

Pre-sessional Courses Application Form (PS3)

Please complete this application form and email it to international@highbury.ac.uk or call +44 (0) 23 92383131 for more information.

PERSONAL DETAILS

Surname: _____ First Name: _____ Gender: _____
 Nationality: _____ Passport Number: _____ Date of Birth: _____
 Contact Tel: _____ Email Address: _____
 Home Address: _____

Do you have any criminal convictions? Yes No

EMERGENCY CONTACT DETAILS (NEXT OF KIN)

Name: _____
 Relationship to you: _____ Contact number: _____
 Email Address: _____

ADDITIONAL INFORMATION: Please provide details of any learning difficulties, disabilities and medical conditions:

COURSE DETAILS - please tick which course you are applying for.

- 24-week course (For those needing to improve their IELTS scores by 2 band)
- 17-week course (For those needing to improve their IELTS scores by 1.5 band)
- 11-week course (For those needing to improve their IELTS scores by 1 band)
- 7-week course (For those needing to improve their IELTS scores by 0.5 band)

UNIVERSITY PROGRAMME OF STUDY

Course: _____ University Reference No: _____
 IELTS bands required by the university: _____ Current IELTS scores: _____

Please return to us your completed application form with a **copy of passport, IELTS certificate and University Offer Letter**.

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? No 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:

BANK DETAILS

Please give the EBS number and student's full name on the payment form

Bank: Barclays Bank PLC

Address: 50-52 London Road, City Centre, Southampton, Hampshire, SO15 2SF

Account: Highbury College Account no. 83636992 Sort Code: 20-79-29

ISBN: GB41BARC20792983636992 Swift Code: BARCGB22

Cancellation terms: For information about our cancellation terms, please visit our website

<https://www.highbury.ac.uk/international/cancellation-terms/>

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