry requirements for the courses are as set out in the prospectus.
- (6)** It is the student's responsibility to ensure that assignments are submitted in time to the appropriate course assessors.
- (7)** Attendance is mandatory for all the college academic programmes. The college is unable to provide attendance confirmation for those students whose attendance in class is less than 85%. Absence from college must be for a valid reason. Absence through ill health must be supported by a Medical Certificate.
- (8)** If a student fails to attend classes or fails to submit his/her assignments, then the college will terminate his/her admission and inform the awarding body and/or funding organisation.
- (9)** College admission does not guarantee student finance funding. Student finance funding depends on individual circumstances and the college is not responsible in any way.
- (10)** The college will not facilitate any student who is in breach of the college rules. If a student is required to leave the college because of non / poor attendance, or due to any breach of rules, tuition fees paid will not be refunded.
- (11)** The college reserves the right to change the times of the courses, and to make changes in regulations, syllabus, fees, etc. without prior notice.
- (12)** The information in this prospectus is correct at the time of printing but is subject to alteration.