

APPLICATION FOR ADMISSION

ABBEY COLLEGE IN MALVERN

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Worcestershire, WR14 4JF, England

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E-mail: enquiries@abbeycollege.co.uk Web: www.abbeycollege.co.uk

PLEASE WRITE CLEARLY IN BLOCK CAPITAL LETTERS, AND KEEP A COPY FOR YOUR RECORDS

WHEN COMPLETED, PLEASE SEND TO THE ADDRESS ABOVE TOGETHER WITH:

- THE REGISTRATION FEE OF £100 (OR £50 FOR COURSES LASTING LESS THAN 8 WEEKS)
- FOUR PASSPORT-SIZED PHOTOGRAPHS OF THE APPLICANT
- COPIES OF EXAMINATION CERTIFICATES AND SCHOOL TRANSCRIPTS / REPORTS / RESULTS / EXTRA-CURRICULAR PROFILE (OR MOST RECENT DOCUMENTS IF THE APPLICANT HAS LEFT SCHOOL)
- ANY SUPPLEMENTARY LETTERS OR STATEMENTS YOU MAY WISH TO SUBMIT
- COPY OF YOUR PASSPORT INFORMATION PAGE

Note: This form is NOT for Summer/Easter Vacation Course applicants, who should ask for our SEPARATE application form.

SECTION 1: DETAILS OF THE APPLICANT (To be completed by all applicants)

Family Name: _____ Other Names: _____

Date of Birth (Day/Month/Year) ____/____/____ Present Age: _____ Male Female Nationality: _____

Religion: _____ Passport No. (for overseas applicants): _____ Place of issue: _____

Home Address: _____

Tel: _____ Fax: _____ E-mail: _____

Parent Name & Address: _____

Tel: _____ Fax: _____ E-mail: _____

Who will be responsible for paying fees? Please state relationship to student: _____

Where did you hear about The Abbey College? _____

CHANGE OF ADDRESS: You must inform the college if there is any change to the above immediately. The form can be found at:
<http://www.abbeycollege.co.uk/contact-us/>

SECTION 2: DETAILS OF UK GUARDIAN (To be completed by all Academic and long-term students under the age of 18 only)

For students under 18 years old who are not normally resident in the UK the College recommends there be a guardian resident in this country. If you do not have such person available please advise us separately.

Name of Parent or Guardian: _____

Address: _____

Telephone (Home): _____ Fax (Home): _____ E-mail (Home): _____

Telephone (Work): _____ Fax (Work): _____ E-mail (Work): _____

SECTION 3: COURSE DATES (To be completed by all applicants). Please see the Fees List sheet for Course Dates.

From: (Day/Month/Year) ____/____/____ To: ____/____/____ Duration of stay: _____ weeks/terms/years (delete as applicable)

Please note that for Academic and Foundation students minimum length of stay is 1 term. 1 term = 10-13 weeks, 1 year = 32-36 weeks

SECTION 4: ENGLISH LANGUAGE ABILITY (To be completed by all English Language students and Academic students requiring language support). If you cannot provide evidence of your English level we will require you to take an Abbey College English test.

How long have you studied English? _____ years/months (delete as applicable).

What is your present knowledge of English?

1. None 2. Very little 3. Elementary 4. Intermediate 5. Good 6. Very Good

Please give details of any English language examinations you have taken with results (e.g. TOEFL, IELTS) _____

IF APPLYING FOR AN ENGLISH LANGUAGE ONLY COURSE, PLEASE NOW GO STRAIGHT TO SECTION 8

SECTION 5: PROPOSED COURSE - ACADEMIC (To be completed by all Academic students only)

Which course would you like to study? 1) GCSE/IGCSE 2) 'A'/'AS' Level 3) Foundation Course

Please state which subject/subjects you would like to study. Please refer to the main brochure for a list of subjects and other details.

For **GCSEs** choose at least five subjects, for **A Levels** choose 3 or 4 subjects, and for **Foundation** Courses choose one subject area:

_____ Please note that for subjects listed as 'Other Supplementary Subjects' availability is subject to demand, therefore no guarantee can be given that such subjects will be provided.

SECTION 6: DETAILS OF ACADEMIC RECORD AND QUALIFICATIONS (To be completed by all Academic students only)

Name of present School or College (or most recent if you have left school/college): _____

Name of Head or Principal: _____ Address: _____

_____ Tel/Fax: _____ E-mail: _____

EXAMINATIONS ALREADY TAKEN AND TO BE TAKEN - Please use separate sheet to give exam results and enclose copies of certificates obtained. Include any important Predicted/Forecast results, as well as significant extra-curricular awards.

SECTION 7: UNIVERSITY/CAREER AIMS (To be completed by all Academic students only)

If you know, please tell us your aim for taking an Academic course at The Abbey College. If it is to go to university, please state what you would like to study. If it is to obtain a certain job, please state which one: _____

SECTION 8: INSURANCE

All students on these courses are required to have adequate insurance cover. The College is not responsible for **ANY** loss or damage, however caused.

Unless a copy of the insurance arranged is received by the College, 4 weeks prior to the start of the course, Insurance will be arranged by the College and charged to the student's expense account at a cost of £120 for one academic year (see student guide for details of the policy.) Students not living on campus must arrange their own insurance

SECTION 9: PREFERRED ACCOMMODATION (To be completed by all applicants)

A. Single room, shared bathroom B. Single room, private bathroom (limited numbers)* C. Twin room, shared bathroom

D. Twin room, private bathroom* E. Upgraded en-suite* F. Homestay Accommodation*

***Extra Charges - For some options students may need to pay an additional charge. Please check the fees list for prices.**

All rooms are subject to availability. Single rooms are given to students who are studying A levels, Foundation programmes or over 18 years old.

SECTION 10: FEES PAYMENT DETAILS (To be completed by all applicants)

All Academic Students: How do you wish to pay your fees: Yearly In Two Instalments (there is a reduction if paid yearly)

SECTION 11: DECLARATION BY PARENT/GUARDIAN OR SPONSOR (To be completed by all applicants)

I apply to enrol the student named in Section 1 of this form and agree that he/she will obey the rules and regulations governing the conduct of students at The Abbey College. I undertake to pay all fees and charges on or before the date on which they become due and hereby give permission for the student to participate in the full range of sports and social activities offered at The Abbey. I agree for the College Nurse/Matron to administer any injections and medicines he/she may consider necessary or desirable and to authorise any emergency medical treatment. I understand that all medication must be deposited with the Nurse/Matron on arrival and that, if under 18, passports and tickets must be handed in and retained by the College. I have read and fully understood the latest terms and conditions of the college in the Student Guide and brochure, or as amended on the college website, and in particular all rules governing withdrawal and cancellation.

NAME IN FULL OF PERSON SIGNING: _____ (Parent/Guardian)

SIGNATURE: _____ DATE: _____

ADDITIONAL SIGNATURE BY STUDENT: _____ DATE: _____

