

Attach passport
sized photograph
here

Instructions: Please complete this form in **CAPITAL LETTERS** using **Black** or **Blue** ink

For Official Use Only

Date Received - - Application No

1. Course Options

Course Option 1

Course Option 2

Course Option 3

2. Information about You

Title Mr Miss Mrs Ms

Family Name

First Name

Date of Birth - - Nationality

Address

Post Code

Telephone

Mobile

Email

3. Immigration Status

Have you been resident in the UK for the last 3 years?

YES NO

If no, date of entry to UK - - From which country

Please state the addresses along with the duration at which you have stayed for the last 3 years:

Address

Post Code

From

To

Address

Post Code

From

To

Address

Post Code

From

To

4. Criminal Convictions

(If there are any)

5. Disabilities and Special Learning Requirements

Disabilities

If you have any disabilities or medical conditions we should know about, please give details.

Learning Requirements

If you have any specific learning requirements, please give details

6. Education to Date

Name and address of the most recent School / College / University	From	To	Mode
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>

7. English Language Proficiency Certificate

Is your mother tongue English? YES NO (if YES go to the section 8 Work Experience)

Please note that it is mandatory for you to possess minimum English Language proficiency
Please choose from the following that applies to you:

- **Have you studied the final two years of school in English?**
- **Have you recently completed a qualification in English?**

YES NO

YES NO

English Language Proficiency Qualification / Score if applicable:

IELTS

TOEFL

Other

8. Work Experience

Please give brief details of any work experience you have done.
Please include training schemes,
part-time and full-time
employment and voluntary work.

9. Interests and Hobbies

We would like to know more about you and have left this space for you to write briefly about your spare time interests, career plans and what you hope to achieve in the future. Please add an additional sheet if required.

10. The Course and Your Future

Please tell us why you wish to take this course and what you plan to do in the future. Please try to fill this section in as best as you can as it does help us. You can use separate sheet if necessary.

11. Declaration

I understand that the information given on this form can be used for any matter related to my application for a programme of study, and for marketing and research purposes either by the College or by organisations employed by the College to undertake such work.

I give my consent to the processing of data on this form on the understanding that the information I have supplied will be used only for the purposes set out above, and my consent is conditional upon the College complying with its obligations and duties in accordance with the College's registration under the Data Protection Act 1998

Signature of Applicant

Date - -

12. Next of Kin Details

Please provide details of two persons:

	1st Contact	2nd Contact
Name	<input type="text"/>	<input type="text"/>
Relationship	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>

13. Checklist

Student Documentation Checklist

- CV
- Proof of address
- National insurance number (NI)
- Passport copy
- Educational documents
- Work experience reference
- Next of kin details
- 2 Passport size photos
- English Language Proficiency Certificate

14. Notes of Guidance to completing this Application Form

These notes are intended to help you complete the AA Hamilton College Student Application Form and to ensure that your application can be processed efficiently.

1. If applicable, applicants are advised to send all correspondence via email or by post via reputable courier.
2. In any future correspondence, please quote your Name and DOB for our ease of reference.
3. In order to assist the College in making a decision on your application, please enclose copies of relevant documentation (e.g. certificates, transcripts, results, predicted grades, academic/work references and your CV). To avoid delays in the selection process, please ensure that relevant references accompany the form, or are forwarded as soon as possible by your referees.
4. Data Protection Act – The information contained in this Application will be used for the purpose of processing your application and in case you are admitted, will form the basis of your student record.

15. Terms & Conditions

1. The student agrees to attend maximum tutorials and lectures specified in the timetable and also agrees to accept our terms and conditions as specified in the 'Attendance Policy'. If he/she fails to satisfactorily adhere with the conditions laid out in our Attendance Policy, this may lead to relevant disciplinary action including withdrawal from the course.
2. Relevant disciplinary action will be taken against any students for any inappropriate form of behaviour or conduct which can lead to exclusion/withdrawal from the course.
3. The student agrees that he/she is fully aware of the different subjects that are offered on his/her course and is aware of the facilities and services offered by AA Hamilton College.
4. The student agrees that once enrolled he/she cannot withdraw from the course offered, without prior written permission from AA Hamilton College. Unless exceptional circumstances are demonstrated, if a student decides to withdraw from the course, he/she will be liable for the payment of the outstanding fee for the whole Academic Year.
5. Your course fee includes all costs associated with your recruitment and admission and the cost of your tuition. Please note that once the student has commenced the course, fees will not be refunded, unless there are mitigating circumstances.
6. The student agrees not to defer his/her semester or change his/her course without prior written authorisation of AA Hamilton College.
7. All courses and modules are subject to change and can vary from time to time. AA Hamilton College reserves the right to change the contents of the course without any prior notice to the student.
8. The student agrees to pay the relevant awarding body registration fee on request. This fee will be non-refundable.

Signature of Applicant

Date

 - -

Please return the completed form to: