



**APPLICATION FOR ADMISSION**

**Course:** \_\_\_\_\_.

ALL SECTIONS MUST BE COMPLETED AND SENT ALONG WITH:

- 4 recent passport size photographs.  Full curriculum vitae / resume.
- Training and experience certificates.  Statement of purpose.
- Passport copies and other relevant documents.

**PERSONAL DETAILS**

Title: \_\_\_\_\_. (Mr/ Mrs/Miss) First name: \_\_\_\_\_.

Surname / Family name: \_\_\_\_\_.

Date of birth: \_\_\_/\_\_\_/\_\_\_\_. (dd/mm/yy). Nationality: \_\_\_\_\_, Sex: M / F.

Address: \_\_\_\_\_

Country: \_\_\_\_\_, Post Code: \_\_\_\_\_.

Telephone: \_\_\_\_\_ (Starting with country code)

Mobile: \_\_\_\_\_, Fax: \_\_\_\_\_.

Passport number: \_\_\_\_\_, Date of issue: \_\_\_/\_\_\_/\_\_\_\_. (dd/mm/yy).

Place of issue: \_\_\_\_\_, Valid unto: \_\_\_/\_\_\_/\_\_\_\_. (dd/mm/yy).

E-mail: \_\_\_\_\_

**ACADEMIC DETAILS :** Starting from the latest qualifications:

Date	Qualification	Awarding body	Grades achieved


**TRAINING / WORK EXPERIENCE:**

<b>Date</b>	<b>Organisation</b>	<b>Position &amp; responsibilities</b>	<b>Location</b>

- Copy and attach additional papers if necessary.

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**LANGAUGES KNOWN:**

<b>Read</b>	<b>Write</b>	<b>Speak</b>

Was English the medium of instruction in your College?  Yes  No

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Have you sat for any of the following English proficiency exams?  IELTS  TOEFL  Other  
*If so, please provide us with a copy of your most recent test scores.*

### **INTERESTS / HOBBIES / EXTRA CURRICULAR ACTIVITIES**

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### **DISABILITY**

Do you consider yourself disabled as defined by the Disability Discrimination Act?  
i.e. Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?  
If yes, please state briefly the nature of your disability \_\_\_\_\_

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### **NOTES**

- Your application will not be processed unless it is complete with all relevant documents submitted.
- Work / internship opportunities are provided but are dependent upon individual capabilities of students. **Harrow International Business School does not guarantee employment or job placement on completion of the course.**

## STUDENT'S DECLARATION

(Students must read and understand the declaration. The application will not be processed if this form is not signed)

I certify that the information contained herein is complete and accurate to the best of my knowledge.

Harrow International Business School has a policy NOT TO REFUND any tuition fees or registration fees or any other costs and fees paid once the visa is granted to the student, except in extraordinary circumstances.

The extraordinary circumstances include the following:

- a) The College decides that it cannot conduct the course for which the student is registered, due to circumstances outside its control.
- b) The college ceases to function as an educational institute. In the case of this event happening, the College will refund the entire tuition paid by the student to the College. No compensation or damages will be paid due to the student's lack of finance or family circumstances. However if the overseas students visa is refused for any reason and administration charge of £500 will be deducted and balance fee will be refunded.

The overseas students who join the course cannot claim ill health as a plea for abandoning the course or for asking any refund of any tuition fees.

If the students have any grievances, they will be resolved by the Principal or the Dean and their decision will be binding on the students.

The refund policy will be applied to all the students without discrimination as regards race, caste, sex or creed.

I understand that it is my responsibility to obtain the relevant documentation requested by Harrow International Business School, and authorise, Harrow International Business School where necessary, to obtain further information from the appropriate educational institutions.

I understand that this information will be retained on a database for administrative and regulatory purposes.

I understand that Harrow International Business School may use my photo and name for news items, advertising, and publicity for Harrow International Business School and its programmes.

I understand that Harrow International Business School reserves the right to change any provision or requirement at any time, even within a student's term of enrolment, and that the College further reserves the right to ask any student to withdraw, for any due cause, at any time.

I understand that Harrow International Business School reserves the right to modify its fees, to add or withdraw members from its faculty or administration, and to arrange its courses, programmes, and facilities as teaching and economic exigencies render it desirable. I understand that admission to Harrow International Business School is conditional upon my

acceptance and compliance with the rules and regulations of the College as now established or hereafter revised.

I understand that I must satisfy all academic, attendance (80%) and financial obligations in order to receive the final award.

I understand that all work I submit as part of the College's assessment requirements is my own.

I agree to abide by the rules and regulations of Harrow International Business School, and I agree to release Harrow International Business School from all liability to me on account of negligence, accident or illness and to indemnify Harrow International Business School against all expense incurred on my account, which is not covered by the programme while I am a student.

I fully understand the above declaration.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_