

Application Form 2020-21



Student Details

Family Name: _____
Personal Name: _____
Male Female
Date of Birth: _____
Student E-mail: _____

Parent Details

Parent Name _____
Home Tel: _____
Parent Mobile: _____
Parent E-mail: _____

Courses starting September 2020

GCSE (2 years) A levels (2 years)

Pre-A levels (1 year) Business
Science Art & Design

University Foundation Course

Business Science
Economics Engineering
Law Psychology: _____
International Relations Science Humanities
Media Art & Design
Humanities Architecture

Courses starting January 2021

A levels (18 months)

Pre-A levels (2 terms) Business
Science Art & Design

University Foundation Course

Business Science
Economics Engineering
Law Psychology: _____
International Relations Science Humanities
Media Art & Design
Humanities Architecture

Accommodation:

Homestay single Own accommodation (if 18+)

Residential Accommodation

(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).

Single room with shared shower <input type="checkbox"/>	Single room with shower <input type="checkbox"/>	<i>Places in Halls of Residence are subject to availability. Please note that we have very few places in the Halls of Residence available for courses starting in January. (please see conditions on final page)</i>
Twin room with shower <input type="checkbox"/>	Single room en-suite <input type="checkbox"/>	
Twin room with en-suite <input type="checkbox"/>		

Do you Smoke? Yes No Residential accommodation is for non-smokers only.

You must enclose:

Course deposit of £2000 Passport copy
Most recent school grades BRP, Visa and CAS
(for students who've previously studied in the UK)
Evidence of ability in English Parental consent form
(if under 18)
Maths Test Recent photo JPEG
Birth Certificate (if under 18) Evidence of any visa
refusals

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:  

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: 

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'

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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: _____
Phone: _____

Mother's Details

Family Name: _____
Personal Name: _____
Date of Birth: _____
Phone: _____

Home address: _____

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: _____
Have you previously been refused a visa for the UK? Yes No If yes please submit visa refusal at point of application
Have you previously been refused a visa for any other countries Yes No

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: _____

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:
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Please write in **BLOCK CAPITALS**

Student Details

Family Name: _____ Personal Name: _____

COLUMN 1

Maths
Business
Art (Fine Art)
Physics
Chemistry
Biology
Law*
English Literature*
Sociology*
Spanish
Italian
Russian
French
German
Arabic
Chinese

COLUMN 2

Maths
Business
Economics
Psychology*
History*
English Literature*
Digital Photography
Film Studies
Spanish
Italian
Russian
French
German
Arabic
Chinese
Media Studies

COLUMN 3

Maths
Business
Economics
Physics
Chemistry
Biology
Accounting
Further Maths
Sociology*
Digital Photography
Film Studies
Spanish
Italian
Russian
French
German
Arabic
Chinese

COLUMN 4

Maths
Further Maths
Economics
Art (Fine Art)
Art (Textiles / Fashion)
Digital Photography
Physics
Chemistry
Biology
Accounting
Law*
Psychology*
Spanish
Italian
Russian
French
German
Arabic
Chinese

Please write your subject choices below

*Minimum IELTS 6.0 in speaking and reading required to study subjects marked **

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.

Registrations should be sent to :

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

E-mail: registrations@standrewscambridge.co.uk

St. Andrew's College Terms and Conditions

1 Registrations

1.1 On receipt of a full application for a course, St Andrew's College will issue you with an offer letter. This will give details of the course and accommodation applied for, and will state any conditions you need to meet to be accepted on the course.

1.2 A student's place on a course and in accommodation is not confirmed until the college has received the £2000 deposit. If the student does not start the course this deposit is non-refundable. The £2000 deposit is deducted from the balance of first term's fees.

1.3 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.

1.4 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. Failure to disclose information about medical conditions or special educational needs at the time of registration may result in additional charges for accessing services such as Counselling or support for Special Educational Needs. All students must complete a medical form at the time of registration.

1.5 St Andrew's College is inspected by ISI and UKVI. As a student of the college, you consent to the disclosure of your information to the inspecting bodies in line with GDPR.

2 Photos and videos

St Andrew's college will take photos from time to time for use in publicity and on social media. This will include graduation photos. Students will be informed before photos are taken and can choose not to feature by telling our staff. You can also let us know in advance by emailing the college.

3 Students under the age of 18

3.1 Students under the age of 18 are children in British law. All under 18s are expected to abide by UK laws, which relate to the restriction of activities under 18s; 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 St. Andrews in the recovery of any unpaid fees regardless of the value of the claim.

6 Postponement

6.1 If you want to postpone your course, please do this in writing. You may be able to postpone your course to the next intake if you meet the entry requirements. You may not postpone a course if you have already been issued with a CAS. You may only postpone a course if there is space available on your chosen course dates.

7 Changes to bookings

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

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

8 Your course

8.1 On some occasions it may not be possible to form a class in a particular subject. If this occurs, students will be offered the opportunity to select a different subject or to have individual tuition. Individual tuition is charged per hour at the rate listed on our Dates & Fees.

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

9 Accommodation

9.1 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.

9.2 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.

9.3 Students allocated hall of residence accommodation are required to stay in halls for the full academic year. If students decide to move into homestay accommodation 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 homestay 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.

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

9.5 Students living in halls of residence will need to move out at the end of the summer term. Students on accelerated foundation courses or A level students with late exams may need to move to alternative accommodation such as a homestay. Students will be required to pay for any additional nights. Students are not permitted to remain in college accommodation after their last exam and should try to book their flight home as close to the final exam date as possible. This should be within 2-3 days.

9.6 All residential buildings are non smoking. It is against college rules for students to smoke in or within 50 metres of our residential buildings. Students who smoke cannot live in our residences.

10 Homestay

10.1 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 homestays 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.

10.2 You cannot pay your homestay directly for accommodation.

10.3 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 over 18s students with a house key.

10.4 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 Attendance

11.1 If you are studying on a student visa, we will report poor attendance to UKVI.

12 Conduct

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

12.2 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.

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

12.4 We reserve the right to search bags/rooms of students unless advised otherwise by parents or agents.

13 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.

14 Miscellaneous

14.1 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.

14.2 It is the student's responsibility to have a valid passport.

14.3 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.

14.4 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.

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

14.6 These terms and conditions are under English law.

15. Visas

15.1 The College reserves the right to appoint an immigration lawyer to oversee an application in the event that there is no agent associated with the application or the agent has no prior experience with Tier 4 applications.

15.2 The college reserves the right to submit the visa application to the college immigration lawyers in the event that:

A student/family/agent does not declare a visa refusal from the UK or any other country. A student/family/agent withholds any information that may have a negative outcome on the visa application. The costs of this would be paid by the student.

15.3 The College reserves the right not to issue any further CAS in the event of a visa refusal.

16 Data Protection & Privacy

16.1 St Andrew's College take your privacy seriously and will only use the data collected from you to provide the course and any additional services you have requested. Before completing any of our registration documents, please read our privacy policy. It will explain the data we collect from you, why we request it and how it will be processed. The privacy policy can be found on our website www.standrewscambridge.co.uk