

# APPLICATION FOR ADMISSION

Complete this form by printing clearly in BLOCK CAPITAL IN BLACK INK & attach certificates/other required documentation. You can also apply online for our courses [www.blisscollegeuk.com/application/php](http://www.blisscollegeuk.com/application/php).

## 1. Applicant Details

Name as per Passport .....

Male  Female  Others

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

Date of Birth (dd-mm-yy) ...../...../.....

Nationality .....

Passport No. ....

Permanent Home Address :

Correspondence address if different

Home Name / Number .....

Home Name / Number .....

Street .....

Street .....

City / Town .....

City / Town .....

Country .....

Country .....

Postcode .....

Postcode .....

Tel (inc STD code) .....

Tel (inc STD code) .....

Mobile Number .....

E-mail address .....

How did you hear about Bliss College?  Internet  Advertising  Recommendation  Presentation

Other./ please state .....

## 2. COURSE OF STUDY APPLIED FOR:

### Health & Social Care (EDI)

- NVQ Health & Social Care, level 3
- NVQ Health & Social Care, level 4
- Leadership & Management in Care Services Award (LMC)

### BUSINESS STUDIES (IAM/ABE)

- Certificate in Business Management
- Diploma in Business Management
- Advanced Diploma in Business Management
- Certificate in Administrative Management
- Diploma in Administrative Management
- Advanced Diploma in Administrative Management

### TOURISM & HOSPITALITY MANAGEMENT ( OTHM/CTH )

- Professional Certificate in Tourism & Hospitality Management
- Professional Diploma in Tourism & Hospitality Management
- Diploma in Hotel Management
- Advanced Diploma in Hotel Management

### INFORMATION TECHNOLOGY ( BCS )

- Certificate in Information Technology
- Diploma in Information Technology

Preferred Starting date: \_\_\_\_\_

## 3. Fees Information

How you are paying your College fees and Living expences?

Self  Bank Loan

**4. Education**

Secondary / Further / Higher Education

Qualification	University	Dates Attended from (mm/yy) to (mm/yy)
<b>Please ensure your certificates are attached</b>		

**5. English Language qualification of non-native speaker**

IELTS Score ( if applicable) Overall score      Listening  Reading  Writing  Speaking

Any other English language Test Score if applicable ( i.e. TOEFL) .....

**6. Employment**

Organization / Employer	Position held	Dates from (mm/yy) to (mm/yy)	

**7. Statement in Support of Application**

Please explain in your own words your reasons for your choice of course and the relevant skills, qualities and attributes which you possess.

Do you have learning support / mobility requirements ?  Yes  No

Please give brief details; our Student Support Service will contact you.

.....  
 .....

Do you have any unspent criminal convictions?  Yes  No

A Criminal Records Bureau disclosure will be required for successful applicants to courses which include placements where students work with children or vulnerable adults.

**BLISS SERVICES**

Do you need to be met at the airport on arrival in the UK? Yes  No

Do you need help or advice with accommodation ? Yes  No

**BAC and UKBA approved Tier 4 Sponsor**

# Bliss College Terms and Conditions

All students to be enrolled at Bliss College must agree to the following terms and conditions.

## **Students Responsibilities**

### **A Application Process**

- All applications must be accompanied by a non-refundable registration fee of £150, copies of all required certificates and two passport-sized photographs. Evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties must be supplied.
- Overseas students must also provide all the information listed on the [checklist](#) (overleaf), including evidence of their financial ability to pay the course fees and UK living expenses, in line with the UK Border Agency's (UKBA) requirements for UK student visas under Tier 4 of the Points Based System. The UKBA's Requirements can be seen on their website (<http://www.bia.homeoffice.gov.uk/>)
- Documents provided must be originals. Where the original documents cannot be sent, notarised copies or copies attested by the issuing authority are acceptable. The documentation required must be clear, legible and where necessary, translated into English language by a approved translator.

### **B On Arrival at Bliss College**

- On arrival in the UK, students will be assessed by Bliss College academic staff for ability to follow their chosen course successfully. Bliss College may require the student to complete an access course or undertake remedial classes before joining their course.
- Applications for exemptions will be assessed by and granted at the discretion of the staff. Any exemptions granted will be subject to the conditions applying to that exemption. The decisions of the Bliss College academic staff on access and exemptions are final.
- Students are required to attend all lectures, take all tests and submit on time, assignments set by their tutors. Failure to do so may result in re-sits, which may in turn affect the student's duration of studies, fees, completion, etc.
- It is the student's responsibility to apply for and register with relevant academic or professional bodies where applicable and to enter for any external examinations. Students must comply with the rules and regulations of relevant external bodies
- Overseas students must follow a full-time weekday course of at least 15 hours a week and comply with all other immigration regulations and laws. Students must abide by all Bliss College regulations as amended and updated from time to time.
- Students must notify the College promptly of any change to their UK address and/or telephone number, and of any reason for absence, such as sickness.

### **C Conduct**

- Under Bliss College's Disciplinary Regulations students may be expelled for an highly unacceptable or improper conduct, including the provision of false or forged documentation in their application, or any conduct that interferes with the well-being of other students, staff or the reputation of the College.
- Students will be required to pay for any damage they cause to the premises and/or property of the College, or property in the care of the College, or their accommodation arranged by the College. Students will be required to pay any charges incurred by them under College financial regulations (see below). No refund of fees will be granted to expelled students and they will remain liable for any extent fees and charges.
- Any student who fails to attend lectures or practice duties for up to two weeks without giving prior notice to the college may have their agreement terminated and may be reported to the Home Office.
- Students are obliged to observe all rules and regulations in the buildings they occupy for study or work purposes.
- Smoking is strictly prohibited in any part of the building occupied by Bliss College.
- The downloading of illegal, or pornographic or inappropriate material is strictly prohibited. A breach of this rule will lead to immediate suspension and ultimate termination of the agreement.
- Any abusive language or inappropriate behaviour toward another student or member of staff will result in immediate suspension leading to termination of the agreement.

## **Bliss College Responsibilities**

- Bliss College reserves the right to assess applications and to offer admissions or reject applicants as it deems appropriate, in line with course entry requirements and the responsibilities placed on the College by the UKBA. Accordingly, Bliss College may ask applicants to provide additional information where necessary.
- Bliss College reserves the right to alter dates, fees and any particulars in published material (in prospectus, brochures, or on the website) without prior notice. Equally, the College reserves the right to vary, amend or introduce regulations, terms, policies and procedures without prior notice, within reason. This does not affect students' statutory rights.
- Bliss College accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects or mail, or for any damages or accidents caused through negligence or otherwise of a third party.

- Bliss College reserves the right to contract any third party to provide services, including enforcing any terms of this agreement, and to store and share with any parties as appropriate, student's personal information
- Bliss College reserves the right to engage and provide its services from premises within reasonable commuting distance of its current campus.
- Bliss College reserves the right to initiate the recovery of all outstanding fees or College property from the students, such recovery may require legal action as appropriate.
- Bliss College will adhere to and implement good practices as advocated by the relevant accrediting and awarding bodies.
- Bliss College reserves the right to change a student's fee status classification in light of changes in relevant legislation or where the student has withheld relevant information.
- Bliss College reserves the right to make special arrangements to cover exceptional/extenuating circumstances, at the discretion of the College.

## Refunds, Transfers and other Financial Matters

- Students must pay the full tuition fees to enrol for a specific course. Students are required to re-enrol, and pay fees, at the beginning of each successive year of the course, and are liable on enrolment for the fees for the whole year, and will remain liable unless a refund is granted.
- Course fees may be paid by instalments at the discretion of the College. Overseas students are not normally eligible for this facility for their first year at the college.
- Bliss College reserves the right to make the following charges, at the rates detailed in College regulations as updated from time to time: Instalment payment administrative charges; late payment penalty charges;
- Administrative charges for refunds including transfers to other colleges; Transfer charges for students who have already arrived in the UK and who defer their studies to a later session of their course or to another course starting at a later session;
- Accommodation charges including non-refundable deposit of two weeks rent on accommodation arranged by the college in advance at the student's request; late submission penalties, assessment re-takes and any other such charges
- Students are contractually entitled under the terms of this agreement to a full refund of all tuition fees paid, minus administrative charge, in the following circumstances:
  - a. if the college is unable to offer an advertised course on the advertised start date or within a reasonable period thereafter
  - b. if a student applying from overseas is refused a visa and is thus unable to come to the UK to take up his/her course of study.
- If any student wish to withdraw from the course, but do not have a visa refusal there is **no refund whatever the exceptional circumstances** but we are prepared to hold your course open.
- There is absolutely **NO REFUND whatever the exceptional circumstances** if the student for whatever reason fails to apply for the visa or changes their mind about applying for a visa even if the College changes the course or course structure or if the UKBA introduces new rules that may affect your application.
- Bliss College reserves the right to cancel the application if student does not apply for a student visa **within 6 months** from the date the CAS Number has been issued and there is absolutely **NO REFUND whatever the exceptional circumstances**
- Students are eligible for a discretionary full or partial refund of tuition fees, minus administrative and other charges, to be granted at the discretion of the college, if they meet the following requirement: that they, through no fault of their own, through circumstances beyond their control, are unable to follow the course.
- Refunds will be granted according to the college's Transfer and Refunds Policy. All applications for refunds, whether contractual or discretionary, must be on the college's [refund forms](#) and must have the required documentation attached.
- Students are expected to attend the course they enrolled for from the start date applied for. Students applying from outside the UK can transfer their application to a later session without penalty, but once they have obtained a UK student visa or entered the UK they cannot defer their admission to a later intake, except in extreme situations and if permitted by the UK Borders Agency.
- After arrival in the UK, students can transfer to a different course at the discretion of the College, in accordance with the college's Transfer and Refunds Policy. A transfer charge of 25% of course fees is chargeable and may be reduced or waived at the discretion of the College if the student has good reasons for deferral or transfer.
- Students are advised that the full College regulations, procedures and policies are available on the College website and can be provided upon request.

## DISCLAIMER

It should be noted that BC has made every effort to ensure the accuracy of all printed material. At the time of going to press all information was correct. Our prospectus and marketing material are provided for illustration purposes only and do not form or constitute any contractual term between the College and any other person.

## Student Learning Agreement

This is a formal agreement of learning between the learner (student) and the Provider (Bliss College, UK). This will give an insight on the duties and responsibilities of both the learner and the provider.

Before deciding to make an application, the learner should read and sign this agreement. The purpose of the agreement is to prevent or minimize any misunderstanding between the two parties.

### **Part 1: What can be expected from the provider:**

#### ***The Provider will :***

- Assess your functional skills (English, Mathematics & ICT) and check your course suitability
- Work with you to establish a learning outcome with you for your course.
- Deliver the course content to you in an effective and satisfactory manner.
- Assist you with registration with awarding bodies and for examination.
- Encourage, motivate and support you during your studies
- Provide you with access to appropriate expertise and support during your course.
- Assign you to your course tutor with whom you can work on a one-to-one basis.
- Provide you with the letters you need from time-to-time five working days.
- Return marked work to you within five working days.
- Provide constructive and individual feedback on your progress (if you are doing a course where we mark assignments are prescribed)
- Deal with any difficulties and concerns promptly and fairly.
- Implement an equal opportunities policy.
- In case of special needs the college will make necessary arrangements to meet the needs of the students.
- Comply with UKBA Guidelines on attendance and progression.
- Suspend / Expel you from the course if, sufficient evidence is produce to the effect that your behaviour towards the college is unacceptable. Refunds will not be made in such circumstances.
- Adhere to all the relevant laws and legislations prescribed by the British Government from time to time.

### **Part 2 : Student Responsibilities**

- Make yourself aware on what course you want to select and decide on the stability of the course and apply accordingly. You are welcome to call us or send us e-mail if you wish to discuss your options
- Familiarize yourself with the contents of an induction pack that will be given to you at the start of your course so that you are full aware how the course works.
- Attend classes regularly and at least maintain 85% attendance throughout your learning period.
- Respect the Teachers / Lecturers and the Administration staff.
- If for any reason what so ever you are unable to write a test or fit an examination report to the it should be intimated to the teacher prior to the test or Direct of Academic Studies and take the test on the next day.
- Ensure that all course fees are paid by the agreed times.
- Undertake sufficient private study to maintain progress on your course. This will involve doing your own research to supplement our teaching.
- Be in touch with your tutors as per agreement made with them.
- Register with relevant external awarding body where ever such registration is required.
- Notify the college should be notified in advance for any holidays you wish to take.
- Acknowledge and accept the fact that if for any reason what so ever you decide to discontinue your studies the course fees you have paid will not be refunded.

#### **Date Protection Act 1998**

I agree to the College processing personal data contained in this form or other data which the college may obtain from other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies. In addition, I agree to the College processing personal data described as "Sensitive Data" within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes as indicated in the declaration above.

#### **Declaration**

I certify that, to the best of my belief, the information I have provided is complete and true.

Signature of Applicant .....

Date .....

## Point Based System - Tier 4 Application Check List

Applicants must provide the following documentation and information. For overseas students, ALL this information is mandatory. In line with the UK Border Agency's rules for student visa applications. Documents provided must be originals. Where the original documents cannot be sent, notarised copies or copies attested by the issuing authority are acceptable. The documentation required must be clear, legible and where necessary translated into English language by an approved translator.

### All Applicants

	Applicant to Tick	Office Use
<b>For conditional offers, information in sections 1 &amp; 2 lower are required</b>		
<b>1) Personal &amp; Identification</b>		
• Fully completed Application Form ( Signed & dated)		
• Copies of current valid passport id pages (clearly showing photo and signature). Where a student does not have their passport at the point of application, copies of the passport pages can be provided later. Without this , the College will be unable to issue the CAS		
• Copy of national ID card ( where available)		
<b>2) Academic &amp; Professional</b>		
Comprehensive CV/resume		
High School education and transcripts		
Statement of purpose (SOP) - explaining reasons for choosing Bliss College and how the course will be of benefit		
IELTS or TOFEL test results sheets		
<b>For unconditional letters (CAS), the information specified lower is required:</b>		
<b>3) Self Financed / Bank Loan</b>		
Bank account statements as per the UKBA requirements, which are published on their website: <a href="http://www.bia.homeoffice.gov.uk/">www.bia.homeoffice.gov.uk/</a> . Since Bliss College is situated in outer London, students must possess a minimum £5400. The account must be in the student's name or be an account where the student is a named joint holder		
<b>3a) If sponsored by a Government, an organisation or the British council</b>		
The sponsor's bank account statements, as per the UKBA requirements		
Affidavit of sponsorship		
Clear explanation of applicant's relation to sponsor		

### *Applicant's for Second Year Entry (HND). Final Year (BA/ Bsc) and All Postgraduate (PgD/DMS/MBA) Courses:*

Professional courses (e.g. CIMA, CIM etc) parchments/certificates and transcripts/mark -sheet		
Teritary education certificates and transcripts (further education, college, university)		
Employer reference letters		

#### Data Protection Act 1998

I agree to the College processing personal data contained in this form or other data which the College may obtain from other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies. In addition, I agree to the College processing personal data described as "Sensitive Data" within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes as indicated in the declaration above.

#### Declaration

I certify that, to the best of my belief, the information I have provided is complete and true. By signing this I have read and agree to abide by the terms of this agreement and the college regulations, polices and procedures as above.

Signature of Applicant ..... Date .....

#### OFFICE USE ONLY

Registrar/Admission Officer

**Check list:**  Complete  Incomplete, Details: .....

Application Recieved by: ..... Date: .....