



Bedfordshire
College

Admission Process

This website contains information about Bedfordshire College entry requirements, **course fees** and admission procedures. If you need further information or advice regarding which course may be most suitable for you then please email us at info@bedfordshirecollege.co.uk and we will do our best to help you.

How to apply

Applications should be made using an **application form** available in PDF Format or Word Format on this website. Alternatively, you can obtain application forms from our offices in Luton. All applications should be sent with:

- a. The registration fee of £100 (for details see How to Pay below)
- b. Copies of all the required certificates
- c. Two recent passport-sized photographs.

Note that the registration fee is for administration costs and is non-refundable in all cases, except where the College is unable to accept your application, for example if the course is not running due to insufficient student numbers

Note: The course fees are published on the website. No commission fees should be paid by any student. Please let the College know if you are asked by anyone to pay commission fees.

How to pay

All registration and course tuition fees should be paid in pounds sterling. Cheques, Bankers Drafts and Pay Orders should be made out to "Bedfordshire College. Alternatively, can be made by Electronic Funds Transfer to the College Bank. Our Bank details are:

Bank : HSBC **Sort Code :** 40 30 32 **Account Number:** 42154250
Address: 63 George Street, Luton, Beds. LU1 2AR, United Kingdom.

Registration and Acceptance

If you have provided all the necessary documents your application will be assessed by the admissions tutors.

- a. You will be registered for the course and sent a conditional acceptance letter, stating the Course Tuition Fees, Enrolment / Course start date and the duration of the Course, if you qualify for the course for which you have applied.
- b. If you do not qualify for the course you will be contacted to see if an alternative course may be more suitable for you, taking into account your qualifications, experience and own career goals.

.c. The College will return your registration fee, if it is unable to accept your application.

Overseas students

Overseas students requiring visas in order to come to the UK to study are required to pay a deposit towards their tuition fees prior to enrolment. The minimum deposit required by Bedfordshire College is £2500-£3000, which can be paid by the student or by his/her sponsor(s). See how to pay above.

It is necessary to prove to the Home Office that you are enrolling at the College for the purpose of bona-fide study only, and the higher the deposit paid, the more certain the authorities can be that your intentions are serious. To speed up the admission process you may choose to pay the deposit towards the tuition fees at the registration stage.

You will be asked to sign an Acceptance Agreement, after the deposit towards the tuition fees has been received, and then you will be issued with an enrolment letter which is required by the Visa issuing authorities at the British Embassy or High Commission for your country.

Visa Refused- Refund of Course Tuition Fees

If, for whatever reason you fail to get a visa, please provide the College with the original proof of Visa Refusal documentation from the British High Commission or Embassy, and all original documents and letters issued by the College. The College will immediately issue a refund (in pounds sterling) of your deposit against the Course Tuition Fees and Registration fees paid less a charge of £100 for administration costs as stated above.

Visa Issued

If you succeed in gaining your visa we will discuss whether you need the College to arrange accommodation and whether you will need to be met when you first arrive in London. We will also provide information on living in London and answer all your queries.

Enrolment

All Course tuition fees are payable yearly in advance and are non-refundable. However, the College is prepared to offer payment by instalment options in some circumstances for courses of 15 or more hours a week lasting at least 1 year. Overseas students are normally required to pay the first year tuition fees in full prior to the start of the course but may choose to pay by instalments in subsequent years.