



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



APPLICATION FOR ENROLMENT

Please complete by typing into the fields in this PDF file. Alternatively, if you prefer please print it out and complete in pen in **BLOCK LETTERS**.

1. YOUR DETAILS

Family name (as shown in your passport) _____

First names (as shown in your passport) _____

Date of birth _____ Nationality _____

Email _____

Mobile (inc. country code) _____ Home tel (inc. country code) _____

Home address _____

Postcode _____ Country _____

How did you hear about Hove College? _____

Emergency contact: Name _____ Their relationship to you _____

Their email _____ Their mobile _____

2. YOUR CHOSEN COURSE (Please tick one only)

Advanced Diploma (72 weeks)	Diploma (36 weeks)	Certificate (18 weeks)	Certificate (10 weeks)
<input type="checkbox"/> Digital Design	<input type="checkbox"/> Digital Design	<input type="checkbox"/> Digital Design	<input type="checkbox"/> Digital Design
<input type="checkbox"/> Creative Communication	<input type="checkbox"/> Creative Communication	<input type="checkbox"/> Creative Communication	
<input type="checkbox"/> Global EBusiness	<input type="checkbox"/> Web Design	<input type="checkbox"/> Web Design	
<input type="checkbox"/> Motion Graphics & Film	<input type="checkbox"/> Global EBusiness	<input type="checkbox"/> Global EBusiness	
	<input type="checkbox"/> Motion Graphics & Film	<input type="checkbox"/> Motion Graphics & Film	
	<input type="checkbox"/> <i>Fast-track 18 week Diploma option</i>	<input type="checkbox"/> Internet Marketing	

Your preferred course start date September February July (10 week programme only)

3. YOUR PREVIOUS EDUCATION

Secondary Education

From (year) _____ to (year) _____ Name of school _____

Qualifications achieved _____

Further/Higher Education (if applicable)

From (year) _____ to (year) _____ Name of institution _____

Qualifications achieved _____

English Language Proficiency (non-UK students only)

Is your English language Excellent Good Fair Basic

Qualification achieved (eg. IELTS) _____

4. YOUR PERSONAL STATEMENT

In your own words please tell us why you are applying for this course and what your future plans are

5. YOUR EXPERIENCE

Have you had any work experience relevant to your chosen course? If yes, please give details

6. YOUR ARRIVAL & ACCOMMODATION

Would you like us to arrange for you to be met at the airport? (International students only) Yes No

Would you like us to assist you with arranging accommodation during your course? Yes No

7. YOUR FEES

Who will be paying your fees? Yourself Parent/relative/friend Agent Sponsor

If not yourself, please give details

8. YOUR CONFIRMATION & SIGNATURE

Your enrolment will be subject to the following conditions. By signing this application you confirm that you understand and agree to these conditions, as well as consenting to your data being processed as outlined in the Hove College data protection & privacy notice.

General Conditions

- 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 2019.
- 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.
- International students - 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.

Data Protection & Privacy Notice

Data collected via this form represents the minimum we require to process your application. The data will be kept in secure storage and will not be shared with any third party unless directly requested by yourself. Should you not enrol on your course, this data will be destroyed.

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.

I confirm that I have read and accept these conditions

Your signature (Type name if completing this form electronically)

NEXT STEPS - After submitting this application form please also arrange to send copies of the following supporting documents so that any offer of a place can be confirmed:

- Copy of your passport
- Copies of your academic transcripts and certificates
- Proof of your English language level (if applicable)
- Copies of any previous UK visas (if applicable)

How to pay:

Account Name	Hove College Brighton Ltd
Sort Code	12-12-68 (Bank of Scotland)
Account Number	06045227
IBAN	GB28 BOFS 1212 6806 045227
SWIFT	BOFSGB21248