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APPLICATION FORM FOR ENTRY IN 2011 COURSES

Note: This form must be completed in **BLOCK CAPITALS** by the candidate in their own handwriting, otherwise it will be returned unprocessed.

Mr Mrs Miss

Section 1 – Personal Details

Surname _____ First Name _____

Date of Birth _____ Passport No. _____ Expiry Date _____

Nationality _____ Email Address _____

UK Address _____

City _____ Post Code _____

UK Tel No. _____ UK Mobile No. _____

Overseas Address _____

Overseas Tel No. _____ Overseas Mobile No. _____

Section 2 – Course Requested

Course Title _____ Awarding Body _____

Requested Start Date _____ Number of Modules Requested _____ / All

Total Fees _____ Awarding Body Registration No. _____ Registration Date _____

Have you applied to BCA Before? Yes / No If Yes, when? _____ Were you accepted? Yes / No

Section 3 – Previous Education History (starting with the most recent first)

Name of the School, College or University Attended	Course Completed	Final Grade	Study Dates		Award Date
			From	To	

Have you had any English Language Training? Yes / No If Yes, provide details below with dates and results achieved.

Section 8 – Payment

Please tick as appropriate:

- I enclose a bank draft for £ _____ made payable to Bristol College of Accountancy
- I enclose a cheque for £ _____ made payable to Bristol College of Accountancy
- I wish to pay using online / direct bank transfer
- I wish to pay in person by cash or by a credit / debit card (only available to candidates applying in person)

Section 9 – Summary Terms & Conditions

1. Full fee is required at the time of course booking.
2. Course confirmation letters for third parties and books (which are provided free of cost) will only be issued after the full fee has been paid.
3. All overseas students applying for the first time are required to enroll for a minimum of six papers (where applicable).
4. All deposited fees are non-refundable, and cannot be transferred to later start dates or to other students, unless;
 - Written request for course cancellation is received by the College at least three weeks prior to the start date of the first paper booked, in which case a refund less an administration charge of £200 may be made. After this date neither complete nor partial refunds can be made. For full-time students, no refunds or course transfers are permissible once course confirmation letters have been issued for third parties.
 - An overseas student's visa application has been refused and who do not wish to re-apply for a visa. Deposited fees will be refunded, less an administration charge of £200 after 4 weeks (on receipt of a written request supported by a copy of the visa refusal letter).
5. The College reserves the right to change any aspect of course including availability of the course, course dates, curriculum, tutors and study material at any time.
6. The College reserves the right to dismiss any student at any time for behavior which is deemed to be unprofessional, inappropriate or disruptive. No fees will be refundable for any student dismissed under this section.
7. The College reserves the right to inform the appropriate authorities if a student has been dismissed from the College.
8. International students must enroll on a minimum of three papers every term.
9. If legally required to do so Bristol College of Accountancy will inform the UKBA if an international student fails to attend.
10. Our enrolment form is a financial contract between us (Bristol College of Accountancy limited) and the signing student. Once the enrolment form has been signed and received by the college, the student will be liable to pay the full course fees stated on the application form, unless under point 4.
11. The College reserves the right to approach debt collection agencies, to recover its fees from non-paying students. This may leave a negative impact on student's credit rating. Late fee charges may also apply. The college reserves the right to report non-paying students to the authorities as necessary.
12. Fees are published separately for each term and apply to all students, excluding only those who have already paid in full. Paying a deposit does not prevent any fee increase being applied.
13. This application is subject to immigration related checks as directed by the UKBA and deemed necessary by BCA.
14. This application is subject to BCA being satisfied that the candidate is able and intending to complete the course.
15. These conditions are a summary, and the full terms and conditions are published on BCA website and must be read by all students before signing the declaration in section 10 below.

Section 10 – Student Declaration

I confirm that the information provided in this application is true to the best of my knowledge and ability. I have read and understood the full terms and conditions and I agree to abide by them at all time.

Student Signature _____

Date _____

Thank you for choosing Bristol College of Accountancy. Please now return this form along with your payment directly to BCA or to one of its representatives.

By Post: Bristol College of Accountancy, Ashbourne House, 1 Fishponds Road, Eastville, Bristol BS5 6SH, UK.

In Person: Please bring this form along with your payment to the above address

Contact No: +44 (0) 117 952 5500

Fax: +44 (0) 117 951 7313

Email: info@bcoa.co.uk

OFFICIAL USE ONLY

To be completed by the approved application receiving officer.

Application Received by _____ Date _____

Comment on candidate's suitability for the course requested: _____

Comment on candidate's ability to read, write, speak and understand English: _____

Comment on candidate's financial abilities to complete the course without relying on part time work: _____

	Yes	No
Have you checked the supporting documents provided?	<input type="checkbox"/>	<input type="checkbox"/>
Where photocopies of documents have been provided, have they been attested?	<input type="checkbox"/>	<input type="checkbox"/>
Does the student meet the minimum entry requirements for the course requested?	<input type="checkbox"/>	<input type="checkbox"/>
Is the candidate aware of the course contents, structure, duration and fees?	<input type="checkbox"/>	<input type="checkbox"/>
Is the candidate aware and willing to comply with the appropriate UKBA and BCA policies and requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are you satisfied that the student is able to complete the course requested?	<input type="checkbox"/>	<input type="checkbox"/>
Are you satisfied that the student is intending to study?	<input type="checkbox"/>	<input type="checkbox"/>
Are you satisfied that the student has finances in place to complete the course requested?	<input type="checkbox"/>	<input type="checkbox"/>
Do you recommend the student for a place at the course requested at BCA?	<input type="checkbox"/>	<input type="checkbox"/>

Application Receiving Officer's Signature _____

BCA ADMINISTRATOR USE ONLY

Approved / Declined

Course _____ Start Date _____ End Date _____

Approved / Declined by _____ Date _____

FINANCE OFFICE USE ONLY

Payment Received _____ Receipt No. _____ Payment Method _____

Total Fees _____ Outstanding Fees _____

Received by _____ Date _____

Signature _____