



# CROYDON METROPOLITAN COLLEGE

## APPLICATION FOR ADMISSION

Please pin or clip a  
passport-sized  
photograph here.  
(International  
applicants only)

**DO NOT USE  
ADHESIVE**

### PART 1: STUDENT DETAILS

Title: Mr/Mrs/Ms/Miss	First Name:	Surname:
Date of Birth: (DD/MM/YYYY)	Nationality:	Gender:

Father's Name:	Mother's Name:
Father's Occupation:	Mother's Occupation:
Home Address:	Correspondence Address (if different)
Home Telephone:	Student Email:
Fax Number:	Parent/Guardian Email:
Mobile (Student):	Name of Parent/Guardian:
Mobile (Parent/Guardian):	Relationship to Child:
Name of Parent/Guardian:	
Relationship to Child:	

(International applicants only)

Passport Number:

Date of Expiry:

Please attach a copy of the personal information page of the passport. Your child may also be required to obtain a student VISA.

**PART 2: EDUCATION HISTORY**

Name and address of schools/colleges attended from age 11	Dates From-To	Qualifications obtained	Date	Grade

**PART 3: SPECIAL EDUCATION NEEDS**

Does your child have any special education needs? If yes, please tick as appropriate and enclose the most recent Education Psychologist's report if you have one.

- ADHD
- Asperger's Syndrome
- Autism
- Dyslexia
- Dyspraxia
- Visual Impairment
- Auditory Impairment
- Other (Please indicate) .....

**PART 4: COURSE**

Please indicate (delete as appropriate) which level of education you are applying to study:

Primary Education/Secondary Education/Higher Education

Please list the subjects you wish to study in order of preference (5 for GCSE, 4 for A-Level):

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

Start Date: September/January

Year: .....

**PART 5: PROFICIENCY IN ENGLISH – For non UK nationals only**

How long has s/he been studying English? .....

What English language qualification does s/he currently hold? .....Result: .....

The minimum requirement for GCSE courses is IELTS 5.0, for 2 year A Level courses is IELTS 5.5 and for 18 month A Level courses is IELTS 6.0.

**PART 6: CONFIDENTIAL MEDICAL DECLARATION**

This section **MUST** be completed fully. Use a separate sheet to provide further information if necessary. The College may require further information from a medical practitioner to assist in any decision to offer a place. Failure to disclose a medical condition is considered to be a breach of the contractual relationship between the parents and the College.

**You must include details of any condition for which your child has received either a medical diagnosis or hospital treatment:**

.....  
.....

**Has s/he received any medical treatment in the last two years?** Yes  No

If yes please give details

.....  
.....

**Does s/he have any current allergies or medical conditions?** Yes  No

If yes please give details

.....  
.....

CONTINUED

Is he/she taking any prescribed medicine on a regular basis? Yes  No

If yes please give details

.....  
.....

If you do not wish your son/daughter/ward to receive First Aid treatment at the College please explain your reasons.

.....  
.....

Please give the name and telephone number of at least two people to contact in case of emergency

Name Telephone Relationship to student

1 .....

2.....

**PART 7: APPLICATION FOR ACCOMMODATION (International applicants only)**

Do you wish for accommodation to be arranged? (Please tick as appropriate) Yes  No

If no, please give the following details about where your child will be living:

Address Line 1 .....

Address Line 2 .....

Town/City .....

Postcode ..... Telephone Number .....

If your child is below the age of 18 years old then please provide his/her guardian's full name, contact details and relationship to your child:

Guardian's Name ..... Relationship to child .....

Address Line 1 .....

Address Line 2 .....

Town/City .....

Postcode ..... Telephone Number .....

If yes, please complete the questions below:

Would you prefer him/her to be the only student in the host family? Yes  No  Don't mind

Would you like him/her to be in a host family with children? Yes  No  Don't mind

Would you like him/her to be in a host family with pets? Yes  No  Don't mind

Is he/she allergic to any animals? Yes  No

If yes please give details.....

Does he/she smoke? Yes  No

Does he/she practise his/her religion regularly? Yes  No  Sometimes

Does he/she have any special dietary requirements?

If yes please give details.....

Does he/she have any special interests/hobbies or other requests?

.....

N.B No guarantee can be given that your preferences will be met in every instance, but we will make every effort to do so.

## PART 8: CONDITIONS OF ENROLMENT

- 1 Applicants who meet the minimum entry requirements will receive in writing an offer of a place on an appropriate course.
- 2 No student can be formally enrolled in the college until:
  - (a) the registration fee is paid (plus deposit for overseas students) (see fee sheet for current rates)AND
  - (b) the Confirmation of Acceptance form is returned, duly signed.
- 3 The overseas deposit will be deducted from the first term's tuition fees. This deposit can only be refunded if:
  - (a) the student is refused an entry visa OR
  - (b) the college withdraws the offer of the course for any reason.
- 4 One term's notice, or a term's fees in lieu of notice, is normally required for withdrawal from a course.
- 5 The college reserves the right, after due warning, to remove from the college or from its examination entry lists any student who, in the opinion of the tutors, has failed to complete the minimum amount of work or register the minimum attendance needed to ensure a reasonable chance of success on his or her chosen course.
- 6 The college reserves the right, after due warning, to remove from the college any student, for whom tuition fees remain unpaid.
- 7 Students on 18 month or 2 year A level courses are required to attain a minimum standard of competence in their first year examinations.

## PART 9: FINANCIAL UNDERTAKING

I/we hereby apply for admission to Croydon Metropolitan College for our son\*/daughter  
If I/wesubsequently accept the place offered I/we undertake to pay all tuition fees incurred as they become due.

I/we understand that the fees may be subject to change.

I/we understand that the College may process personal data about our child, including sensitive personal data such as medical details, for the purpose of administering its selection and welfare procedures and we consent to the processing of our child's personal data for these purposes.

First Signature:..... Second Signature.....  
Full name..... Full name.....  
Relationship to child..... Relationship to child.....  
Date..... Date.....

The following items must be enclosed with the application form, incomplete applications will not be considered:

(please tick when enclosed)

Copies of Examinations Certificates/Results slips

Last School Report

Passport size photograph

Copy of passport (page showing personal details)  (International applicants only)