

**East End Computing and  
Business College**  
149 Commercial Road  
London E1 1PX



Student photo,  
signed on back as  
being an image of  
the applicant, and  
dated.

Please complete all sections with  
BLOCK CAPITAL letters

**1. COURSE INFORMATION (Please write which course you are applying for)**

**2. PERSONAL INFORMATION**

**Title** .....

**Surname/Family Name** .....

**Date of birth** DD/MM/YYYY

**Nationality** .....

**First name/Given name(s)**

**Gender** male /female (please circle)

.....

**Contact Address in the UK**

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

**Please sign here:-**

\_\_\_\_\_

**Post Code** .....

**Mobile Phone number**

**Landline number**

**Permanent Address**

**Post code** .....

**Fax no** .....

**E-mail** .....

**Please sign here:-**

**3. ACADEMIC QUALIFICATIONS (Please enter the most recent first)**

| Year | College / Academy / Institute | Subjects | Level | Grade |
|------|-------------------------------|----------|-------|-------|
|      |                               |          |       |       |

**4. PROFESSIONAL OR GENERAL TRAINING (Please list all the trainings and any other achievements)**

| Date | Organisation | Training or Achievement |
|------|--------------|-------------------------|
|      |              |                         |

**5. WORK EXPERIENCES: (Please enter the most recent first)**

| Dates |    | Employer's name and address | Responsibilities |
|-------|----|-----------------------------|------------------|
| From  | To |                             |                  |
|       |    |                             |                  |

**6. PROFESSIONAL MEMBERSHIP (Please provide membership details of any professional body or Organisation)**

| Professional Body/Organization | Membership or PIN no |
|--------------------------------|----------------------|
|                                |                      |
|                                |                      |
|                                |                      |
|                                |                      |
|                                |                      |

**7. REFERENCES (One of the references must be your previous educational establishment)**

**Name:** .....

**Position** .....

**Address:**

.....

..... **Tel:**

**Mobile:** .....

**Fax**

**E-mail:** .....

**Organisation:** .....

**8. PAYMENT OF FEES**

Who pays your tuition fees?

.....  
.....

**Sponsor's  
Information**

Organisation: .....

Name: ..... Relation to you: .....

Address: ..... Telephone: .....

Mobile: .....

..... Fax: .....

Post Code:

E-mail: .....

**9. PERSONAL STATEMENT** (Please use this space to tell us about yourself, your current and previous courses of study, hobbies and achievements including your decision to choose this course with EECBC in the United Kingdom (Use separate sheet if Necessary – this must be handwritten and not typed.

**Sign here, and date, to confirm this is your own writing** \_\_\_\_\_  
**Date** \_\_\_\_\_

**10. Is English your First Language? Yes/No** (please circle as appropriate)

If not what is your English proficiency level? (Score of IELTS/EOSL/TOEFL etc)

Sign here and date to confirm this is your English proficiency level

\_\_\_\_\_

Date:- \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**11. NEXT OF KIN**

|                |   |                        |
|----------------|---|------------------------|
| Name: .....    | . | Relation to you: ..... |
| Address: ..... | . | Telephone: .....       |
| .....          | . | Mobile: .....          |
| .....          | . | Fax: .....             |
| Post Code:     | . | E-mail: .....          |

**12. A. Do you have any criminal conviction? Yes / No** (please circle as appropriate)

**12. B. Do you have any educational support needs? Yes / No** (please circle as appropriate)

If you answer yes 12.A or 12.B please provide the details below. (Use separate sheet if necessary)

**13. ACCOMMODATION**

Do you need accommodation? Yes / No (please circle as appropriate)

If yes, type of accommodation (Single Room/Share Room/Paying Guest)

(please circle as appropriate)

Accommodation required:      From                      To

Special requirements (please state) .....

How did you hear about East End \Computing and Business College?

.....

**IMPORTANT NOTICE**

Before filling up the form students must read the admission terms and condition of the college and must return it directly to the college administration. The students must fulfill the entry requirement of the college. The college reserves the right to refuse any application.

**DECLARATION**

**Signature of the Applicant:**

**Date**

The information given in this application form is accurate and correct to the best of my knowledge and that the documents I have supplied with my application are genuine. I have sufficient funds to pay the fees and can accommodate myself during the time of the course.

## Refund Policy

Refunds are made in accordance with the policy below; full refunds of amounts owed to the student will be made within 28 days.

All applications for refund must be made in writing by way of the Application for Refund form available from the College intranet site. Students who are offshore should contact their agent or the head office.

Submit the application to the Administration by Registered mail, courier or personal delivery as soon as possible. Non-compulsory fees are not refundable.

|   |   |
|---|---|
| Enrolment Fee   | Non-refundable  |
| Accommodation booking fee   | Non-refundable  |
| <b>Course Fees</b>  |   |
| Visa refused prior to course commencement   | Full refund   |
| Withdrawal at least 10 weeks prior to agreed start date   | Full refund   |
| Withdrawal at least 4 weeks prior to agreed start date  | 75% refund  |
| Withdrawal less than 4 weeks prior to agreed start date   | 60% refund  |
| Withdrawal after the agreed start date  | No refund   |
| Visa cancelled due to actions of the student  | No refund   |
| Visa extension is refused   | Return of unused tuition fees                             |
| Withdrawal from study (Withdrawal form must be received by the College 2 weeks prior to term commencement). | Refund of unused tuition fees (of the following semester) |
| Failure of EECBC to run the course at all.  | Full refund   |

In the event of EECBC having to postpone the start of a programme of study EECBC will make every effort to ensure that full course teaching hours are delivered as soon as is reasonably practicable and in these circumstances no refund will be payable. If a course commences and EECBC finds that it has to terminate the delivery of the programme before student completion then EECBC will make every reasonable effort to ensure that students can transfer on to equivalent programmes of study at an appropriate level. Where this is not possible students will be entitled to a full refund of tuition fees.

This Refund Policy applies equally to all students including students who have Permanent Residency or UK Citizenship.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under the United Kingdom's consumer protection laws.

Refer to the Complaints & Appeals Procedure on the College website to appeal the Refund Policy.

**I confirm that I have read and understand the EAST END  
COMPUTING AND BUSINESS COLLEGE Fee Refund Policy**

**Signed**

\_\_\_\_\_

**Date**

**(Please do not write below this line)**

\_\_\_\_\_

**For East End Computing and Business College administrative personnel  
Notes**