

# Application Form

enquiries@purleycollege.com

www.purleycollege.com

T: +44 20 8660 5060

F: +44 20 8668 4022

34 Brighton Road, Purley,  
Surrey, London. CR8 3AD



## Personal Details

First Name \_\_\_\_\_ Family Name \_\_\_\_\_  
Sex (M/F) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_  
dd/mm/yyyy  
Home Address \_\_\_\_\_ UK Address/  
Homestay \_\_\_\_\_  
Telephone \_\_\_\_\_ Telephone \_\_\_\_\_  
Mobile \_\_\_\_\_  
E-mail \_\_\_\_\_ Passport No. \_\_\_\_\_  
Valid Date. \_\_\_\_\_

## Course Details

Course Name \_\_\_\_\_ Course Code \_\_\_\_\_  
Hours per week \_\_\_\_\_ Start Date \_\_\_\_\_ Duration (weeks) \_\_\_\_\_  
dd/mm/yyyy

## Accommodation

Complete if you need accommodation arranging

Homestay Start Date \_\_\_\_\_ Duration (weeks) \_\_\_\_\_  
dd/mm/yyyy  
 Hotel / hostel Start Date \_\_\_\_\_ Duration (weeks) \_\_\_\_\_  
dd/mm/yyyy

## Airport Transfer

Complete if you need an airport transfer to your accommodation

Which airport?  Heathrow  Gatwick  Stansted  Luton  
Flight number \_\_\_\_\_ Arrival date \_\_\_\_\_ Arrival time \_\_\_\_\_  
dd/mm/yyyy dd/mm/yyyy

## Marketing Question

How did you originally hear about Purley Language College?

Agent  Web search. Which search engine? \_\_\_\_\_  
 Walking by  A website. Which website? \_\_\_\_\_  
 A friend  Advert/poster/leaflet. Where? \_\_\_\_\_  
 Other. Give details \_\_\_\_\_

OFFICE USE

Student ID: \_\_\_\_\_

Booking date: \_\_\_\_\_

Booking taken by: \_\_\_\_\_

Visa expired. \_\_\_\_\_

## Payment Calculator

Course fees	£	Airport transfer	£
Registration fee	£	Other	£
Books	£	<b>TOTAL FEES</b>	£
Accommodation	£	Deposit	£
Accommodation booking fee	£	Balance due	£

Please add  
3.5% for  
payments by  
credit card

## Payment Method

- Cash**
- Cheque** Payable to 'Purley Language College Ltd'
- Bank transfer**

<b>Account name</b>	Purley Language College Ltd	<b>Bank Address</b> Lloyds TSB, 21 Station Avenue, Caterham, London, Surrey CR3 6YT United Kingdom
<b>Account no.</b>	02659060	
<b>Sort code</b>	30-91-72	
<b>IBAN Code</b>	GB60LOYD30917202659060	
<b>SWIFT Code</b>	LOYDGB21151	
Use student name as a reference All bank charges must be paid		

- Credit / debit card** 

Name on card \_\_\_\_\_

Card type \_\_\_\_\_

Card number \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Issue no. \_\_\_\_\_ Security Code \_\_\_\_\_

- PayPal** Account name: enquiries@purleycollege.co.uk

I have read and agree with the terms & conditions for Purley Language College (below) and submit an application.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
dd/mm/yyyy

If the student is under 18 this part  
must be completed by an adult

## Terms &amp; Conditions

<p><b>Enrolment</b> Application forms must be fully completed Emergency contact numbers, home and UK addresses must be current and obtainable. It is the student's responsibility to inform the College of any changes to these.</p> <p><b>Payments</b> Payment is required under the following terms:</p> <ul style="list-style-type: none"> <li>• A non-refundable £80 registration fee is payable by students who do NOT require a visa.</li> <li>• Students requiring a Letter of Sponsorship (for their visa) from the College should pay a non-refundable £200 registration fee. They should also pay at least half their tuition fees when booking.</li> <li>• Tuition fees (and accommodation fees, if applicable) should be paid two weeks in advance of commencement of the course; students booking for longer than 12 weeks may pay in up to four instalments (depending on length of stay and as mutually agreed between the student and the Directors).</li> <li>• An additional 3.5% charge is payable for payments by credit card</li> </ul> <p>Tuition fees do not include books, external</p>	<p>exam fees and some social programme activities</p> <p><b>Cancellations &amp; Refunds</b> Refunds for cancellations by students will only be issued if written notice is given to the College at least two weeks prior to course commencement and in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Visa rejection. The Embassy Letter of Refusal must be sent to the College to apply for the refund. Please allow up to 6 weeks for processing visa refunds. The registration fee is NOT refundable.</li> <li>• Severe illness - upon production of a valid doctor's certificate.</li> <li>• Exceptional personal circumstances at the discretion of the College Principal. The College will retain £200 for processing refunds and all bank charges must be paid by the student. In all cases contact the College at the earliest opportunity as we may be able to help in other ways such as deferred start dates.</li> </ul> <p><b>Visa Obligations</b></p> <ul style="list-style-type: none"> <li>• <b>Attendance:</b> Students having been granted a student visa must report to College on the due date and then attend at least 15 hours tuition per week. Students failing to comply with Visa</li> </ul>	<p>Regulations will be reported to the UK Border Agency.</p> <p><b>Accommodation</b> Accommodation is arranged by the College. Cancellation policy: At least 2 weeks' advance notice must be given to cancel accommodation either prior to arrival or when in residence. If less than 2 weeks notice is given then you will be liable for paying up to 2 weeks of the accommodation fees. Students are expected to abide by the Rules and Regulations Governing Homestay Accommodation. A copy of these will be given to the student on arrival.</p> <p><b>Insurance</b> The College accepts no responsibility for loss of property either within or outside the establishment. Students are advised to purchase insurance, including medical insurance, to cover all eventualities before leaving their own country. Students staying in Host Families should make sure that their insurance will cover any accidental damage to the property or possessions of the family.</p> <p><b>General</b> The minimum student age is 5 years and</p>	<p>children will not be put in a class with adults. The minimum age for adult classes is 16. The maximum class size is 15 students. In the case of flagrant misconduct, persistently breaking the College Rules, or proven criminal offence, the College reserves the right to discipline or expel any student. No refund of fees will be made in the case of an expulsion. The College Rules and disciplinary procedure are contained in the Student Handbook. Students should always read all notices displayed on the main notice board. Most courses are available to start any Monday that the College is open. The school is closed for Christmas from the final two weeks in December and the first week in January, plus all UK bank holidays. For long-term students paying in advance no reduction is made for weeks containing a bank holiday. The College's social activities programme contains either free or low cost activities. The amount of organised social activities will vary according to the time of year with more available in summer and less in winter. See the notice boards for latest details. In all cases the decision of the Directors will be final and binding on all students</p>
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# Further Information

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## Emergency Contact Information

Please complete the below to inform us of your emergency contact.

Name \_\_\_\_\_

Relationship to Student (Parent/Aunt etc) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Emergency Contact No: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Medical details

Do you have any current medical conditions? (Please tick the appropriate box)

Yes       No

If **yes**, please give more detail here.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you currently taking any medication? (Please tick the appropriate box)

Yes       No

If **yes**, please give detail regarding amount & timing

\_\_\_\_\_

Do you have any Allergies? (Please tick the appropriate box)

Yes       No

If **yes**, please give more detail here.

\_\_\_\_\_