

# ABBAY DLD

## GROUP OF COLLEGES

BIRMINGHAM CAMBRIDGE LONDON MANCHESTER

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# INTERNATIONAL ENROLMENT FORM

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Name of the college applied to: \_\_\_\_\_

Agent's name (if applicable) \_\_\_\_\_



# ABBNEY DLD GROUP OF COLLEGES INTERNATIONAL ENROLMENT FORM

Photograph to be  
provided when student  
arrives at the college

Please complete the following information as fully and as accurately as possible. Please print clearly in **BLOCK CAPITALS**, using black ink.

Please indicate on the title page of this application form which college you are applying to.

Please send the completed form to the college, together with a copy of your passport, copies of examination certificates and transcripts, stamped and certified and a short personal statement from the applicant, written in their handwriting.

The form should be returned to the address or contact details of the college being applied to.

Please find details on page 5 of this international enrolment form.

This information will be kept confidentially by the college. Please notify us in writing of any changes to your personal details.

## SECTION A / PERSONAL INFORMATION SECTION

### 1) STUDENT DETAILS:

Family name \_\_\_\_\_ Male

First name(s) \_\_\_\_\_ Female

(Please circle preferred name)

Date of Birth \_\_\_\_\_ (dd/mm/yyyy)

Address \_\_\_\_\_

Town \_\_\_\_\_ Country \_\_\_\_\_ Post Code/Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Tel No: \_\_\_\_\_ Mobile \_\_\_\_\_

Nationality \_\_\_\_\_ Passport Number and Place of Issue \_\_\_\_\_

Home Language \_\_\_\_\_ Other Languages \_\_\_\_\_

### 2) PARENT/GUARDIAN DETAILS:

Family name \_\_\_\_\_ First name \_\_\_\_\_ Title (Mr/Mrs/Ms/Dr/Prof) \_\_\_\_\_

Relationship to student \_\_\_\_\_ Address (if different from above) \_\_\_\_\_

Town \_\_\_\_\_ Country \_\_\_\_\_ Post Code/Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Tel No: \_\_\_\_\_ Mobile \_\_\_\_\_

Contact above in an emergency: Yes / No Please circle to indicate.

### 3) DETAILS OF THE PERSON WHO WILL BE PAYING THE TUITION FEES:

Name of the fee payer \_\_\_\_\_ Occupation \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Town \_\_\_\_\_ Country \_\_\_\_\_ Post Code/Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Tel No: \_\_\_\_\_ Mobile \_\_\_\_\_

### 4) THIS SECTION TO BE COMPLETED IF THERE IS A GUARDIAN IN THE UK:

The college recommends that the parents appoint a guardian resident in the UK for all students who are under the age of 16 years and who are not normally resident in the UK.

Family name \_\_\_\_\_ First name \_\_\_\_\_ Title (Mr/Mrs/Ms/Dr/Prof) \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Post Code \_\_\_\_\_

Email Address \_\_\_\_\_ Tel No: \_\_\_\_\_ Mobile \_\_\_\_\_

**SECTION B / EDUCATION SECTION**

**5) PLEASE GIVE DETAILS OF THE LAST SCHOOL ATTENDED:**

Name and Address of School / College \_\_\_\_\_

Town \_\_\_\_\_ Country \_\_\_\_\_ Post Code/Zip Code \_\_\_\_\_

Name of Headteacher \_\_\_\_\_ Dates attended (dd/mm/yyyy): From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE PROVIDE SCANNED COPIES OF YOUR EDUCATION CERTIFICATES FROM SCHOOL OR COLLEGE WITH THIS APPLICATION.  
PLEASE PROVIDE INFORMATION BELOW FOR ANY EXAMINATIONS YOU ARE LIKELY TO TAKE BEFORE LEAVING YOUR CURRENT SCHOOL:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6) STUDY OPTIONS: PLEASE READ THE INFORMATION BELOW CAREFULLY AND THEN TICK THE BOXES TO SHOW YOUR STUDY CHOICES:**

**FULL TIME ENGLISH (EFL,EAP)**

Start date (please choose) and insert year, e.g. 2010

**SUMMER SCHOOL**

September 20\_\_ start (3 terms)

January 20\_\_ start (2 terms)

One term

August 20\_\_

July and August 20\_\_ (Abbey Cambridge only)

**GCSE PROGRAMME**

Start date (please choose) and insert year, e.g. 2010

September 20\_\_ start (3 terms)

**A LEVELS**

Start date (please choose) and insert year, e.g. 2010. Subject choices (typically 4 for A level) are to be discussed directly with the College being applied to. If you wish to study A Levels, your current or pending exam results should be equivalent to or higher than GCSE (General Certificate of Secondary Education) in at least 5 subjects and a minimum level of English equivalent to IELTS (5.5 Abbey College Cambridge). For the one year programme you should have completed A Levels before or taken the equivalent qualification. At the start of each academic year of study students following an A Level course without a pass at grade C in GCSE or IGCSE English Language or with an IELTS score below 6.5 must join an English-language training course for the duration of the academic year which will be timetabled alongside A Level lessons. This extra course is chargeable.

2 year programme  18 months programme  1 year programme  (not available at Abbey College Cambridge)

September 20\_\_ start (6 terms) January 20\_\_ start (5 terms) September 20\_\_ start (3 terms)

**INTERNATIONAL FOUNDATION PROGRAMME**

If you wish to study the International Foundation Programme you should have obtained or expect to obtain a qualification accepted by a university in your home country and a minimum level of English equivalent to IELTS 4.5 for 3 terms or IELTS 5.5 for 2 terms.  
Start date (please choose) and insert year, e.g. 2010

September 20\_\_ start (3 terms)  January 20\_\_ start (2 terms)

(Abbey College Manchester Business Pathway only)

**Course type. Please choose.**

Business Pathway  Engineering Pathway  Music Pathway  Art Pathway

Abbey College Birmingham Abbey College Cambridge Abbey College London Abbey College Manchester DLD College only DLD College only

**SECTION C / COLLEGE BOARDING HOUSE**

**7) All International Students aged under 18 must live in supervised accommodation or with host families unless living at home with a parent or guardian who is over the age of 21.**

Please indicate if accommodation is required? Yes  No

College Boarding House (Birmingham and Cambridge available from age 15, Manchester from age 17, London accepts under 16s)

Homestay (Available to all students)

Please note the College will advise you on the availability of your option on receipt of your application.

I am aged under 16

**Under 16 students must live in private fostering (Birmingham, Manchester), boarding house (Cambridge) or UrbanNest accommodation (London).**

SECTION D / FURTHER INFORMATION AND SIGNED DECLARATION

MEDICAL HISTORY

It is important, for your health and welfare during your study at an Abbey DLD College, that these questions are answered comprehensively. Your application will not be prejudiced in any way. If you wish to give details in confidence please contact the Principal of the College.

8) Please provide details of any physical problems or illness which you feel may affect your progress at college (e.g. deafness, defective vision, heart problems, nervous disposition, allergies etc). Please attach an additional sheet if more space is required to explain the problem.

8.1 Do you have any allergies? Yes [ ] No [ ] If yes, please specify \_\_\_\_\_

8.2 Are you currently taking any medication or receiving medical treatment? Yes [ ] No [ ] If yes, please specify \_\_\_\_\_

8.3 Do you have a registered disability or special educational needs? Yes [ ] No [ ] If yes, please specify \_\_\_\_\_

8.4 Do you suffer/have you ever suffered from a major illness? Yes [ ] No [ ] If yes, please specify \_\_\_\_\_

9) ETHNIC ORIGIN: Please tick the box which best describes your ethnicity. In cases of mixed heritage please give details where asked:

- White - British, White - Irish, Any other White background, White & Black Caribbean, White & Black African, White & Asian, Any other Mixed background, Caribbean, African, Any other white ethnic background, Chinese, Any other ethnic background, Indian, Pakistani, Bangladeshi, Any other Asian background, Ethnic background unknown.

10) THIS SECTION PERTAINS TO STUDENTS UNDER 16 YEARS OF AGE

All students may leave the premises at break and lunchtime. If your son / daughter is aged under 16 on 1st September of the new academic year, please could you sign below to confirm that your son / daughter may leave the premises and that the college cannot be responsible for the student during this period. At no other time are students allowed out of the building unless permission has been granted by a member of staff.

Print full name \_\_\_\_\_ Signed \_\_\_\_\_ (check box if completing online) [ ]

Relationship to student \_\_\_\_\_ Date \_\_\_\_\_

11) THE COLLEGE POLICY STATEMENT INCLUDES ITEMS ON:

- 1. Entry to the college 2. Academic and Pastoral Support 3. Student welfare including policy on educational visits 4. Anti bullying 5. Complaints procedure 6. General information

PARENTAL AGREEMENT

I confirm that I wish to enrol this student for the course(s) detailed on the offer letter and I agree to pay all fees in full. I have read and agree to the Terms and Conditions of Enrolment as well as the Policy Statement of Abbey DLD Group of Colleges. I give permission for my child to attend off-site educational visits and / or a residential where appropriate. I enclose an electronic copy (scanned) of the student's passport including photo page, nationality and passport number (the original document will need to be seen at induction).

Signature of parent/guardian \_\_\_\_\_ (Signature of fee payer - if different) \_\_\_\_\_

Full name (please print) \_\_\_\_\_ Full name (please print) \_\_\_\_\_

Date \_\_\_\_\_ (check box if completing online) [ ] Date \_\_\_\_\_ (check box if completing online) [ ]

12) Please tick the box if you do NOT wish to be included in promotional materials used by Abbey DLD Group of Colleges. [ ]

STUDENT AGREEMENT I have read the Conditions of Enrolment and the College Policy Statement and agree to be bound by their conditions.

Signature of student \_\_\_\_\_ (check box if completing online) [ ] Date \_\_\_\_\_

How did you hear about the college? \_\_\_\_\_

FOR OFFICIAL USE ONLY:

Nationality confirmed: Passport \_\_\_\_\_ Other \_\_\_\_\_

Details of Educational Advisor, if applicable \_\_\_\_\_

Company stamp or Contact details please \_\_\_\_\_

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# TERMS & CONDITIONS OF ENROLMENT TO ABBAY DLD COLLEGES

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## PART I

The offer of a place only becomes unconditional upon receipt of a non-refundable registration fee of £250, a deposit of £2000, copies of school transcripts/reports/results and a copy of the student's passport photo page. The deposit balance is used for examination fees, textbooks, extras, and trips. The remaining balance is refunded only upon completion of the agreed programme of study.

All College tuition fees are payable yearly or twice yearly in advance, and are due on or before the first day of term or 14 days from the date of invoice, whichever is sooner. The College itself does not hold a consumer credit license and is not able to provide credit to parents other than in advance via a direct debit arrangement through a third party licensed under the Consumer Credit Act. The Principal reserves the right to exclude from class or from examinations any student whose fees remain outstanding after the due date.

## PART II

### Academic Requirements

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The offer of a place at the College is valid for two weeks from the date it was made. Those accepting after some delay must check with the Principal to make sure that the place remains available. This enrolment form does not reserve a place at the College. The Principal reserves the right to make an offer of a place on the strength of the application. Students are required to have achieved a minimum academic standard equivalent to 5 passes at grade C or above in GCSE, or an equivalent examination in order to be accepted onto an A Level course or the International Foundation Programme. The College may also request students pass an additional academic entrance test before being offered a place at the College.

As part of the registration process at the College students starting an A Level course may be tested on Mathematics to determine their suitability for Mathematics or Further Mathematics courses. Students with IELTS below 6.5 may also be tested on English Language.

### English Language Requirements

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Students must have an acceptable standard of English before starting an academic course at the College. For A Level courses, students must have a minimum of grade C at GCSE or IGCSE English Language or hold an IELTS pass of 5.0-5.5 or above in each skill. For our International Foundation Programme students must have a minimum of grade C at GCSE or IGCSE or hold an IELTS pass of 4.5 or above in each skill. Students may be asked to sit an Abbey DLD College English test if they do not possess an English qualification. This test gives an IELTS-equivalent

score and will be used to determine whether a student is at the required level to start their chosen academic course. Students who are below the target entry grade will be advised to join a full time English language course at the college for a suitable period of time before commencing A Level or Foundation courses.

At the start of each academic year of study students following an A Level course without a pass at grade C in GCSE or IGCSE English Language or with an IELTS score below 6.5 must join an English-language training course for the duration of the academic year which will be timetabled alongside A Level lessons. Students following the English language training course have the opportunity to sit the IELTS examination at the end of their first and second year of study.

### Notice of Withdrawal

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Notice of withdrawal before the end of a course must be given to the Principal in writing not less than one full term in advance. If notice is given later than this, then the subsequent term's fees become payable in full.

Absence from class for whatever reason, including sickness, does not qualify for a refund of fees, nor can the college be expected to provide extra lessons without charge to compensate for such absences. If a student is excluded on disciplinary grounds, the fees for the term remain payable.

### Attendance and Absence

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Attendance for lessons, tests and examination feedback is a requirement for all students at Abbey DLD Colleges. Students who have persistent unexplained absences face exclusion from the College in accordance with the Colleges disciplinary procedure. Please note that if a student misses 10 expected contacts without the College's permission, the College is obliged to inform the UK Border Agency, and this may affect the student's permission to remain in the UK. Attendance and punctuality is required to be at least 90% throughout the duration of the course.

### Variations

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Timetables may be revised at short notice should circumstances demand it. Wherever possible, students will be notified of this in advance. If there is insufficient demand for a course then we will offer private tuition with a number of reduced hours in lieu of the full course. The Principal also reserves the right to modify academic programmes or examination entries, or to exclude any student whose work or conduct is deemed by the College to be unsatisfactory.

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# TERMS & CONDITIONS OF ABBEY DLD COLLEGES - STUDENT HANDBOOK

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Abbey DLD Colleges aim to provide a caring and productive environment in which our students can enjoy their studies and fulfil their potential. To support this aim, the College produces a Student Handbook to assist which is intended to provide guidance for all students about life at the College. It also provides further details about various Colleges policies and procedures that students must observe whilst at the College. These include statements about:

## **Student term time addresses**

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The College requires up to date contact details for all students and their parents or guardians. All students must give the College their term time address and a contact telephone number. Students must inform Reception if either changes.

## **Homework and testing**

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Students must make every effort to complete homework on time. Failure to do so will result in a study detention, unless prior consent has been given. Regular testing is a key element of Abbey DLD College programmes and students must undertake these tests at a frequency determined by the College. Persistent failure in these examinations or non-attendance without prior notification will result in the student being excluded from the College. In this event, the fees for the term will be payable in full.

## **Holidays**

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It is essential that students attend every day of term. Permission will not be granted to students either to extend College Holidays or take holidays during term time, except in exceptional circumstances. See the separate Term Dates' document for all term dates.

## **Student behaviour and discipline**

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We treat our students as young adults and expect a friendly, courteous and hard working atmosphere to prevail. Any student who detracts from this will face a Disciplinary Meeting with senior staff of the College and a formal warning. Continued disruption may lead to suspension or expulsion from the College. Behaviour or attitudes that are deemed unacceptable include bullying, rudeness to other college members or any form of prejudice or racism.

## **Smoking, alcohol and drugs**

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Smoking is not permitted inside any of the College buildings.

Students who appear under the influence of alcohol will be suspended. On returning to the College they will be formally warned by the Principal that any repetition of this behaviour will result in dismissal.

Any student who, in the opinion of the Principal appears to be under the influence of illegal drugs, or who have brought illegal drugs into the College, will be immediately excluded. The Principal reserves the right to require students to undertake testing for drugs if, in the opinion of the Principal, it is appropriate to do so.

Each student will be issued with a copy of, and will be required to adhere to, the College's Student Handbook.

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# TERMS & CONDITIONS OF ABBEY DLD COLLEGES - OTHER MATTERS

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## **Disclosure of information and confidentiality**

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From time to time the College maybe required to supply references to other educational establishments (for example Universities). Furthermore, students and/or parents consent to the College making use of information relating to the student whilst attending the College and after leaving the College for reasons connected to the ongoing management of the College. It is the College's general practice to include some images of students in the College prospectus, website and newsletters. Consent maybe withdrawn for the use of a student's image appearing in any such promotional material. The College will always comply with any applicable data protection legislation.

## **Insurance**

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The student is responsible for the security of their personal property at the College and in any College Accommodation. Students and/or parents are advised to arrange insurance cover for any such property.

## **Liability**

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Students are personally responsible for their own safety and are jointly and individually liable for any damage caused by them to the premises where they are taught. The College does not accept liability for accidental injury or other loss caused to the student or parents or for loss or damage to property unless such injury, loss or damage is due to the negligence of the College.

The College shall not be liable in the event of enforced closure due to circumstances beyond its reasonable control including, without limitation, force majeure, malicious damage, failure of technical facilities or infectious disease. The College shall ensure arrangements are implemented in a timely manner to ensure it can reasonably meet the education and welfare needs of the student.

All students are personally responsible for ensuring that they are entered correctly for examinations.

# SENDING YOUR INTERNATIONAL ENROLMENT FORM

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## **ABBAY COLLEGE BIRMINGHAM**

10 St Paul's Square, Birmingham B3 1QU

T +44 (0) 121 236 7474

F +44 (0) 121 236 3937

adminbirm@abbeycolleges.co.uk

www.abbeybirmingham.co.uk

[CLICK HERE TO EMAIL THE FORM AND APPLY TO  
ABBAY COLLEGE BIRMINGHAM](#)

## **ABBAY COLLEGE CAMBRIDGE**

17 Station Road, Cambridge CB1 2JB

T +44 (0) 1223 578280

F +44 (0) 1223 519425

admincam@abbeycolleges.co.uk

www.abbeycambridge.co.uk

[CLICK HERE TO EMAIL THE FORM AND APPLY TO  
ABBAY COLLEGE CAMBRIDGE](#)

## **ABBAY COLLEGE LONDON**

22 Grosvenor Gardens, Belgravia, London SW1W 0DH

T +44 (0) 20 7824 7300

F +44 (0) 20 7824 7309

adminlon@abbeycolleges.co.uk

www.abbeylondon.co.uk

[CLICK HERE TO EMAIL THE FORM AND APPLY TO  
ABBAY COLLEGE LONDON](#)

## **ABBAY COLLEGE MANCHESTER**

5-7 Cheapside, King Street, Manchester M2 4WG

T+44(0) 161 817 2700

F+44 (0) 161 817 2705

admin@abbeymanchester.co.uk

www.abbeymanchester.co.uk

[CLICK HERE TO EMAIL THE FORM AND APPLY TO  
ABBAY COLLEGE MANCHESTER](#)

## **DLD COLLEGE, LONDON**

100 Marylebone Lane, London W1LJ 2QB

T +44 (0) 20 7935 8411

F +44 (0) 20 7935 0755

dld@dld.org

www.dldcollege.co.uk

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DLD COLLEGE, LONDON](#)