

Cranford College

Unlocking the worlds potential

680 Bath Road
London TW5 9QX

Cranford College

Student Application Form

Send completed form return to:

Admissions Office, Cranford College, 680 Bath Road, TW5 9QX, United Kingdom

Email: admissions@cranfordcollege.com

If there is not enough space for your entry on any section of the form you should add separate sheets and note on the relevant section of the form that you have done so. Read your entries on the form before you send it in to us. Remember that we only have the information you provide and cannot consider an incomplete application.

We recommend that you keep a copy of your completed application: The College may charge your for issuing a copy later

It is possible to make this application form available in different formats – please contact us for such requirements

We will use the information you provide to assess your suitability for the programme. Equal Opportunities Form data, plus the age and gender information and any information about disability, will not be used in the assessment, but for statistical and planning purposes, and for seeking arrangements for disabled students granted admission.

If you become a student at Cranford as a result of this application, information which you provide on this form will become part of your student record. If you do not become a student, it will be kept for approximately one year after your proposed entry date, and past that point only for purposes of equal opportunities monitoring as data.

Please complete this form in BLOCK CAPITALS in black ink.

Course/Programme Details

Title of programme/course

Full-time

Part-time

Where applicable specialisation or pathway:

Year of entry - desired session:

PERSONAL DETAILS

Title:

Surname/family name:

Forenames:

Gender:

Date of birth:

Home Address:

Telephone:

Mobile:

Please ensure that only an actively used email address is provided. Should you provide an email address here it will be presumed you can be contacted by this method in the first instance.

E-mail:

Place of birth:

Nationality:

Date of entry into the UK (if applicable):

Place of birth:

Passport Number:

National Insurance Number:

Have you been granted indefinite or exceptional leave to remain in the UK? Yes No
(If yes you must provide photocopied documentary evidence)

Previous Education

You must provide a grade or class for an awarded qualification listed here. If you do not provide a grade, this will be taken as a declaration that you did not successfully complete the qualification. Please ensure that you list all qualifications gained both for the purpose of academic assessment. **Please note that original certificates will be required at enrolment.**

Institution attended/currently attending	From:	To:	Title of award/ Qualification	Subjects studies/ to be taken	Class/ grade
1					
2					
3					

Employment

Give history of your relevant employment (paid or voluntary) and list all your relevant experience. Please also attach your CV if appropriate, detailing any relevant experience or skills, or continue on a separate sheet if necessary.

Name and address of employment	Title of post	Full time/part time	Paid or voluntary	From/To
1				
2				
3				
4				

References

**Please note that your application cannot be considered without a reference
(It is your responsibility to provide this, the college will not usually contact your referee)**

A reference provided by a friend or relative is not acceptable. It is important that the referee know you well enough to comment authoritatively on your ability to meet the demands of the course/programme for which you have applied.

If necessary, a reference can be provided separately to our application form; your reference must be on headed paper and accompanied by an official stamp or seal.

In instances where you have arranged for your referee to send your reference directly to the admissions office please ensure that your name and the course/programme for which you have applied is clearly marked both on the envelope and the reference and that you state clearly on your form that the reference is to arrive separately.

Notes for the referee:

The person submitting this application has given your name as a referee. Please give your comments on the applicants academic abilities and personal qualities, in particular your view of the applicants suitability for the course/programme.

In instances where it has been arranged for you to send the reference directly to the admissions office please ensure that the name of the applicant and the name of the course/programme for which they have applied is clearly marked, both on the envelope and the reference. The reference must be on headed paper and accompanied by an official stamp or seal.

All references are treated as confidential by the college. However, some departments operate a system whereby staff will discuss the reference with the applicant, possibly as part of the process of reviewing and recording achievement. You should indicate by ticking the appropriate box (on the next page) whether or not you consent to the reference or its contents being shown to the student. However you should be aware that, under the terms of the Data Protection Act (1998), circumstances may arise in which the college would be obliged to reveal the reference even in the event of your consent being withheld.

There is no set format or recommended structure for the reference, but selectors find it helpful if the following information about the applicant is included (it is not necessary to duplicate information provided by an applicant unless you wish to comment upon it):

- Academic achievement and potential, including predicted results or performance
- Suitability for the programme(s)/subject(s) applied for
- Factors that may have influenced or influence performance
- personal qualities (motivation, powers of analysis, communication skills, independence of thought)
- Career aspirations
- Any health or personal circumstances relevant to this applications other interested and activities
- Commitments that will prevent an applicant from attending an interview
- In the case of applicants whose first language is not English it is helpful to comment upon the applicant's ability in written and spoken English. Please clarify, where appropriate, the proportion of courses studied or being studied in which the medium of instruction is English.

Reference 1:

1. Name of Academic references or employer

1. Contact details of referee:

Referee's position/relation to applicant:

Please tick this box if you **do not consent** to the reference being made available to the applicant.

Under the terms of the Data Protection Act 1998, circumstances may arise in which the college would be obliged to reveal the reference even in the even of your consent having been withheld.

Reference 2:

2. Name of Academic references or employer

2. Contact details of referee:

Referee's position/relation to applicant:

Please tick this box if you **do not consent** to the reference being made available to the applicant.

Under the terms of the Data Protection Act 1998, circumstances may arise in which the college would be obliged to reveal the reference even in the even of your consent having been withheld.

Signature:

Date: (dd/mm/yyyy)

Personnel Statement

Please use this section to tell us why you wish to study at Cranford College. Admissions Tutors will want to understand the intellectual rationale for your choice and they may also wish to see that you can demonstrate familiarity with the subject area. Explain your interests, achievements, you wish to acquire within your course of study.

As a guide, it is useful to separate academic and general issues. The information supplied in this section is very important and you should provide the fullest information possible.

Signature:

Date:

Criminal convictions

To help the college reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant may have.

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.

Do you have any unspent criminal convictions? Yes No

Declaration

I hereby certify that the information I have given on this form is correct and complete, and I agree that, if admitted to Cranford College I will abide by the rules and regulations as set out in policies of Cranford College. I have read and understood the instructions relating to this form, and have noted any details particular to the programme for which I am applying.

I understand that:

- I may be asked to provide documentary evidence in support of any statement made on this form
- Information I have given, or will give, in connection with this application, will be processed according to the Data Protection policy of the College in accordance with UK legislation.
- If offered a place I will be required as a condition of enrolment to acknowledge receipt of a statement informing me of the ways in which Cranford College routinely processes data
- The college is unable to accept liability for the suspension and/or cancellation of programmes, although it will inform students of changes as soon as possible.

Signature:

Date:

Emergency Contact

Name:

Relation:

Address:

Telephone number:

Mobile Number:

Disability Statement

As a college we welcome applications from students with disabilities and/or specific learning difficulties. If you indicate on this form that you have either or both of these we may send you a questionnaire asking for more information. The purpose of this is to establish whether or not you might need additional support whilst studying. Where possible we will do all that we can, in consultation with you, to accommodate your requirements, and will pass the information you provide to anyone in the college who needs it in order that this service can be provided. Please be assured that this will have no bearing on your academic assessment.

Please tick one or more of the following boxes:

- | | | |
|----|---|--------------------------|
| A. | No Disability | <input type="checkbox"/> |
| B. | You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder | <input type="checkbox"/> |
| C. | You are blind or have a serious visual impairment uncorrected by glasses | <input type="checkbox"/> |
| D. | you are deaf or have a serious hearing impairment | <input type="checkbox"/> |
| E. | You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy | <input type="checkbox"/> |
| F. | You have a mental health condition, such as depression, schizophrenia or anxiety disorder | <input type="checkbox"/> |
| G. | You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D | <input type="checkbox"/> |
| H. | You have a physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches | <input type="checkbox"/> |
| I. | You have a disability, impairment or medical condition that is not listed above | <input type="checkbox"/> |
| J. | You have two or more impairments and/or disabling medical conditions | <input type="checkbox"/> |

The student welfare officer is available to discuss disability issues with applicants. Students and potential students providing disability information to the student welfare officer are able to specify that it should not be shared with other members of staff, although they should be aware that this may limit the support that can be provided.

Do you require any special arrangements? If so, please provide details below.

If yes please explain the circumstances

Have you taken any government scholarships or loans to fund your education?

If yes please provide details of the amounts and when you can expect to receive them.

Data Protection Act 1998

The information on this form will be stored in an electronic and manual form and initially be used for all purposes relating to admission at Cranford, only being disclosed to those members of staff at Cranford who have a need to see it. The data will in due course and in the case of those applicants offered a place, form the basis of the data processed in relation to the applicant's registration as a student. This will be disclosed, only to those categories of persons/organisations to whom Cranford is registered to disclose, where there is a legitimate reason to do so. Data will at all times be processed in accordance with the Data Protection Act. In signing this form the applicant will be giving his/her consent to the processing of the data provided, including that related to any disability indicated above.

Equal Opportunities Monitoring Form

Cranford is committed to a policy of equal opportunities. To enable the college to monitor the effectiveness of this policy, applicants are asked to complete this monitoring section. This information is used solely for the purposes of monitoring application and admission rates and forms no part of the selection procedure. Please return this form with your application form,

The monitoring form will be separated from the application form and will not be forwarded to the department for consideration with your application.

Ethnic origin.

Please tick the box that you feel most adequately describes your ethnic origin

White	<input type="checkbox"/>
Black or Black British - Caribbean	<input type="checkbox"/>
Black or Black British - African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>
Asian or Asian British - Bangladeshi	<input type="checkbox"/>
Asian or Asian British - Chinese	<input type="checkbox"/>

Asian Other	<input type="checkbox"/>
Mixed White and Black Caribbean	<input type="checkbox"/>
Mixed White and Black African	<input type="checkbox"/>
Mixed White and Asian	<input type="checkbox"/>
Mixed White and Asian	<input type="checkbox"/>
Other ethnic background	<input type="checkbox"/>
Information refused	<input type="checkbox"/>

Tuition Fee Refund Policy & Procedure

Cranford College has approved the following policy regarding the payment of refunds of tuition fees. The purpose of this policy is to explain to students, staffs and any associated person when refunds of tuition fees will be made by the College and how they will be calculated. It is our policy to issue refunds to students who withdraw from their course. The size of the refund will depend on the timing of the withdrawal and the program of study being followed by the student. This refund policy and procedure is set out below:

1. Fees are not refundable after the commencement of the course or after the student stops attending or leave the course before its completion or are suspended by the College owing to non-attendance or misconduct.
2. Students may claim a refund of the paid course fee, provided a written notice of cancellation prior to the commencement of the course. Any cancellation received after the course commencement date, for whatever reason, no refund will be made.
4. In the case of overseas students, the fees may be deferred to the course commencing at a later date, based on student's request and recommendation by the Director of Studies.
5. For in-country visa students, no refund will be made after assigning a Confirmation of Acceptance for Studies (here after CAS) statement; unless it is College fault.
6. If for any reason a course is cancelled, student will be offered suitable alternative course or tuition fees refund.
3. If a student is refused for entry clearance to UK or further leave to remain in the UK due to lack of funds, working more than allowed hours during term time, poor attendance, failing to demonstrate necessary academic progress, providing the British authorities or the College with false information, such student will not qualify for any refund.
8. If it is proved that a prospective student has submitted forged document/s (e.g. certificates, transcripts, passport etc) in order to obtain CAS Statement from Cranford College, no fees will be refunded to such student.
9. Students may be allowed to pay his/her tuition fees in instalment; if a student is not allowed to continue his/her studies due to missed instalment payment over an agreed period, no refund will be given.
10. Full fees are refunded if for any reason, the course is not conducted by the College.
11. No refund is due where students postpone attending the designated course.
12. No interest is paid on a refund of any fees/deposit.
13. The College reserves the right to modify its fees and amend refund policies

Signature:

Date: