

Application Form 2017-18



Student Details

Family Name: _____

Personal Name: _____

Male Female

Date of Birth: _____

Nationality: _____

Previous School: _____

Student E-mail: _____

Parent or Guardian Details

Home Address: _____

Home Tel: _____

Parent Mobile: _____

Parent E-mail: _____

Name of agent / representative: _____

Courses starting September 2017

GCSE (1 year) A levels (2 years)

Pre-A levels (1 year) Business

Science Art & Design

University Foundation Course (10 month)

Business Science

Economics Engineering

Law Psychology

International Relations Art & Design

Media Architecture

Humanities

Courses starting January 2018

A levels (18 months)

Pre-A levels (1 year) Business

Science Art & Design

University Foundation Course (7 month)

Business Science

(includes Law and Economics modules) Engineering

Art & Design Humanities

Architecture

Accommodation:

Homestay single Homestay en-suite Own accommodation (if 18+)

Hall of Residence (There are limited places available in some room types. Please indicate your preferred room type with a 1 and a second and third choice with 2 and 3 in case your preferred room is unavailable) All residential accommodation is non-smoking

Standard single Single room with shower Single room en-suite

Superior Single en-suite Twin room with shower Twin room with en-suite

Self Catering single en-suite (18+ only)

Places in Halls of Residence are subject to availability. (please see conditions on final page)

Please note that we have very few places in the Halls of Residence available for courses starting in January

You must enclose:

Course deposit of £1000 Most recent school grades

Residence deposit of £1000 Passport copy

Self-Catering deposit of £2000 Parental consent form (if under 18)

Evidence of ability in English Recent photo JPEG

Signed:

Student: if (18+) _____

Parent: _____

Date: _____

I have read and agree to the terms and conditions on the following pages

An application form cannot be accepted without a signature and the signature should be that of the parent or student if over 18.

Agents should not sign on behalf of the student or parent

Methods of Payment:

Online By PayEd:

Enter the following link in your browser to access the St Andrews on-line payment page:
<https://merchant.pay-ed.com/Payment/standrews>

By Credit Card:  

Please note that there is a 2% surcharge for payment by credit card

Card Number

Expiry date _____ Start date _____

We may contact you to ask for the 3 Digit security code (the last 3 digits from the signature strip on the back of the card)

By Debit Card: 

Please note that there is a no surcharge for payment by UK debit card

Card Number

Expiry date _____ Start date _____ Issue Number _____

Cardholders name and address

Name: _____

Address: _____

Post Code: _____

Signature as on card:

By bank transfer

Account Number: 01617078, Sort Code: 30 91 56,
Bank address: Lloyds Bank Plc, University of Cambridge Branch, England CB2 3HQ
Account Name: St. Andrew's Tutorial Services Ltd.

IBAN: GB57 LOYD 3091 5601 617078 **BIC:** LOYDGB 21018 **Swift code:** LOYDGB2L

By enclosing a sterling cheque or bank draft made payable to 'St. Andrew's Tutorial Services Ltd'

Application Form 2017-18

Information required for visa applications

Please try to answer in full. Missing information may delay your application.

Father's Details

Family Name: _____

Personal Name: _____

Date of Birth: _____

Mother's Details

Family Name: _____

Personal Name: _____

Date of Birth: _____

Student Passport Number: _____

Are you currently studying in the UK? Yes No If yes, what type of visa do you have: _____

Have you previously studied in the UK? Yes No If yes, please give dates: _____

If you are currently studying or have previously studied in the UK, please complete this section:

Name of previous school: _____

Town/City of previous school: _____

Name of course studied: _____

When does your visa expire? _____

Educational Background (Home Country)

Please attach certified copies of your academic transcripts

School/College	Course studied	Grades/Results	Date completed

Educational Background (United Kingdom)

Please attach certified copies of your academic transcripts

School/College	Course studied	Grades/Results	Date completed

English Language Test

IELTS

Date taken:	Result:
First language:	

Registrations should be sent to :

St. Andrew's College, Cambridge, 13 Station Road, Cambridge, England, CB1 2JB

Tel: 0044 1223 358073 Fax: 0044 1223 467150 - E-mail: registrations@standrewscambridge.co.uk

A Level Subject Choices 2017-18

Please write in **BLOCK CAPITALS**

Student Details

Family Name: _____ Personal Name: _____

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Maths	Maths	Maths	Maths
Business Studies	Business Studies	Business Studies	Economics
Art (Fine Art)	Economics	Economics	Art (Fine Art)
Physics	ICT	Physics	Art (Textiles / Fashion)
Chemistry	Psychology	Chemistry	Physics
Biology	History	Biology	Chemistry
ICT	Geography	Accounting	Biology
Government & Politics	English Literature	Further Maths	Accounting
Law	Digital Photography	Communications & Culture	ICT
English Literature	Film Studies	Music	Further Maths
Communications & Culture	Spanish	Digital Photography	Government & Politics
Spanish	Italian	Spanish	Law
Italian	Russian	Italian	Psychology
Russian	French	Russian	Spanish
French	German	French	Italian
German	Arabic	German	Russian
Arabic	Chinese	Arabic	French
Chinese		Chinese	German
			Arabic
			Chinese

Please write your subject choices below

Subject 1	Subject 2	Subject 3	Subject 4
_____	_____	_____	_____

September Intake

Please choose one subject from each column.

January Intake

- For students starting in the January intake 3 subjects only are recommended.
- Choose your subjects from the first 3 columns only.
- Please note that we may have to offer alternative subjects depending on the size of the intake.
- If you wish to study 4 subjects please advise the college in advance.

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Tel: 0044 1223 358073 Fax: 0044 1223 467150 - E-mail: registrations@standrewscambridge.co.uk

St.Andrew's College Terms and Conditions

1 Registrations

1.1 A student's application cannot be processed until the college has received the £1000 course deposit. If the student does not start the course this deposit is non-refundable. The £1000 deposit is deducted from the balance of first term's fees.

1.2 St.Andrew's College reserves the right to alter or cancel the course programme and alter dates and fees from those stated in the brochure and on the website.

1.3 Students/ agents/ parents should disclose any relevant medical information and details of disabilities, learning difficulties and any mental health issues to the college at the time of application.

All students studying at St.Andrew's agree to the disclosure of their information to appropriate bodies including UKVI, the British Council, ISI and OFSTED as required by the Data Protection Act.

2 Photos and videos

2.1 St.Andrew's College sometimes takes photos and videos of students for use in marketing. Booking a course at St.Andrew's College implies consent for your image to be used unless you tell us that you do not consent.

3 Students under the age of 18

3.1 Students under the age of 18 are children in British law. All students under 18 are expected to abide by UK laws, which relate to the restriction of activities to under 18 year olds; in particular the purchase of alcohol and tobacco.

3.2 St.Andrew's College will accept students aged 14 and 15 when these students are on a Pre A-Level programme. These students must live in a college Hall of Residence and so can only be accepted if hall accommodation is available.

3.3 Students under the age of 18 are not permitted to live in privately arranged accommodation.

4 Sponsored students

4.1 If a student's fees are paid by a company or government agency, we require a financial guarantee from the company/agency stating exactly what fees will be paid. Students will be responsible for paying any fees not covered by the financial guarantee. Students will not be permitted to start the course until St Andrews has received a financial guarantee.

5 Payment

5.1 Fees are payable termly in advance of the published dates. In some cases fees for the whole course are payable in advance in order to obtain a visa.

5.2 Pro-forma invoices may be issued for the cost of the whole course. However, the value of the pro-forma invoice may not cover all fees because extra costs may be incurred, such as vacation accommodation, IELTS exams or for social activities. Therefore, the pro-forma for the year may not be the final invoice that is issued.

5.3 A security deposit of £350 is payable. This is refundable (less any unpaid fees and loss or damage to school property) at the end of the course. For A Level students this will be at least 3 months after the course because there may be additional costs due to exam re-marks or postage of exam certificates.

5.4 The student/ parent shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the client in the recovery of any unpaid fees regardless of the value of the claim.

6 Cancellation

6.1 A minimum of one term's notice in writing is required to withdraw from an academic course.

7 Postponement

7.1 If you want to postpone your course, please do this in writing. You may not postpone a course due to start within the next 28 days. You may only postpone if there is space available on your chosen course dates. This option is not available for students are coming on Tier 4 visas.

8 Changes to bookings

8.1 Any subject changes after arrival at college will need to be agreed by the Principal. No subject changes can be made after week 4.

8.2 A £30 administration fee is charged for any change to subjects, courses or accommodation made after the start of the course.

9 Your course

9.1 When it is impossible to form a teaching group in any subject, the college reserves the right at its sole discretion to give teaching in that subject individually at the rate stated on the fees sheet.

9.2 The college reserves the right to amend course content as necessary to maintain academic standards.

10 Accommodation

10.1 Accommodation is only arranged for students studying at the college. If a student leaves the college, he/she will be asked to leave their accommodation.

10.2 While every effort is made to ensure that you are happy with your accommodation, St.Andrew's College cannot guarantee that you can stay with one accommodation provider throughout your stay. Changes might occur because of emergencies.

10.3 Students allocated hall of residence accommodation are required to stay in halls for the full academic year. If students decide to move into host family or their own privately arranged accommodation they will still be expected to pay for their place in hall of residence for the full year or until a replacement is found for the hall of residence accommodation. Students are obliged to give a minimum of 4 full weeks' notice when deciding to leave host family accommodation arranged by

the College. Fees are payable for the full period of notice even if the student is no longer resident in College arranged accommodation.

10.4 Students who require host family accommodation when their hall of residence is closed in the school holidays must give the Accommodation Officer a minimum of 6 weeks' notice.

10.5 All A-level students, including those in the college self-catering hall of residence, should note that the term end date will in some cases be before your final exam. If this is the case you may be required to move to alternative accommodation. In such cases, the student will be required to pay for the additional time spent in host family accommodation. Students are not permitted to remain in accommodation after exams, except for several days if waiting for a flight.

10.6 A Hall of Residence room (except for self-catering halls) will not be reserved until we receive an additional £1000 deposit. This deposit will be used towards the first term's Hall of Residence fees. If the student decides not to move into Hall of Residence or cancels their course without giving a term's notice, the £1000 deposit is not refundable. Please note for students returning for year 2 the hall deposit will not be required again to retain their room.

10.7 College self-catering accommodation is only available to students over the age of 18 and who do not smoke. No smoking is permitted in or 50m from the building.

10.8 Students in college self-catering accommodation are required to pay a £2000 deposit, which will be returned if there is no damage to the property. Deductions will be made from the deposit if there is damage to flooring, furniture or a need to repaint as a result of the student's actions. Damage to bedrooms will be charged to the student resident in that room. If no single person admits to the damage in a communal area, all residents will be jointly liable. Self-catering deposits will not be returned until all residents have moved out of the hall and a full inspection has been carried out.

11 Homestay

11.1 If you wish to stay in homestay accommodation organised by the school, we will do everything possible to meet your requirements. This may not always be possible and we will give priority to medical requirements such as allergies. Many families in the UK have pets, so we will give priority for students preferring to live in a house without pets to students with medically-certified allergies. Our hosts live up to 5 KM from the school.

11.2 You cannot pay your homestay directly for accommodation.

Your homestay will provide bedding and towels for your use. Your homestay will wash a reasonable amount of personal laundry (one load per week minimum). They are all advised to provide all adult students with a house key.

11.3 Internet: Most homestays provide internet access for students. Some may charge for this. Information about any charges will be included in the homestay profile you'll be sent after booking.

11.4 Private home: These are similar to homestays, but take more than 4 students. This can mean that there may be less interaction with the hosts. St.Andrew's College places some students in private homes. Please inform us if you would prefer not to be in private home accommodation.

12 Attendance

12.1 If you are studying on a student visa, we are obliged to report poor attendance to the United Kingdom Visa and Immigration.

13 Conduct

13.1 All students are subject to the college policies and procedures, which can be found on our website. Enrolment for a course implies agreement to abide by these procedures.

13.2 The College reserves the right to expel, exclude or suspend any student whose attendance or standard of conduct or work is unsatisfactory, at the sole discretion of the Directors. In the event of suspension or expulsion (including expulsion from one of the Halls of Residence) no fees are refundable under any circumstances.

13.3 We reserve the right to confiscate inappropriate items from students aged under 18.

13.4 We reserve the right to search the bags/rooms of students aged under 18 unless advised otherwise by parents or agents.

14 Insurance

St.Andrew's College does not arrange insurance for students. Students should ensure that they have adequate travel and health insurance. We strongly recommend that this insurance includes cancellation cover.

15 Miscellaneous

15.1 St.Andrew's College accepts students on the assumption that they are in good health. We do not accept responsibility for: loss or damage to any property belonging to the students; injury or loss of life to any participant; loss or expenses due to delays or changes in air, rail, sea or other services, weather, quarantine, sickness, strikes or any other cause.

15.2 It is the student's responsibility to have a valid passport and to arrange all permits and visas.

15.3 Students are responsible for any damage or breakage caused by them to College property, whether caused on purpose or by accident. The College reserves the right to charge such costs against the student's account.

15.4 If you have booked via an Agent, their Terms of Contract may apply to you, but we reserve the right to apply our own Terms.

15.5 We reserve the right to take any fair and reasonable action we think appropriate should a situation arise not covered by these Terms.

15.6 These terms and conditions are under English law.