

International Application Form



1. How to apply for a course:
 - 1.1. Complete the details on this application form in block capitals.
 - 1.2. It is important that you provide the following information in support of your application:
 - Copy of your passport
 - Copy of the certificates for the highest and relevant qualifications that you have already obtained
 - Copy of a recent secure English language (SELT) certificate, e.g. an IELTS certificate for UK visa applications
 - Copy of your current and previous UK visas if you have been to the UK before
2. How your application will be processed:
 - 2.1 Your application will be acknowledged upon receipt.
 - 2.2 We will let you know within five working days whether your application to study at this College has been accepted and you will receive a written Notice of Acceptance.
 - 2.3 Unless your course is government-funded, a deposit payment of £500 is required to confirm a place on the course and the remaining fees must be paid in full before the course start date. You will also need to pay a deposit of £350 if you require onsite accommodation.
 - 2.4 If you require a visa letter from us, you are required to make full payment before we can release the visa letter.
 - 2.5 Please notify the College when your Visa has been issued and we will contact you to confirm travel arrangements, accommodation needs, induction and orientation.
 - 2.6 If at any time throughout the application process you require advice or support, please e-mail international@highbury.ac.uk who will be able to deal with your queries quickly.
 - 2.7 Please note that the College does not accept responsibility for costs incurred by an applicant or an agent prior to a visa application decision having been made. The College will not reimburse the cost of expenses incurred where the reason for a visa refusal or non-attendance is outside of the control of the College.

PERSONAL DETAILS

Family Name/Surname:	First Name(s):
Title: Mr/Mrs/Miss:	Gender:
Date of Birth:	Passport No:
Nationality:	Country of Residence:
Permanent Address:	
	Postcode/Zip Code:
Telephone Number (home):	Telephone Number (mobile):
Email Address:	
Correspondence Address in the UK (if applicable):	
	Postcode:
First Language (language spoken at home):	Do you have any criminal convictions? <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact in an emergency (next of kin)	
Full Name:	Relationship to you:
Contact number:	Email Address:

COURSE(S)

Name of course(s) you would like to apply for (please list in order of preference):

Title of course and subjects	Level
Duration	Dates

ACCOMMODATION

Please tick to select your accommodation requirements:

- Highbury College Halls of Residence (self-catering): £125/week
- Host Family (Full Board: breakfast, a light lunch and an evening meal provided): £160/week
- Own arrangements

PICK UP SERVICE			
Do you require a taxi transfer for the airport?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
From Heathrow Airport/ Gatwick Airport to Portsmouth		Southampton Airport to Portsmouth	
<input type="checkbox"/> One Way: £75	<input type="checkbox"/> Return: £150	<input type="checkbox"/> One Way: £55	<input type="checkbox"/> Return: £110
Flight Number & Airport:		Date and Time:	

Do you need to apply for a visa to study with us: Yes No

Have you previously studied in the UK: Yes No

❖ If 'yes' please provide the previous visa letter(s) or CAS statements.

Learning Difficulties, Disabilities or Medical Conditions

Please provide details of any learning difficulties, disabilities or medical conditions that may require special arrangements or additional support, e.g. visual impairment, dyslexia, allergies, mental health, medical or other health problems. This information will enable the College to provide support if required.

Have you been resident in the EU for the last three years? Yes No

Please note that evidence of your status will be required if you state that you have been a resident for the last three years. (This is to enable us to assess your funding entitlement).

AGENT CONTACT DETAILS (if applicable)

Name of Agent:	
Agent Address:	
Agent Telephone Number:	Agent email Address:

How did you hear of Highbury? _____

I declare that to the best of my knowledge, the above information is accurate and truthful. I understand that any offer made by the College is subject to validation of all documentation.

Applicant Signature:

Date:

Please send your completed application form to international@highbury.ac.uk

Telephone: For general enquiries, please call +44 (0) 23 9238 3131

Application Checklist Please ensure that you have submitted the following:

- | | |
|----------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> IELTS (SELT) Certificate |
| <input type="checkbox"/> Your Passport Photopage | <input type="checkbox"/> Previous Visa Letter(s)/ CAS Statement (s) |
| <input type="checkbox"/> Current and Previous UK Visa(s) | <input type="checkbox"/> Your Academic Qualification and Transcript(s) |

Cancellation terms:

For information about our cancellation terms, please visit our website: www.highbury.ac.uk/international

Privacy Notice – how we use your personal information

As a public body the personal information Highbury College (the data controller) collects is of public interest and is required in order for us to process your application. Where the information we collect is 'special category' personal information (e.g. medical) we will process it because there is a substantial public interest for us to do so. The information will be stored in a secure database and may be shared with Government bodies and educational establishments. Please note that if you are under 18, your information will also be shared with your parents, carers and/or next of kin. Your information will be kept for six years and then securely deleted.

During this time, you retain the following rights:

- The right to access your personal information
- The right to have inaccurate personal information changed
- The right to restrict the processing of your personal information
- The right to object to the processing of your personal information
- The right to lodge a complaint with the Information Commissioner's Office in relation to how Highbury College has processed your data.

To update your information or if you have any questions about the above, please contact our data protection officer by email: dpo@highbury.ac.uk