



MANCHESTER COLLEGE OF HIGHER EDUCATION AND MEDIA TECHNOLOGY

MCH-EMT is approved by UK Border agency under Tier 4; Sponsor License No. SLN: 4P85WJNR7

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STUDENT ENROLMENT FORM

(Please read college terms and conditions before completing this form)

1. Personal Details

Title: Mr /Ms / Miss /Mrs /Dr / Other

First Name _____ Middle Name _____ Surname _____

Sex: _____ Date of Birth _____ Passport No _____

2. Nationality and Visa

Nationality/Country of Origin _____ Date of Entry to UK _____

Visa Number _____ Visa Expiry Date _____ (DD-MM-YYYY)

3. Address (UK)

Post Code: _____

4. Address (Overseas)

Post Code: _____

4. Contact Details

Tel: _____

Mobile _____

Email: _____

5. Emergency Contact Detail

Name: _____

Relationship: _____

Phone: _____

6. Previous Qualifications (Highest)

Type of Qualification _____ Level _____

Address: 57-63 Cheetham Hill Road, Manchester M4 4ET, 33-35 Turner Street, Manchester City Centre, M4 1DW

Tel: +44 161 834 2977, +44 161 835 1891 Fax: +44 161 839 4345

Email: info@manchestertechnologycollege.com, Website: www.manchestertechnologycollege.com

MANCHESTER COLLEGE OF HIGHER EDUCATION & MEDIA TECHNOLOGY LIMITED Company No. 06874387



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Awarding Body _____ Year _____

Document Provided (Please Tick) : YES /NO

7. English Language Proficiency

Is English Your First Language: YES/ NO IELTS SCORE: _____

8. Course Applied For

Course Name: _____

Start Date: _____ End Date _____ Duration _____

9. Payment Details (Summary)

Total Course Fee: _____

Fee paid till date: _____

Balance Fee : _____

11. Contact Permission/Data Protection Act.

Any personal information you supply is kept by for the purpose you have provided it. It is not passed onto other bodies unless it is a legal requirement. We will use the information to process your details as necessary.

We would also like to use the information to Inform you about the promotions run by the college OR Send you the inform you may find useful e.g special courses run by the college. We will respond to your comments or Complaints. However opt out of Other type of correspondence by ticking the Box

12. Equal Opportunity

The college is committed to provide equal opportunities for all. To assist us with our confidential monitoring please choose one selection from A – E to indicate your ethnic group and tick the appropriate box to indicate your cultural background.

A. White White White

B. Mixed White & Black Caribbean White & Black African White & Asian Any other mixed back ground please specify _____

C. Asian or Asian British Mixed Mixed Bangladeshi Any other Asian Background (specify)

D. Black or Black British Caribbean African Any other Black Background (Specify) _____

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E. Chinese or other ethnic group Chinese Any other (Specify) ____

13. Tuition Fee Refund Policy

Refunds for cancellations by students will only be issued if written notice is given to the College at least two weeks prior to course commencement and in the following circumstances:

- Visa rejection. The original Embassy Letter of Refusal must be sent to the College to apply for the refund. Please allow up to 6 weeks for processing visa refunds. An amount of £400 will be deducted toward admin charges upon submission of original visa refund notice.
- Severe illness - upon production of a valid doctor's certificate.
- Exceptional personal circumstances at the discretion of the College Principal.
- No refund will be made if the visa is refused on submission of false/forged documents.
- No refund of fee will be made once the visa is granted and student intends to withdraw from course.
- No refund of fee will be made if student withdraws from the course commencement of his course.
- No refund of fee will be made if student switch his course after 21 days of joining.
- Once student has joined is liable to pay full fee even decides to leave.

OFFICE USE ONLY

<i>Date enrolment received</i>	<i>Payment method and amount enclosed</i>	<i>Date course despatched</i>	<i>Student enrolment number</i>	<i>Notes</i>

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- I hereby confirm that the information given in this form is correct, and agree that it can be held in accordance with the Data Protection Act 1998. I confirm that the documentation I have supplied with my application is genuine and I understand that the college will withdraw the offer if any aspect of my application is found to have been falsified as a student.
- I undertake to attend the college for a minimum of 15 hours per week. (excluding break times). If my attendance falls below 80% , I may be disqualified and Home office may be notified
- I have read and understood the college tuition fee refund policy as mentioned in induction pack.

Student Signature _____ **Date:** _____

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