

# Manchester Victoria College Application Form



The completed form should be returned to:  
The Admissions Manager, Manchester Victoria College, 67, Ayres Road Old Trafford Manchester M16 9NH

<p>1. Personal details</p> <p>Title: Mr / Ms / Miss / Mrs / other</p> <p>Surname/Family name (BLOCK CAPITALS)</p> <input type="text"/>  <p>First name(s)</p> <input type="text"/>  <p>Correspondence address</p> <input type="text"/>  <p>Postcode</p> <input type="text"/>  <p>Daytime Telephone No.(including country code)</p> <input type="text"/>  <p>Evening Telephone No. (if different)</p> <input type="text"/>  <p>Email</p> <input type="text"/>  <p>Home address (if different)</p> <input type="text"/>  <p>Postcode</p> <input type="text"/>  <p>Gender: Male / Female</p>  <p>Date of birth Day/ Month /Year</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>2. Disability/special needs</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table> <input type="text"/>  <p>3. Fee status</p> <p>Country of birth</p> <input type="text"/>  <p>Nationality</p> <input type="text"/>  <p>Who is expected to pay your fees? Please give name and address</p> <input type="text"/>  <p>Postcode</p> <input type="text"/>  <p>Have you been UK before?</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p>If yes, please give details</p> <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"/>							

4. List of course(s) you wish to be considered for - In order of preference

Full course title(s) (Please list in order of preference if applying for more than one course)	Preliminary choice of main subjects/options (if appropriate)	Mode of study	Year of entry	Stage i.e. Year 1 Year 2

5. Work experience

Give details of work experience, training and employment. Continue on a separate sheet if necessary.

Job title Nature of work/training	Name and address of employer	Full-time or Part-time	From		To	
			Month	Year	Month	Year

6. Last two educational establishments attended

Name and address of two most recent educational establishments attended	Full-time or Part-time	From		To	
		Month	Year	Month	Year

7. Qualifications

Applicants should list all subjects taken, whatever the result, in chronological order. If you are awaiting the result of any examination recently taken write PENDING in the result column. Where examinations are still to be taken, please list all outstanding modules and levels. Continue on a separate sheet if necessary.

Level, eg GCSE, A/AS, HND, degree or professional qualifications	Subject	Date		Place of study	Results (grades or bands)	CATS points (if applicable)
		Month	Year			

8. Further information

Please include any other information in support of your application. Continue on a separate sheet if necessary


10. Name and address of two referees

Name	Name
Address	Address
Position	Position
Telephone No.	Telephone No.
Email	Email

11. Criminal Convictions

If you have a relevant criminal conviction, enter X in the box

12. Terms and conditions

- The course fee must be paid in full before commencing studies, unless an instalment plan has been agreed with the Director of Finance.
- Students found to have difficulties in following a course due to inadequate language skills; will be required to follow a remedial course in English Language at MVC until their level of English reaches a satisfactory standard.
- Students unable to join their courses by the schedule date must inform the college in writing at least two weeks prior to the starting date of the course. Any application for deferment of the starting date, which is not received within the specified time, will only be accepted at the discretion of College.
- No student will be enrolled on a course unless and until approved by the academic board of the College.
- Students who have paid their fee and have been refused a student visa will be eligible for a refund upon confirmation from the British High Commission. However, and administration charges of £300.00 will be retained.
- Students who are late in starting their course will not be entitled to any refund, or reduction in tuition fee; this also applies where students have been absent from class for a period of time and where they may not have been attending all the subjects from which they have been enrolled.
- The College reserves the right of cancellation/strike off the enrolment/admission in the case of any student failing to attend the class/course or failing to maintain the required attendance.
- The College reserves the right not to run a particular course due to unavoidable circumstances and to transfer students to an alternative course.
- The college reserves the right to make changes to the structure and content of courses.
- The College reserves the right to refuse admission to any student.
- Absence due to illness must be supported by a medical certificate from a doctor.
- Students are required to keep the college informed of any change of address.
- In the event of a student being dismissed by the college, fees will not be refunded.
- The college reserves the right to cancel any course should minimum enrolment figures not be met.

13. Declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read the instructions, in particular those relating to this section. I understand what they say, and I agree to abide by the conditions set out there, which I accept as conditions of this application.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Office Use Only**

Record of decision Accept / Reject

Comments

Signature of Course Leader/Admissions Tutor \_\_\_\_\_ Date \_\_\_\_\_

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**Appendix I**

Documents need to be **posted with your application forms** (photocopies are acceptable, but photographs need to be original)

1. 2 recent Photographs
2. Copy of your passport
3. Copy of your English Certificate
4. 2 Copies of Reference letters
5. Certificate(s) from previous studies
- 6. Copy of Personal Bank statement covered for at least 28 days**
7. Other documents in support of your application

Documents need to be **presented at enrolment** (must be original documents)

1. Original Passport with Valid Visa
2. Receipt of the Deposit
3. Unconditional offer letter
4. English Certificate
5. Certificate(s) from previous studies
6. Other supporting documents which were used to apply for Unconditional Offer letter