

# Students Application Form – English Language

(Under 18's)



## SECTION A: 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:				Date of Birth (DD/MM/YYYY):		
Last (Family) Name:				Contact Telephone Number:		
Passport Number:				Email:		

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

Student Visitor Visa (SVV) <input type="checkbox"/>	Visitor Visa <input type="checkbox"/>	Tier 4 Student Visa (Dependent) <input type="checkbox"/>	Tier 4 Student Visa <input type="checkbox"/>	No <input type="checkbox"/>
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## TERMS AND CONDITIONS

Please read the following:

1. Applicants, who satisfy entry requirements and pay the advance tuition fees of 40% or provide a Financial Guarantee Letter, will receive an unconditional offer letter.
2. The tuition fee includes a non-refundable Registration fee of £250.
3. All Fees and charges must be paid in full prior to commencement of any course.
4. 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 appropriate evidence is 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.

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### TERMS AND CONDITIONS (Con't)

5. 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.
6. The student is responsible for paying any Examination fees directly to the awarding body before the specified deadline.
7. 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.
8. 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.
9. 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 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):

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

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## SECTION B: UNDER 18s PARENTAL CONSENT FORM

I declare that I exercise parental care of the student named on this form and I have read, understood and accept the above terms and conditions.

I hereby give permission to my son / daughter attend the course at East Midlands School of Business & Management (ESBM)

Full name of parent / legal guardian:

Signature:

Date (DD/MM/YYYY):

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