



St Patrick's

Undergraduate Application Form (Funding)



APPLICANT'S PERSONAL DETAILS	
Surname:	
First Name:	Preferred Name:
Title:	Date of Birth: Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Permanent Address:	Mailing Address:
Postcode:	Postcode:
Daytime Contact No:	Fax:
Evening Contact No:	Mobile No:
Email address:	
Nationality: (as in passport)	
Country of Birth:	
Country of Permanent Residence:	
If holder of a UK entry visa please state type:	
Date of arrival into the UK:	

FOR OFFICE USE ONLY

Student ID:
Programme of Study:
Programme Advisor:
Admission Decision:
Admission Officer:



Thank you for your interest in St Patrick's

We look forward to welcoming you onto one of our Undergraduate Programmes at St Patrick's. Please ensure you read through the following information carefully. It contains a step-by-step guide to completing the application form, and will help make the process as straightforward as possible. In addition, our programme advisors are available to answer any of your questions in person or over the phone, so please feel free to contact us if you have any further queries regarding the application process.

STEP 1

Complete the application form. You will need to include the following in your application:

- Certified copies of your passport, qualifications, certificates and transcripts;
- A colour copy of the full photo page of your passport. Please make sure that the entire page is displayed;
- One passport size photo (jpeg* 150x150 pixels);

STEP 2

Ensure that you have enclosed all supporting documents. These are listed throughout the application form.

STEP 3

Please send a completed copy of your application form to your programme advisor. Note that you have the option of sending it by email or through the post. In either case, you are required to attach copies of the relevant documents listed in this application.

Students applying through the post must complete the application form in **BLOCK CAPITALS**, using black ink. Once you have completed the form, please send it to the following address:

**St Patrick's Admissions Department
Duncan House,
High Street, Stratford,
London
E15 1AJ**

Application deadlines

Due to the high demand for our Undergraduate Programmes, places are limited. We therefore advise that you apply as early as possible, taking into consideration the deadlines for scholarships and bursaries where appropriate.



Higher National Diploma (HND) Programmes

Please tick the course you would like to apply for.

- | | |
|---|--|
| <input type="checkbox"/> HND Business Management
<input type="checkbox"/> HND Law
<input type="checkbox"/> HND Information Systems Engineering (ISE)
<input type="checkbox"/> HND Fashion and Textiles | <input type="checkbox"/> HND Network Engineering and Telecommunication Systems (NETS)
<input type="checkbox"/> HND Hospitality Management
<input type="checkbox"/> HND Health and Social Care Management |
|---|--|

Intakes

- Feb 2015 May 2015 Sept 2015

Funding / Student Loan / Self-funding

St Patrick's Student Finance Institution code: **S19**

May/September 2015

Have you applied for student finance for February/March 2015? Yes No

If yes, please provide us with:

Customer Reference Number (CRN) _____ Student Support Number (SSN) _____

English Proficiency

Is English your first language? No Yes

Have you taken any English language examinations or standardised tests eg. TOEFL, IELTS, Cambridge First Certificate, PTE

No Yes



Education and qualifications

A. GCSE/ Overseas Yes No

Subjects		Grade	Subject		Grade
1.	<input type="text"/>	<input type="text"/>	6.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	7.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	8.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	9.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	10.	<input type="text"/>	<input type="text"/>

B. A Level/ Overseas Yes No

Subjects		Grade
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>

Additional education studies

List of additional education studies (If applicable)

1.
2.
3.
4.



Work history	
1. Company: _____ Position: _____ Start date: _____ End date: _____	2. Company: _____ Position: _____ Start date: _____ End date: _____
3. Company: _____ Position: _____ Start date: _____ End date: _____	4. Company: _____ Position: _____ Start date: _____ End date: _____

Statement in support of application

Please provide a statement below on why you think you deserve a place on the course. You may wish to include the following items as a guide in the statement.

1. How is the course related to your previous or current studies, work or life?
2. How the course will help you in the future?
3. What you think you will learn on the course, including any particular subjects of interest?
4. How prepared are you to dedicate time to succeed in the course, including what personal arrangements or sacrifices you might make to ensure you regularly attend and pass the course?
5. What motivates you to follow this course?
6. What qualities, qualifications and experience do you have to be able to do well in the course?

(Please write no more than 500 words. You may continue on an extra sheet if necessary)



How did you hear about St Patrick's? – tick all that apply

Search Engines / Social Networks:

- Google
 Facebook
 LinkedIn
 Twitter
 YouTube
 Other (please specify)

Emails/Newsletters:

- St Patrick's
 UCAS
 Other (please specify)

Advertising:

- Metro
 Evening Standard
 London Underground
 Transport Adverts
 The Daily Telegraph
 Other (please specify)

Declaration of a Criminal Record

Rehabilitation of Offenders Act

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974), by ticking the appropriate box on the application form.

Have you ever had a criminal conviction? Yes No

If Yes, please specify _____

Students with Special Need(s)

The information you provide will be held in confidence, and will not be seen by any third parties. It will be used only to monitor the operation of our Equal Opportunity Policy, and for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.

St Patrick's is committed to ensuring that every student is as comfortable as possible during their time with us.

Do you have any medical conditions that may require special examination arrangements? Yes

No

If "Yes", please describe your condition(s):

Taking in account the condition(s) that you described in (a.) above, do you have any special requirements with regard to the materials that we will be providing in support of your studies (for example, large print or Braille transcripts)?

Yes No

If "Yes", please describe your condition(s):



Terms and Conditions

Before completing this form, please ensure that you have read the full St Patrick's General Terms and Conditions. This is a legal contract between You ("the Student") and Us ("St Patrick's International College Limited" or "the College", "Our" or "We").

By signing this for and registering for a St Patrick's Undergraduate course I acknowledge that I (Please sign in name here) have read, understood and agree to abide by the full General Terms and Conditions.

1. Student Warranties

- You agree that all documents and information you provide are true and correct.
- You agree that if You give Us incorrect, untrue or misleading information, You will be withdrawn from the course, and You will not be given a refund of any fees paid (whether those fees were paid directly by You or by someone else on Your behalf, including any tuition fee loan from Student Finance England).
- You state that you are a UK/EEA/Swiss national, and You are not subject to immigration control in the UK, and You ordinarily live in England.

2. Disclosure to Student Finance England

If You are in receipt of tuition fee loans and/or other funding from Student Finance England (SFE), the College reserves the right to disclose Your details, including academic progress and attendance rates, to SFE.

3. Programme Fees

- At the start of the course, You must pay either:
 - The full tuition fee (inclusive of the minimum Deposit of 25% of the fee and advisory and student services fees); or
 - A minimum Deposit payment of 25% of the total course fees and then two more instalments of 25% and 50% respectively, according to an agreed payment schedule.

All Deposits you give Us are **NON-REFUNDABLE. This means that if You change your mind after enrolling on a course, the Deposit paid (either by You or on Your behalf) CANNOT be refunded.**
- If You do not pay Your fees as agreed, the College can:
 - report You to the authorities, including credit reporting agencies and the Student Finance England Fraud Department;
 - stop You from study and remove you from studying at the College.

If You are expelled from your course of study by Us because of non-payment of fees or breaking Your student contract, You will not receive any refund of fees paid.
- You may ask Us to defer Your place on a programme by up to one academic year. If You ask us to defer your start date and We agree, **You CANNOT then withdraw and receive a refund.**

4. Refunds Policy

- Once You have been accepted and enrolled on the course You become immediately liable to make payment of the fees and no refunds or course transfers are allowed, other than in exceptional circumstances and at the College's sole and absolute discretion.
- If You decide to withdraw from Your course, You must tell Us immediately. If You have already paid Us in full, You will receive a partial refund, this depends on when You tell us You want to withdraw.

If You paid Us in full, we will refund:

When You tell Us	Amount which We will refund
30 days before the start date	100% of the full fees less £150
Less than 30 days before the start date, but up to the end of the 2 nd week of the first term	75% of the full fees less £150
After the end of the 2 nd week of the first term, but up to the end of the first term	50% less £150
After the end of the first term, but up to the end of the 2 nd week of the second term	25% less £150
After the beginning of the second week of the second term	0

5. Published Programmes

We reserve the right to alter published programmes, course dates, programme start dates timetables, change tutors, course specifications, the content of lectures and/or study materials and locations. PROVIDED THAT if we make a significant change to Your course, we will give you advance notice and the opportunity to withdraw from the course and receive a refund if You do not agree with the change.

The availability of all programmes is subject to student demand.

6. Access to Online Resources

We do not guarantee the availability of the online resources and other added-value services due to reasons beyond Our control, including technical faults and limitations.

7. Student Code of Conduct

You are expected to conduct Yourself, at all times, in a manner which shows respect to the College and its staff, fellow students, members of the public and College Property. If you breach the Student Code of Conduct, We may view this as gross misconduct, which may lead to Your expulsion from the College without any refund.

8. Attendance

- You must attend 100% of Your scheduled classes (as per Your personal timetable). You must provide documentary evidence to excuse any absences due to ill health or personal circumstances. Such as a note from Your Doctor.
- You may be expelled from the programme and will not be entitled to any refund if You (i) do not follow the attendance requirements (ii) fail to start the course as scheduled without prior notification to the College.

9. Withdrawal

You agree that You cannot change, defer or withdraw from the programme without prior consent from the College. If you want to change, defer or withdraw from the course, You must tell Us immediately. We will tell You if we agree to Your request to change, defer or withdraw. Any failure to start the course as scheduled, without Our prior approval, will lead to Your expulsion from the course without a refund.

10. Exclusion and Limitation of Liability

To the extent permitted by law, We, other members of our Group of Companies and associated Parties exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity. Our maximum Liability to You in contract or tort, shall be limited to the amount of fees You paid us (or was paid to Us on Your behalf).

11. Data Protection

Your enrolment on a course of study requires sharing of personal information about You (including "Sensitive Personal Information") between Us and other members of our Group and service providers. You give Your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.

12. Regular Updates

Please see our website for Full Terms and Conditions, the Attendance Policy and the Complaints Procedure. The College Terms and Conditions are subject to change. We communicate changes through updates to our websites (<http://www.st-patricks.ac.uk>). You are advised to regularly check for updates. We will always tell You of any significant changes which affect Your enrolment.



Declaration

Before you submit your application form, please make sure you have enclosed all the necessary information. Note that applications cannot be processed without the specified documents.

Application checklist – have you included the following?

- A completed application form
- Certified copies of your qualifications, certificates and transcripts
- A colour copy of the full photo page of your passport.. If you do not have a passport, please provide another photographic ID.
- One passport size photo (jpeg* 150x150 pixels)
- A valid email address:
- The name of your St Patrick's programme advisor

I have read the above and I certify that the information provided and the statements made by myself are, to the best of my knowledge, true and accurate.

- a) I hereby agree, if admitted as a student at St Patrick's, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.
- b) I agree to St Patrick's processing my personal data contained in this form, as well as other personal data that St Patrick's may obtain from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.

Date

Signature

(Please sign by hand)