



Admissions Department  
South London Academy  
3rd Floor, Equitable House,  
10 Woolwich New Road,  
Woolwich, London SE18 6AB  
Tel: +44 (0) 20 8305 8700  
Web: [www.southlondonacademy.org.uk](http://www.southlondonacademy.org.uk)

## APPLICATION FORM

- Please print clearly in BLOCK CAPITAL LETTERS with black ink and ensure that you COMPLETE ALL SECTIONS.
- If the space allowed for your answers is insufficient, please complete them on a separate sheet of paper.
- Please return the application form with two recent passport size photographs to the Admissions Department.

### 1. PERSONAL DETAILS:

Title: Dr.  Mr.  Mrs.  Miss  Ms.  Other

Sex: Male  Female

Surname: \_\_\_\_\_

Other Name(s) in full: \_\_\_\_\_

Date of Birth (dd/mm/yy) : \_\_\_\_\_ Passport/ID No: \_\_\_\_\_ Expiry Date \_\_\_\_\_

Nationality: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Do you require a student visitor visa to study in the UK? Yes  No  Don't know

(If you have selected **yes**, the Academy may provide full documents for you to apply for a visa.)

Contact Address: (Correspondence will be sent to this address, unless otherwise instructed)

Permanent Address: (If different from above)

### 2. NEXT OF KIN

Please do tell us who you would like us to contact in case of any emergency

Name \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Address \_\_\_\_\_ Relationship to you \_\_\_\_\_

### 3. COURSE DETAILS:

Course Title: \_\_\_\_\_

Choose from (Dental Nursing/Pharmacy Services/EFL/ESOL/Tuition for Key Stages 1,2,3 & 4 etc)

Mode: Full-Time  Part-Time

( If you require a student visitor visa to study in the UK, you must apply for a full-time course)

Do you want to study English Language course before commencing your actual course?

Yes  No

Your IELTS/TOEFL Score: (If any) \_\_\_\_\_

Course Commencement: Feb 201\_\_  May 201\_\_  Jul 201\_\_  Sep 201\_\_

### 4.1 EDUCATION AND QUALIFICATIONS:

Please list below the names of institutions you have attended, subjects you have completed and qualifications you have obtained, in chronological order. Please continue on a separate sheet if needed and also attach a photocopy of each certificate.

Institution	Subjects Studied	Qualification Obtained	Grade	Completion Date

### 4.2 EVIDENCE OF YOUR QUALIFICATIONS

You must provide alongside this application **evidence of your qualifications** in the form of copies of your certificates or statements. Please do not send us the original documents. The copies of your qualifications can be sent to us by post, fax or email. You will be asked to present the original copies of your qualifications at the time of your final enrolment.

### 5. REQUEST FOR DISABILITY OR SPECIAL NEEDS INFORMATION

Do you have a disability, any special needs or require learning support?

Yes  No

If Yes, Please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Employment History** (If any, starting with the most recent)

Employer's Name	Position Held	Start Date	End Date

Give brief details of any practical experience you have obtained that is relevant to the course.

**7. REFERENCES** (Please give the name and address of two referees. Ideally these should include your current employer and an academic referee).

1.	2.
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**8. HOW DID YOU HEAR ABOUT US?**

Advertisement in Newspaper/Website/Edu Fair (Please specify): \_\_\_\_\_

Referral from an Internet site (Please specify, Google/Facebook): \_\_\_\_\_

Referral from a friend or an Agent (Please Specify): \_\_\_\_\_

**9. DECLARATION:**

I confirm that the information provided above is correct to the best of my knowledge and I agree to abide by the rules and regulations of the Academy. I have also read and agreed to the Academy's terms and conditions of admissions.

Applicant's Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Please read the Academy's terms and conditions of admission overleaf.

## **Terms and Conditions of Admissions:**

Learners are advised to read in full the Academy's terms and conditions before submitting an application. Learners who submit an application to the Academy will be subject to the terms and conditions detailed below. If you are unsure about any information contained within this page, please speak to a member of the Admissions Team who will be able to advise you further.

### **1. Enrolment Deposit**

1.1 To reserve a place on a programme at SLA, applicants must either pay the full programme fee or the minimum enrolment deposit as indicated in the offer letter.

1.2 Learners must allow at least 10 working days for UK bank cheques or direct bank transfers to clear and up to 28 working days for a foreign country bank draft to clear.

1.3 Learners will be liable to pay all necessary bank and/or transfer charges for any application processes.

### **2. Payment of fees**

2.1 All learners are encouraged to pay their programme fee in full and by doing so will receive a discount. Learners who cannot pay the entire programme fee but would like to pay for each year in full before the start of the academic year will also be entitled to a discount.

2.2 Learners have the option to pay their fee in instalments; this will attract a service charge of 10% and instalments must be paid by direct debit or standing order. An instalment plan will be issued prior to enrolment.

2.3 Dates on which payments are due are clearly indicated on the payment plan and it is the responsibility of individual learners to ensure fees are paid on time.

2.4 The Academy reserves the right to suspend or expel any learner who has overdue fees.

2.5 Learners who have overdue fees may be refused entry to the Academy premises and suspended from attending classes and/ or using academy facilities. This includes the right for the academy to refuse letter requests and cancel learner discount for Oyster cards.

2.6 The Accounts department will advise learners on the methods available for the payment of fees.

2.7 Learners are not permitted to withdraw from their programme of study or change programmes without prior written consent from the Academy. Any learner who decides to withdraw from a programme is not entitled to a refund of any fees paid; he/she will also be liable to pay the remainder of the fee, in its entirety.

2.8 Any learner who is suspended, expelled or withdrawn by the Academy for breach of the Academy's terms and conditions is not entitled to any refund; he/she will also be liable to pay the remainder of the fee, in its entirety.

2.9 The Academy will take such action, including recourse to the legal process, as it deems necessary to recover all outstanding debt. Any such action will also include the recovery of reasonable costs incurred by the Academy in relation to the recovery procedures.

2.10 The Academy also reserves the right to charge a £25 penalty fee where a payment is made after the applicable instalment due dates. Learners will incur a penalty charge for each missed instalment.

2.11 The whole remaining fee becomes immediately payable for learners who are in breach of their agreement without prior written consent from the Academy.

### **3. Additional charges**

3.1 Some programmes require an additional registration/ examination fee to be paid (this is indicated in the programme fee document). Any such fees are payable directly by the learner; the Academy does not accept any responsibility for non-payment of registration or examination fees.

3.2 Learners will be liable to pay all necessary bank and/ or transfer charges for any application and refund processes.

### **4. Refund policy – UK/EU learners**

4.1 Refunds will only be processed in accordance with the terms and conditions outlined in clauses 4.2 to 4.9, and provided learners requesting a refund have complied fully with the Academy's terms and conditions.

4.2 All applications for refunds must be made in writing by submitting a completed 'Refund Request Form' to the Accounts Office at least 28 days prior to the programme start date.

4.3 Learners who apply for refunds less than 14 days before the programme start date, the maximum of 50% will be refunded from the total paid fees. In the event that the Accounts Office does not receive this period of notification, a deduction from the refund will be made, equal to the tuition fees for the time spent in the academy on a pro-rata basis. If the learner has already spent more than 50% of the duration of the course at the academy then he/she will be liable to pay the full fees and hence, will not be eligible to any refund. Please note £150 administrative charge will be deducted on all refund processes.

4.4 Where the Academy is unable to provide the programme of study for which the learner originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme offered, the applicant will be considered for a refund.

4.5 Refunds will only be made via the original payment method; except where the original payment was made by cash.

4.6 Learners are liable to pay any bank/ transfer charges associated with the processing of a refund application.

4.7 The Academy will aim to process all refunds within 8 weeks from the date the complete 'Refund Request Form' and any associated documents are received.

4.8 If the learner is eligible for a refund of their fees by bank draft or cheque, the Academy will not be in any way responsible for the draft after its dispatch from the Academy premises and will not issue a replacement draft or cheque if it is lost or misplaced after its receipt at the mailing address provided by the learner.

4.9 Refunds will not be made to a third party unless the Academy has received (written) explicit authorisation from the applicant. This should be in the form of a signed hard-copy letter from the learner, specifically authorising the Academy to refund their fees to a named third party with their identification. This condition applies regardless of the source of the original fee payment.

### **5. Course Cancellation:**

The Academy reserves the right to cancel any advertised courses due to insufficient admissions or enrolments. Where a course becomes unviable due to low attendance, the academy authorities may cancel classes. The Academy reserves the right to amend, where necessary, fees and start dates of courses. The Academy prospectus/brochure is subject to alteration without prior notice. In case of course cancellation, the learner can only make refund request if the Academy has failed to offer an alternative arrangements.

### **6. Teaching Centres:**

South London Academy reserves the right to run its courses at its any centre with prior notice. We may re-allocate your teaching centre or transfer your enrolment to our partner institutions.

### **7. Changes and Amendments:**

The Academy reserves the right to amend advertised course content, tuition fees and start dates for its courses with prior notice. The Academy reserves the right to change the advertised examining body for any or all of the courses offered. The Academy reserves the right to conduct classes in any of the Academy (or partner Academy's) premises, including temporarily hired or rented rooms. The Academy reserves the right to amend or alter its prospectus/brochure. The Academy reserves the right to amend or alter any or all of these Terms and Conditions.

**Please visit the Academy website for the details of up-to-date terms and conditions of admission, and other regulations.** This form, **together with evidence of your qualifications**, should be returned to:

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Woolwich, London SE18 6AB  
Tel: ++44 (0) 20 8305 8700**

This application form can also be emailed at **admissions@southlondonacademy.org.uk** alongside evidence of your qualifications.