



# Education Development College

## Student Visitor English Language Application form

Please read carefully before filling the application form

- **Course fees are:** £2000 for every term/3 months of English Language course studied. £7000 for 11 months English language course studied.
- **The full course fee must be paid when you accept the offer of place on to the course.**
- All applicants must pay a **£300** registration fee, which is **non-refundable**, and must be submitted with the application form. **Do not send the registration fee separately.** No application form will be processed without the registration fee.
- You are required to submit all information in support of your application. It is your responsibility to obtain it. The College cannot obtain information or evidence on your behalf.
- You may have to take a skype interview or an English language competence test.

### Check list:

- Signed and dated application form
- £300 Registration fee
- Copy of passport
- Photograph
- Copy of English certificate (if applicable)
- Copy of highest academic qualification (if applicable)

**Please send your completed application form plus £300 registration fee to:**

Education Development College  
1st Floor Smithfield House  
Digbeth  
Birmingham  
B5 6BS  
UK

OR

Email to: [admissions@edc.ac](mailto:admissions@edc.ac)

Telephone: +44(0)121 622 1001

Fax: +44(0)121 275 6199

**Personal Details (Please write using BLOCK Capitals)**

Title:  Mr  Mrs  Ms  Miss

First Name:

Second name:

Last name:

Date of birth:

Nationality:

Passport No:  **Please attach a copy of your passport**

Language/s spoken:

Gender:  Male  Female

Home address:

City:  Post/Zip code:

Country:

Telephone:

Mobile:

Email address:

**Financial Details**

Who will pay for your course? Please tick one of the following options

- I have enough funds to pay myself
- My family/relative
- My employer
- Other \_\_\_\_\_

Do you need accommodation?  Yes  No, I have arranged my own accommodation

**Are you applying for:** 6 months English Language course

11 months English Language course

## English Language

Have you studied English language before?  Yes  No

Have you taken or are you taking any of the following English language qualifications?

IELTS  PTE  None  
 TOEFL  Other

What results did you get? **Please attach a copy of any English Language test you have passed**

Do you have any academic qualifications? **(Please write your highest qualification only and send a copy)**

Qualification	From (date)	To (date)	Subject/s	Results

## Disability

Do you have a disability/medical condition which may require extra support?  Yes  No

If Yes, please explain.

Do you need any special arrangements?  Yes  No

If Yes, please explain.

## Terms and conditions- Please read carefully and sign the declaration below.

1. Enrolling for a course at EDC constitutes a binding agreement on the student to follow the course schedule and to pay the full fee.
2. Students found to have difficulties following their courses due to inadequate language skills, will be required to attend a pre-session course in English Language at EDC until they have reached a satisfactory standard. The fees for pre-session English are separate to the fees of the main course.
3. Students unable to join their course/s by the scheduled date must inform EDC in writing at least two weeks prior to the commencement date of their course. Any application for deferment of the commencement date, which is not received within the specified time, will only be accepted at EDC's discretion.
4. Unless otherwise stated, fees for the course/s as quoted are for tuition only. Text books, course notes and other materials must be purchased separately. Student registration with awarding bodies, exam fees and re-sit exams are not included in the tuition fees and must also be paid for separately by the student.
5. The tuition fees are payable in full before students start their studies.
6. EDC will not be held responsible if an applicant makes a payment to any third party.
7. If a student is unable to start a course for whatever reason, they must then inform EDC in writing about their inability to start the course/s, at least two weeks prior to the commencement of their course.
8. **Refund**
  - a) The registration and administration fees of £300 are NOT refundable under any circumstance. Any refund given will exclude £300.
  - b) Refund applications for reasons other than applicant visa refusals will not be considered. EDC reserves the right to retain the whole deposit amount or course fees.
  - c) If a student decides to withdraw their application from the British Embassy in their country will not be entitled to a refund.
  - d) Any fee paid in advance is non-refundable after the visa is granted.
  - e) If an applicant is permanently or temporarily removed from EDC's attendance register due to poor attendance or misconduct, no refund is applicable. Applicants with non-attendance of 10 days over a term will be reported to the UK Border Agency.
  - f) Students who are late in starting their course/s will not be entitled to any refund, or reduction in tuition fees.
  - g) If a student contract or enrolment with EDC is terminated then the student will be refused a refund.
  - h) No refund will be given if the student has not entered the United Kingdom after receiving a valid visa.
  - i) If a student obtains a visa/extension visa through an application made at EDC, but on arrival to the UK or already residing in the UK, decides to **transfer to another institution/college**, then **fees already paid for the course are non-refundable**.
  - j) If a visa is refused before the commencement of the course/s, then the applicant has three weeks from the date of the refusal letter to submit a refund application form with supporting documents. Failure to comply with these decisions will lead to a refusal of refund.
  - k) Once a local student has attended EDC for over a month then no refund will be given to the student if they fail to renew their visa.
  - l) If a visa is refused after the commencement of the course the refund application must be made within two weeks of receiving the refusal letter otherwise no refund will be given.
  - m) If a student is required by the Home Office to leave the UK for any reason, tuition fees will not be refunded.
  - n) Applications for refunds must be made in writing by filling in the 'Refund Application Form', which must be signed by the student, and all supporting documents must be provided before the commencement date of the course.
  - o) EDC must be provided with the original letter issued by the British High Commission/Embassy confirming the refusal of a visa or entry, for an application for a refund.
  - p) Failure to comply with these conditions will lead to a refusal of refund.
  - q) The 'Refund Application Form' can be requested from EDC.
  - r) It takes a minimum of two months for EDC to process the refund applications from the time the **full** supporting documentation is received.

9. **Refusal**

- a) Refund for refusal will be given only when EDC is satisfied that they are not at fault for the visa refusal
  - b) Should the visa be refused to an applicant because of a fault of the applicant then no refund of fees paid will be refunded.
  - c) Examples of when the applicant is at fault for an unsuccessful application for a visa is when he/she:
    - i. Provides false or inaccurate personal information with their visa application.
    - ii. Presents fraudulent educational or financial documents (used deception in current or previous application).
    - iii. Does not have sufficient funds.
  - d) If learners wish to appeal against the refusal decision then EDC will keep the tuition fees which have already been paid until the decision of the appeal has been made. If the original decision of refusal is not overturned the applicant must inform EDC no later than one month after the appeal hearing date in order to apply for a visa.
  - e) If these application forms are signed on behalf of the student by his/ her guardian, sponsor or representative, these conditions still apply.
10. Important notices to students are displayed on the main notice board and it is the student's responsibility to read such notices. All details in the prospectus and any accompanying documents are correct at the time of printing. EDC reserves the right to make changes to the structure and content of courses, including cancellation if deemed necessary. Students are requested not to photocopy more than 30% of copyright material.
11. Anyone supplying false information in this application is liable to suspension from EDC.
12. The College reserves the right to require a student to leave EDC at any stage if a student does not fulfil the above requirement or if a student's continual presence would, in the opinion of the Directors, be detrimental to the well-being of staff, other students or EDC generally or if a student does not meet his/her financial obligations. **Any fee refundable to an excluded student is wholly at the discretion of EDC.**
13. **The contractual relationship between the student and EDC shall be governed by and construed in accordance with the laws of England and Wales.**

## Declaration

I declare that the information given on this form is true and accurate. I understand that if I have presented false information it will lead to a rejection of my application.

**I declare that I understand and agree with the terms and conditions as stated above, and agree to abide by them.**

Signed

Date