HCB HOVE COLLEGE BRIGHTON

PLEASE SEND APPLICATIONS TO:

Hove College Stuart House, 48 Cromwell Road,
Brighton & Hove, East Sussex BN3 3ER, UK
Tel: +44 (0)1273 772577 E-mail: courses@hovecollege.com
www.hovecollege.com

STUDY UK member

Private Further Education | Hove College Certification N°.088 Educational Oversight 2012 educationaloversight.co.uk/088

APPLICATION FOR ENROLMENT

Please complete in BLOCK LETTERS.

PERSONAL DETAILS

Full Name *(as you would like it to appear on your acceptance letter)* _____ First Name _____ Second Names (if any) _____ Family Name

Postal Address _____

_____ Postcode _____ Country _____

Home Tel. _____ Mobile _____ E-mail _____

Nationality _____ Sex _____ Date of Birth _____ Age _____

Passport number _____ Date of issue _____ Expiry date _____

How did you hear of us? ☐ Friend ☐ Representative ☐ Web ☐ Advertisement (List publication) _____

Do you have any special needs? ☐ Yes ☐ No

COURSE DETAILS

I would like to enrol on the following course:

- ☐ Advanced Diploma in Creative Communications
- ☐ Advanced Diploma in Digital Design
- ☐ Advanced Diploma in Global EBusiness
- ☐ Advanced Diploma in Motion Graphics & Film
- ☐ Creative Communication Diploma
- ☐ Digital Design Diploma
- ☐ Global EBusiness Diploma
- ☐ Motion Graphics & Film Diploma
- ☐ Web Design Diploma
- ☐ Creative Communication Certificate
- ☐ Digital Design Certificate
- ☐ Global EBusiness Certificate
- ☐ Internet Marketing Certificate
- ☐ Motion Graphics & Film Certificate
- ☐ Web Design Certificate
- ☐ Other _____

Your preferred start date _____

All courses are in English. You will therefore need to have a working knowledge of the language.

Your current English level: ☐ Poor ☐ Fairly good ☐ Good ☐ Very good

YOUR EDUCATION

University if applicable _____

College if applicable _____

School _____ Qualifications achieved _____

EMPLOYMENT

_____

_____

_____

_____

ACCOMMODATION

Would you like us to find accommodation for you? Please note there is an accommodation finding fee of £45.

☐ **YES** please find me accommodation ☐ **NO** I do not need accommodation

Preferred accommodation dates: Start date _____ End date _____

What type of accommodation would you prefer?

☐ Homestay, single room - half-board
☐ Homestay, single room - breakfast only
☐ Homestay, single room - self-catering
☐ Homestay, shared room - half-board
☐ Homestay, shared room - breakfast only
☐ Executive homestay - single room - half-board
☐ Executive homestay - single room - breakfast only
☐ Student house - single room - self catering
☐ Student house - twin room - self catering

Please answer the following questions which will help us find you the most suitable accommodation:

Do you smoke?	☐ No	☐ Yes
Do you have any allergies?	☐ No	☐ Yes, What are they? _____
Are you taking any medication?	☐ No	☐ Yes, What is it? _____
Do you have special dietary requirements?	☐ No	☐ Yes, What are they? _____
Would you like a family with children?	☐ No	☐ Do not mind
Do you want a family with a pet?	☐ No	☐ Do not mind

AIRPORT TRANSFERS

Would you like to be met at the airport when you arrive? (Please note: There is a fee for this service) ☐ Yes ☐ No

Flight No. _____ From _____ To _____ Date _____

FEES

How would you prefer to pay your fees ☐ Directly to Hove College ☐ To a Hove College Agent

If through a Hove College agent, please give their details below:

Full Name _____

Postal Address _____

_____ Postcode _____

Telephone _____ E-mail _____

IMPORTANT ENROLMENT INFORMATION

GENERAL NOTES

- We ask for payment of fees and charges on or before the course start date.
  All applications will require a non-refundable deposit of £750 to secure a place on the course of your choice.
- All charges are guaranteed against any increase for the courses starting prior to January 2017.
- You may cancel a course up to 28 days prior to the start date. (Where an enrolment occurs less than 28 days before the start of the course, cancellation may only be made within 3 working days of the enrolment date). Thereafter, cancellation will entail payment of 50% of the full course fee. Courses may not be cancelled once started.
- For issuance of CAS , full first year fees are required in advance. In the event of a confirmed visa refusal, fees will be refunded on condition that factual and complete information was given to Hove College at the time of CAS generation. In addition we cannot refund if a visa rejection was due to incorrect living expenses provision. If the course has started there will be a deduction of relevant tuition fees.

ACCOMMODATION & LIVING EXPENSES

- Fees and charges for accommodation should be paid on receipt of invoice.
- If accommodation is cancelled or postponed more than 2 weeks before the starting date, there is a charge of the accommodation finding fee of £45.
- If accommodation is cancelled or postponed less than 2 weeks before the starting date, there is a charge for the accommodation finding fee and one week's accommodation.
- If homestay accommodation is cancelled after a student has arrived at the accommodation, 2 week's notice must be given, or 2 week's accommodation charge paid. If a student requests to change accommodation an additional accommodation finding fee may be charged. If a student decides to leave accommodation the school has arranged and wants money he or she has paid to the school refunded, this will be possible for those weeks remaining so long as at least 2 week's notice is given.
- If a student cancels a student house, fees will not be refunded unless a replacement booking is found.

PROFESSIONAL AND CAREER DEVELOPMENT LOANS

Professional and Career Development Loans are bank loans that can be used to help pay for work related learning. You can borrow between £300 and £10,000 to help support the cost of up to two years of learning (or three years if it includes one year's relevant unpaid practical work). The Learning and Skills Council will pay the interest on the loan while you are learning and for one month afterwards. The loan can be used to pay course fees or other costs such as travel and living expenses. You can also use the loan to supplement other forms of support such as grants or bursaries. Because the Professional and Career Development Loan is a commercial loan product, they should only be considered as an option once all other student funding options have been investigated.

For further information on financial assistance to support your learning, please visit www.direct.gov.uk/adultlearning or contact Careers advice on 0800 100 900.

Hove College: Bank Details
Account Name: Hove College
Bank Address: Bank of Scotland, 300 Lawnmarket, Royal Mile, Edinburgh, EH1 2PH
Account Number: 06045227 Sort Code: 12-12-68
SWIFT BIC: BOFSGB21248 IBAN: GB28 BOFS 1212 6806045227
Please always quote the student's name

Hove College, Stuart House, 48 Cromwell Road, Brighton & Hove, East Sussex BN3 3ER
Telephone: +44 (0) 1273 772577 E-mail: courses@hovecollege.co.uk
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ACCEPTANCE

I understand and agree to all the above conditions.

Signed _____ Date _____