

BEDFORDSHIRE COLLEGE

*Development Towards Higher
Education*

STUDENT NO:

Connaught House
15-17 Upper George St.
Luton LU1 2RD

Tel : 01582 420320
Fax : 44(0)1582420320
E-mail : info@bedfordshirecollege.co.uk
Web : www.bedfordshirecollege.co.uk

APPLICATION FORM AND ENROLMENT INFORMATION

Title Mr/Mrs/Miss/Ms/Dr./Other.....	
Surname
First Name(s)
Date Of Birth
Sex(Tick)	: Female..... Male :.....
Nationality
Passport Number

Home or Normal Correspondence Address

Address in UK	
House No
Street
Country/CityPostcode:.....
Email Address
Telephone No(s)	
Day
Evening
Mobile
Next of Kin (this particularly important for students attending training on taught programmes)	
Full Name of Next of Kin:
Relationship (i.e.) Mother/Father
.....	
Contact Number

Address outside the UK

House No :
Street :
City : Country :
Email Address :
Telephone No(s)
Day :
Evening :
Mobile :

Education (List your academic and/or Professional Qualifications

Qualification	Subjects	Grades	College	Dates
GCSE/'O' Levels/
School Exams
'A' Levels
Certificates/Diploma
Degree
Professional Qualification
Other

Employment (Complete this section in detail, as it will support your academic qualifications.

Name of employer :
Address :
What position do you hold?.....
How long have you worked for this employer?
.....Months
.....Years

Course Details

Title of course you are applying for.....

Please Tick-

Full Time.....

Correspondence.....

Part Time.....

Start Date.....

How did you hear about us?

.....
.....
.....
.....

If you were recommended by previous students, Please write their name below as they may be entitled. To a reward for recommending you. Please make sure you spell their name correctly below.

Recommended by –

Name :.....

Contact no :.....

How are you paying?

Cash (in person only)

Cheque

Inter-bank transfer

Postal order

Bank draft

Credit card

If you wish to pay by Credit Card, Switch, Delta, Electron Card, Please enter in you card details below:

Name of Cardholder :.....

Types of card :.....

Card number (the longest number)

Expiry date Issue number (if given)

Amount to be debited from card £

Please sign to authorise the transaction.....

Please read the following terms and condition of enrolment carefully, then sign and date. Where shown and return this form and your fee to the address shown at the bottom of the page

Terms and Conditions of Enrolment

1. You are not enrolled on a course until we receive full payment (or your deposit if the brochure indicates that you may pay a deposit).
2. Installation payments may only be made with express permission of the college or as stated in our course brochures. Payments must be kept up to date, even if you decide not to continue with your course, the fees are still due on the specified dates.
3. Fees are not refundable once you have begun your course. We will consider transferring students to an alternative course if their first choice is unsuitable, however, this may be subject to a transfer charge.
4. Cancellation prior to the start of the course will be subject to a £65 admission charge. We will not make any refunds to students who don't attend classes for which they are enrolled unless they inform the college at least 48 hours prior to the start of the course that they wish to cancel. This is to prevent us reserving places for students who do not attend when others could take their places
5. All study materials become property of the student as soon as the fees are paid in any way.
6. If bankers return cheques unpaid, an admission fee of £30.00 will be added to your account to cover the charges incurred.

I have read the terms and conditions and agree to abide with them.

Name :

Signature :

Date :

The Admission office:

Bedfordshire College

Connaught House

15-17 Upper George st.

Luton LU1 2RD

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