

# Students Application Form – English Language



## PERSONAL DETAILS

Title:	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Miss. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Dr. <input type="checkbox"/>	Other (Please Specify) <input type="text"/>
First Name:				Nationality:		
Middle Name:				Country of Birth		
Last (Family) Name:				Date of Birth (DD/MM/YYYY):		
Passport Number:				Passport Expiry Date (DD/MM/YYYY):		
Email:				Contact Telephone Number:		

ADDRESS IN HOME COUNTRY:	ADDRESS IN UK (IF KNOWN):
Street:	Street:
Town:	Town:
City:	City:
State/Country:	State/Country:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
	Will this be your address whilst studying? Yes/ No

## EMERGENCY CONTACT DETAILS

Name of Contact:
Relationship:
Address:
Telephone Number:

## VISA STATUS

Do you need a visa to study in the UK?	No <input type="checkbox"/>	Yes (Tier 4 Student Visa) <input type="checkbox"/>	Yes (Student Visitor) <input type="checkbox"/>
Are you applying as a Student Dependent? No/Yes			

## COURSE DETAILS (IF KNOWN)

Course Title:	Start Date (DD/MM/YYYY):
	End Date (DD/MM/YYYY):
	Duration (Weeks):

## ENGLISH PROFICIENCY

Why did you start English Language Lessons?

A. Live in UK     B. Work in UK     C. Study in UK     D. Improve English     E. Take exams

If you answered E. Take Exams , please tick the appropriate box below:

# Students Application Form – English Language



KET

PET

FCE

CAE

CPE

IELTS 4.5-5.5

IELTS 5.5-6.5

BULATS

## TERMS AND CONDITIONS

Please read the following:

1. Enrolment on a course with ESBM constitutes a binding agreement on the student to attend all classes, lectures and examinations and to abide and comply with the Academy's rules and regulations. As a student you will also be expected to submit all written work before the deadline and pay any prescribed exam or other fees before the specified deadline.
2. Applicants who satisfy entry requirements and pay the advance tuition fees of 40% will receive an unconditional offer letter.
3. The tuition fee includes a non-refundable Registration fee of £250.
4. All Fees and charges must be paid in full prior to commencement of any course.
5. Once a student has arrived in the UK, a minimum of one term's notice (in writing) is required, or payment of fee in lieu of notice, whether or not the student continues to attend lessons. If withdrawal is due to refusal of a visa extension then less notice may be accepted at the discretion of the Directors as long as full written details are provided prior to the start of the course. Where withdrawal is due to illness, if the student has taken out comprehensive insurance they may be able to claim a refund accordingly. Notice of withdrawal must be given in writing and is effective from the date it is received by the registrar.
6. If a student's application for a visa is refused, the student's tuition fee will be refunded after deducting the £250 Registration fee, provided all the following conditions are met:
  - a) The student has informed in writing of his/her inability to start the course at least two weeks prior to the commencement date of the course.
  - b) That the visa application met UKVI requirements.
  - c) The student has not entered the UK
  - d) The original letter issued by the British Embassy confirming the grounds for refusal has been provided.
  - e) The student has not appealed against the refusal of the visa; if an appeal has been lodged, the fees will be refunded only after receiving documentary evidence that the appeal has been dismissed
  - f) The original SVV letter or CAS letter and receipt for the fees paid are returned in their original form.
  - g) That the claim for a refund is made within 3 months of the documented refusal decision.

# Students Application Form – English Language



7. The student is responsible for paying any Examination fees directly to the awarding body before the specified deadline.
8. The information on ESBM's prospectus is correct at the time of printing and students are advised to contact the School to confirm course availability and fees.
9. ESBM endeavours to start each course on the specified date and reserves the right to delay, modify or withdraw any course after the published start date for any reason without prior notice. An alternative course or subject will be made available or a pro-rata refund of the course fees returned.

# Students Application Form – English Language



## TERMS AND CONDITIONS (Con't)

10. ESBM takes attendance extremely seriously and has a 100% attendance expectation (excluding any authorised absences). Additionally and in consideration of UKVI requirements, ESBM has set a requirement that for overseas (non-EEA) students on a student visa, must maintain a minimum of 95% attendance record and that failure to do so may result in exclusion from ESBM and reported to UKVI. Overseas (non-EEA) students on a student visa must attend a minimum of 15 hours full-time study plus tutorials and directed study on site per week.
11. If a student is absent through ill health, a medical certificate must be supplied.
12. Students must notify the college immediately if there is any change in personal details from those provided in the Application or Enrolment Form.
13. The information supplied in the Application Form will be used by for assessment, enrolment and reporting purposes and some of the information will be stored on the ESBM's computer system. Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you. We will only use personal information you supply to us for the reason that you provided it for. We will only hold your information for as long as necessary to fulfil that purpose. We will not pass your information to any other parties unless this is made clear to you at the time you supplied it. Your information may be passed onto the UKVI in line with immigration requirements. All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.
14. A student supplying false information will not be accepted.
15. The student should pay the fees directly to ESBM (please ask for full account details) and should not pay fees into a third party's accounts. Fees should be paid by electronic funds transfer, bankers draft or cheques, all made payable to 'ESBM'.

BACS payment to:

Bank: Barclays Bank

Account Name: ESBM

Sort Code: 20-49-11

Account: 73085082

IBAN: GB02 BARC 2049 1173 0850 82

SWIFTBIC: BARCGB22

## DECLARATION

I confirm that I have read and completed all required sections in this form and read the questionnaire and declare that the statements made by me are correct and honestly provided. In signing the application form I fully understand the terms and conditions and agree to be bound by them.

Signature:

Full Name:

Date (DD/MM/YYYY):

# Students Application Form – English Language



Please send the completed form to the following address:  
East Midlands School of Business & Management  
Mansion House, 41 Guildhall Lane, Leicester LE1 5FQ  
E-mail: [info@esbm.org.uk](mailto:info@esbm.org.uk) Telephone: +44 0116 429 6607

## STUDENT CHECKLIST

Before submission, please check and confirm that you have completed or attached the following:

- Completed Application Form with all sections complete
- Original or officially certified copies of any educational certificates or transcripts and additional supporting documentation
- 2 x photographs (or a scanned image if applying online)
- Copy of main visa holder's passport (those pages including the photograph and personal details)
- Copy of dependent's passport (if applicable)
- Have you read the Terms and Conditions and signed the declaration?

## OFFICE USE ONLY

Has the student provide the following information:

- Completed Application Form with **all** sections complete
- Copies of any educational certificates or transcripts
- Additional supporting documentation
- 2 x photographs (or a scanned image if applying online)
- Copy of main visa holder's passport (those pages including the photograph and personal details)
- Copy of dependent's passport (if applicable)

Has the student:

- Completed and signed the Application Form?
- Signed the declaration?

Have the following documents been issued:

- Offer Letter
- Letter of Acceptance (student visitor applications only)
- CAS Letter

# Students Application Form – English Language

