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# Central Greenwich College

31 City Business Centre, 25 Lower Road, London, SE16 2XB, UK  
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[admin@centralgreenwichcollege.com](mailto:admin@centralgreenwichcollege.com)



## APPLICATION FORM

Please complete this form in **BLOCK** capitals using black ink

### 1. Personal Details:

Surname: \_\_\_\_\_ Title: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Male  Female  
Passport No: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

### 2. Address:

Permanent Home Address: \_\_\_\_\_ Address for Correspondence: *(if different from home address)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

### 3. Course Details:

Course Title: \_\_\_\_\_  
 Full-time  Part-time

### 4. Education Qualifications: (Please state most recent first and attach photo copies of certificates where possible.)

Name of College or University attended	Course	Grades / Overall Percentage	Date of Study	
			From	To

**5. Employment:** (Please indicate the most recent first)

Name and Address of Employer	Position Held	Full-time or Part-time	Dates	
			From	To

**6. References:**

Referee 1	Referee 2
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____

**7. How did you hear about us?**

Internet       Friend/Family       Newspaper  Please Specify \_\_\_\_\_  
 Agent  Please Specify Name \_\_\_\_\_      Other  Please Specify \_\_\_\_\_

**8. Payment of Fees** (Please tick as appropriate)

Yourself       Parent/Family Member       Sponsor       Employer   
 Cash: £ \_\_\_\_\_ Cheque: £ \_\_\_\_\_      Demand Draft: £ \_\_\_\_\_

If your fees are being paid by parent/sponsor/employer then please state their name and address below

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Occupation: \_\_\_\_\_

**9. Accommodation** (for overseas students)

Will you be staying with friends or relatives in the UK, during your course?    Yes     No  (please tick as appropriate)

If yes, please give name and address of the relative or friend

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Occupation: \_\_\_\_\_

NOTE: Central Greenwich College can arrange accommodation if required (not included in the tuition fees). Please contact us for details

**10. Personal Statement:** (Please use this space to give any information for which you believe will support your application. You may continue on a separate sheet if required.)

**11. Declaration:**

I have read the terms and conditions of enrolment and I confirm that the information provided on this form is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**12. For Office Use Only:**

Application Number: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

**13. Terms and Conditions:**

1. All fees must be paid, in full, prior to the commencement of the courses.
2. Tuition fees do not include: Travel, accommodation, external examination, bank charges and course books.
3. Fees are neither refundable nor transferable to another student under any circumstances.
4. Overseas students must provide evidence of Visa refusal to support their request for refund. Fees are not refundable once a visa is granted
5. Please clearly state on the application form the title of the Course and the Start Date and when you wish to join. The completed form must be sent with copies of all relevant certificates, passport size photographs and registration fee to Central Greenwich College, 31 City Business Centre, 25 Lower Road, London, UK, SE16 2XB. An application form sent without any of these will not be processed. Please note that all fees should be payable to "Central Greenwich College".
6. Courses once booked cannot be cancelled or deferred and the total course fees remain payable. However, at the management's discretion and in exceptional circumstances, cancellation notices received 2-3 weeks prior to the course commences may be granted.
7. The College does not accept responsibility or liability for any damage caused to students' property, the transfer of computer viruses to students' equipment, or personal injury to students caused by the misuse of College equipment.
8. No extension to courses will be allowed by payment of additional fees. Any such additional fees paid will be treated as a new course booking. Courses will not be extended due to any unauthorised absences and / or uncertified illness.
9. If a student fails to start on the commencement date or leaves the course prior to the completion of the course, the student's name may be removed from the class register without any refund or replacement in another class.
10. The College reserves the right to change any teacher, class time and / or room and to combine classes if necessary.
11. It is the responsibility of the student to book a course sufficiently in advance, in order to complete all Visa requirements, if necessary. No extension to course bookings will be given if formalities are not completed in time.
12. If students attendance (ex. authorised holidays) falls below 80%, their name may be removed from the class register and they may not be allowed to continue their studies
13. For overseas students, airport pickup can be arranged for a small pickup fee. Pickup charges are non transferable, non refundable and non-changeable. It is the students responsibility to ensure that the college has an accurate information about their arrival details. If incorrect information are given and the student is subsequently not met, no refund will be given.