

For Office Use Only		
Application Number:	Course Code:	
Offer: Conditional <input type="checkbox"/> Unconditional <input type="checkbox"/> Rejected <input type="checkbox"/>		
Fees:	Start Date:	End Date:
Consultant:	Received Date:	Signature:

To be completed by all applicants wish to study at Camelot College. Use BLACK ink .

1 Course Details	
Course Title & Level:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> <i>(Tick as appropriate)</i>
Semester:	Year of Entry:

2 Personal Details <i>(Please fill in BLOCK CAPITALS)</i>	
Title: Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Family Name:	First Name:
Date of Birth: ____/____/____	Nationality:
	Passport #:
Correspondence Address:	Permanent / Overseas Address:
Post Code:	Post Code:
Day Time Telephone #:	Day Time Telephone #:
Evening Time Telephone #:	Evening Time Telephone #:
E-mail:	E-mail:

3 Equal Opportunities	
Ethnic Origin <i>(Tick as appropriate)</i>	
White <input type="checkbox"/> Black Caribbean/African <input type="checkbox"/> British Asian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Asian other <input type="checkbox"/> Mixed White & Black <input type="checkbox"/> Other <input type="checkbox"/>	
Additional Needs	
Do you have any disability or special needs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, give details:	

4 Academic Education

For qualifications obtained at overseas institutions it is essential that a certified transcript of your complete academic record is provided, preferably with this application. Otherwise please confirm by ticking the following box that you are arranging for the transcript to be sent to us

College / University	FT/ PT	Qualification Obtained	Subjects	Grades	Dates

5 Language skills Include skills in English if this is not your first language

Any English Language Test taken (IELTS/TOEFL/etc) Yes No

Date:

Score:

6 What do you hope to achieve by undertaking this programme?

Please give any additional information, which you wish to be considered in support of this application. Please use additional sheets of paper if required.

7 References

Please give below the names and addresses of two referees (in most cases these should be academic referees or, where appropriate, your employer). Please make sure you note the title of the programme you have applied for on the reverse of the reference forms, enclosed with this form and hand or send the reference sheets directly to your referees, together with the enclosed notes for guidance, and ask them to return the reference to the University College. Please use Block Capitals.

<p>Telephone #:</p> <p>Fax#:</p> <p>E-Mail:</p>	<p>Telephone #:</p> <p>Fax#:</p> <p>E-Mail:</p>
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8 Finances

Who is expected to pay your fees? Please tick appropriate box

Career Development Loan **You** **Your employer** **Your parents** **Other sponsor** **Self**

If you are likely to be sponsored by an employer or other organisation, please give the name and address of the sponsoring body, together with a contact name, telephone number, fax and email address if known.

9 Feedback *(How did you hear about us?)*

10 Application Checklist

Please ensure you have completed all the required sections on the form and check that you are submitting and enclosing the relevant documents before you send off your application:

<ul style="list-style-type: none"> • A completely filled in Application form • Two passport size Photographs • A photocopy of your previous qualifications and examination results • A photocopy of your English qualification if applicable (ie: IELTS, TOEFL or equivalent) • Administration Fee £250/- • Names of 2 Referees. • Attach you CV where necessary 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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11 Declaration

The aim of the admissions process is to select students who have the ability and motivation to benefit from the programmes they intend to follow and who will make a contribution to the life of the College.

The process takes place within the context of the College's Equal Opportunities policy which expresses the College's commitment to a comprehensive policy of equal opportunities for students in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the College. The aim of the policy is to ensure that no prospective student or enrolled student should receive less favourable treatment on any grounds which are not relevant to academic ability or attainment. It is, however, important that these aims are achieved without prejudice to the safety and well being of other members of the College community.

Rehabilitation of Offenders Act 1974

You are asked to state whether or not you have any relevant criminal convictions. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them. You must enter x in the box if either of the following statements applies to you.

I have a relevant criminal conviction that is not spent

I am serving a prison sentence for a relevant criminal conviction

If you enter x in the box you will not be automatically excluded from the application process. However, we will want to consider your application further and may require further information before making a decision.

Personal Statement

I confirm that whether submitting this application form electronically or on paper, the information given in my application form is true, complete and accurate, and that no information requested or other material information has been omitted. I undertake to be bound by all the rules and regulation in force under the Articles of Quality Control of the College. I accept that, if I do not comply with these requirements, the College may cancel my application and any subsequent offer and I shall have no claim against the College in relation thereto. Applications submitted by email are deemed to have accepted the terms of the declaration given above.

Data Protection Act 1984, 1988

I agree to Camelot College processing personal data contained in this form, or other data which the institution may obtain from me or other people, whilst I am an applicant. I agree that information received by the institution will be stored in hard copy and in a central computer database, and that it will be used for internal College administrative and management purposes and for those purposes registered with the Data Protection Registrar.

The College may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive this information by a set date, or the information is not satisfactory, we can cancel your application.

For those students who are applying through an official contracted representative of Camelot College, information relating to your application and subsequent enrolment at Camelot College may be shared with the relevant representative.

Applicant's Name:

Applicant's Signature:

Date:

Please return this form to:



Student Application Form

Camelot College, 262-270 Field End Road, Eastcote, Middlesex, HA4 9NB