



IF YOU HAVE A HEALTH PROBLEM, DISABILITY OR SPECIAL NEED THAT MIGHT NECESSITATE SPECIAL ARRANGEMENTS OR FACILITIES FROM THE COLLEGE PLEASE GIVE DETAILS BELOW	
DECLARATION	

I apply for admission to San Michael College and agree to be bound by its terms and conditions and to respect the college policies (Copy of College policies can be downloaded from the college website www.smcl.org.uk).

Signature of Applicant Date

FOR USE BY COLLEGE STAFF ONLY	
Date Received:	Acknowledgement sent:
Interview arranged with:	Date:
Course start date:	Course end date:.....
Please do check that all relevant sections are filled before endorsing this form.	
Official Stamp	
Official signature..... Date.....	

Terms and Conditions of Enrolment

Registration

Once the college receives your application form, you will receive a conditional offer setting out the conditions you need to satisfy before you are accepted as a student. Once you have satisfied the conditions set out in the conditional offer, you will receive an unconditional acceptance letter which if you are a foreign student, you may use to apply for your visa.

Payment of fees

The initial deposit you pay on enrollment will go towards the course fees. You will be required to arrange a payment plan for the monthly payment of the remaining balance. A monthly administration charge of £50 will be raised for any default in payment of fees, and an additional charge of £50 will be added to your outstanding fees for dishonored cheques. The fees do not include registration with awarding or professional bodies or examination fees. You may incur an additional charge for transferring from one course to another part way through the course.

Refunds will be considered at the discretion of management when you withdraw from the course in writing at least two weeks before the start of the course. Refunds will also be considered if you are refused a visa. In all cases, an administration charge will be retained by the College.

Deferment of course

Deferment or withdrawal will only be considered when the request is put in writing, before the commencement of the course/module, and any deferment shall be up to the next available commencement date. Deferment may only be allowed once failing of which you will be considered as having withdrawn from the course. Should you decide not to take exams or attend classes, you may only be allowed to join a new session upon re-registering or payment of repeat fees. Further details of these and other college policies can be down loaded from the college website: www.smcl.org.uk. It is in your best interest to familiarize yourself with the college policies as contained in the policy handbook and student handbook.

PLEASE SEND YOUR COMPLETED APPLICATION FORM TO THE ADDRESS AT THE TOP OF THE FORM.