

Send your completed Application Form to:
30 Oxford Street, London W1D 1AU
Fax: +44 (0)20 7323 4582
email: info@oxfordhousegroup.com



School of Management Application Form

1. Personal Details

Title (Mr, Mrs etc): _____ First Name _____

Family Name: _____ Date of Birth: _____

Nationality: _____ Passport No. or Identification No.: _____
(Also attach a copy of the pages of your Passport showing your photograph and Passport Number)

2. Contact Details

Address: _____

Telephone: _____ Fax: _____

Email Address: _____
(WRITE IN CAPITALS)

3. Course Details

Course 1 Code: _____ Course Name: _____ Start date: _____

Course 2 Code: _____ Course Name: _____ Start date: _____

4. Confirm your level of English

IELTS TOEFL TOEIC - Overall Score and Date of Test: _____

OHC Test / score _____ Other Test (please give details) _____

5. Academic History

Qualification	Awarding Body	Date completed

6. Accommodation (please see website for details)

Do you require accommodation: Yes No

Duration of Stay - First night of stay: _____ Last night of stay: _____

Choose your Homestay accommodation type:

Self Catering: Bed and Breakfast Half Board

Preferred Location: Zones 2 and 3 Zones 4 and 5

7. Airport Transfer (A private taxi will meet you and take you directly to your accommodation)

Do you require Airport Transfer: Yes No

Please read the Terms and Conditions and, sign and date the declaration on page 2

8. Payment Calculation

Course 1 Fee	£ _____
Course 2 Fee	£ _____
Accommodation	£ _____
Airport Transfer	£ _____
Total to Pay	£ _____

9. Terms & Conditions **If anything is unclear please contact us for clarification.**

General

- The course fees and deposit are valid only for the person, course and dates specified on the Application Form.
- If you cancel your course before arrival due to visa refusal or you are refused entry to the UK, we shall refund your course fees in full minus a £100 cancellation charge. We need to see the original refusal letter in order to give you a refund. You must apply for a refund within 4 weeks of the refusal date. If you cancel your course after arrival or leave your course early, no refund or credit will be given. Refunds are paid to the student and not to any person who paid originally, unless otherwise stated by the student in writing.
- The minimum age limit is 17 for the International Foundation Year and 18 for all other courses. There is no upper age limit.
- When necessary, the College reserves the right to alter the timetable and/or transfer students from one class to another, from one time of study to another, and to merge small classes or cancel classes and courses.
- Fees may also be subject to change.
- During July and August, Oxford House College uses additional classrooms in local universities and colleges
- Books and exam fees are not included in the course fees for every course.

- Students whose behaviour prejudices the best interests of the College will be asked to leave before the end of their course and no refund on the course fees will be payable by the College.
- The College is closed for UK public holidays and the week of Christmas. There is no reduction in fees for these days.
- You are strongly advised to organise medical and cancellation/curtailment insurance before you travel.

Your English level

See the course information for precise requirements for non-native English speakers. Please include any formal evidence of English language capability with this application form.

Academic Qualifications

Please give full details of your highest academic and professional qualifications. Continue on a separate sheet if necessary and attach photocopies of certificates. Do not send original documents with your application. We only require attested copies.

If your documents are not in English, we need attested translations.

Also enclose a detailed and up-to-date CV

Accommodation - Terms & Conditions

- In arranging accommodation, Oxford House College is acting as the supplier's agent.
- The accommodation finding fee is nonrefundable.

- The accommodation rent is valid only for the person and dates specified. Any changes of dates must be notified to us in writing or by e-mail at least 2 weeks before the arrival date.
- We reserve the right to allocate alternative accommodation without prior notification.
- It is the client's responsibility to obtain the accommodation address before travelling to the United Kingdom.
- Details of your accommodation will be provided 2 weeks prior to commencement of your course
- Two weeks' rent is nonrefundable except in the case of a visa refusal.
- If students in Homestay wish to leave earlier than the dates they have booked, they must give seven days notice to the host family.
- Confirmation of accommodation is subject to full payment of fees.
- In July and August, the minimum booking period for Homestay is 2 weeks.

Accommodation rates are for guidance only; we will confirm the exact fees prior to the booking.

Payment

Pay the required minimum deposit of £2500. Please see Fees & Dates sheet for full details of fees payable.

10. Declaration

I _____
(Print name)

- hereby declare that all the information given is true and complete.
- authorise Oxford House College to obtain further official records if necessary from any educational institution attended by me.
- agree to the Oxford House College Terms and Conditions as detailed above.

Student's signature: _____ Date: _____

Please ensure you have provided the following:

Personal Details	<input type="checkbox"/>	Copy of the pages of your Passport showing your photograph and Passport Number	<input type="checkbox"/>
Contact Details	<input type="checkbox"/>	Copy of your UK Visa (<i>if applicable</i>)	<input type="checkbox"/>
Details of the Course/s you wish to study	<input type="checkbox"/>	Read the Terms & Conditions and Signed and Dated the Declaration	<input type="checkbox"/>
Attested copies of your Level of English and Academic Qualifications	<input type="checkbox"/>		
Statement of Purpose (<i>visa applicants only</i>)	<input type="checkbox"/>		