



For office use only
 Int. by:.....
 Int. on:.....
 Reg. Date:.....
REG. NO:.....

International Student Registration Form

First Name Surname

Nationality Date of Birth Male / Female

Address

Student Tel No Student Mobile No

Student Email address

Name of Parent/Guardian

Address of Parent/Guardian (if different from that of student):

Parent/Guardian Tel No Parent/Guardian Mobile No

Parent/Guardian Email address

Previous School

Name of Headmaster/Head of Year

Course Details

(please tick)

- | | |
|---|--|
| <input type="checkbox"/> Two Year A-level
<input type="checkbox"/> One Year A2 Level | <input type="checkbox"/> One Year Intensive A-level
<input type="checkbox"/> GCSE |
|---|--|

SUBJECT (or unit if relevant)	BOARD	LEVEL Please circle relevant level
		AS / A2 / GCSE / 1YR
		AS / A2 / GCSE / 1YR
		AS / A2 / GCSE / 1YR
		AS / A2 / GCSE / 1YR
		AS / A2 / GCSE / 1YR
		AS / A2 / GCSE / 1YR
		AS / A2 / GCSE / 1YR
		AS / A2 / GCSE / 1YR

Start Date of Course Signature of Parent Date

Educational Psychologists Report Available? Yes No (please provide a copy of reports if applicable)

www.albemarle.org.uk

Fee Details

Details of person responsible for paying fees:

Name of Signatory Title

Address for Invoicing

.....

..... Post Code

Tel No Mobile No

Email

I have read and agreed to the terms and conditions as stated below of Albemarle Education Ltd t/a Albemarle Independent College.

Signature of person
responsible for fees

_____ Date _____

TERMS AND CONDITIONS

1 FEES

- 1.1 The offer of a place is secured on receipt of a £250 registration fee (non-refundable), the first term's tuition fees and a completed and signed registration form.
- 1.2 For students who are unable to obtain a visa to study in the UK a full refund of the tuition fees will be made.
- 1.3 Fees are payable termly, on or before the first day of term to which the fees relate. In the event of late payment Albemarle Education Ltd reserves the right to make late payment charges composed of simple interest calculated on a daily basis of 5%, on the unpaid balance from the due date for payment until receipt of the full amount outstanding. Late payment cannot be made by cheque. Fee Payers shall indemnify the Company against all costs and expenses (including any legal costs and expenses on a full indemnity basis) incurred or sustained by the Company in recovering sums due in each case without prejudice to any other rights or remedies available to the Company.

2 WITHDRAWAL AND NOTICE

- 2.1 For all students the College requires one full term's notice in writing or one full term's fee in lieu of notice.
- 2.2 For students on a two year programme the College requires notice in writing by the end of April of the first year, if the student will not be returning for the second year. Otherwise a full term's fees will be payable for the Autumn term of the second year.
- 2.3 The College reserves the right to permanently exclude a student whose attendance, progress or behaviour is deemed unacceptable by the Principals. Fees will not be waived in this regard.

3 EXAMINATIONS

- 3.1 If a student's attendance in any calendar month falls below 80% the College reserves the right to exclude the student from public examinations. No refund of tuition or examination fees will be made in this regard.

4 ABSENCES AND LESSONS

No refund or allowance is made for absence due to illness. Refunds or allowances for other absences will be considered at the discretion of the Principals.

5 GENERAL

- 5.1 The persons signing this form undertake all the obligations owed to the College hereunder including, but not limited to, payment of fees and compliance with College Policies.
- 5.2 Timetables may be altered at short notice, should circumstances demand.
- 5.3 Every effort will be made to ensure good order. Students are required to conduct themselves safely and responsibly and in accordance with the College Health & Safety Policy. The person signing this Agreement is liable for any damage caused by a pupil to the College premises. The College is not responsible for the security of students' personal possessions.
- 5.4 This Agreement shall be construed in accordance with English law and any dispute hereunder subject to the exclusive jurisdiction of the courts of England.