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# UK COMMUNITY COLLEGE

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## For Office Use Only:

Student ID: \_\_\_\_\_

Reg. Fee: £ \_\_\_\_\_

Deposit: £ \_\_\_\_\_

Payment p/m: £ \_\_\_\_\_

Start Date: \_\_\_\_\_

## APPLICATION FOR ADMISSION

PLEASE WRITE IN BLOCK CAPITALS (in BLACK ink)

### 1 Student Details

First Name: \_\_\_\_\_ Surname Name: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:  Male  Female

Nationality: \_\_\_\_\_

School / College Name: \_\_\_\_\_

Year in School / College: \_\_\_\_\_

Medical Conditions (e.g. asthma, epilepsy etc)

### 2 Parent / Guardian Details

Full Name: \_\_\_\_\_

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

Tel/Mobile No: \_\_\_\_\_

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

Relationship to Child: \_\_\_\_\_

### 3 Emergency Contact Details (Other than Parent / Guardian)

Full Name: \_\_\_\_\_

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

Emergency contact Number

Tel/Mobile No: \_\_\_\_\_

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

Relationship to Child: \_\_\_\_\_

### 4 Subjects and Tuition Time Details

Subjects	Day	Time	Weekly Hours	Current Level	Rate per hour	Total Amount
Maths						
English						
Sciences						
Music						

### 5 If any siblings enrolled with us

Student ID	Full Name	Level of support

## **TERMS AND CONDITIONS OF ENROLMENT**

- 1. All student admission will be confirmed after payment of the monthly fee and two weeks deposit. Payment is required in advance on a monthly basis. There is a £5 discount on tuition fees if payment for 6 months is made in advance.**
- 2. Registration fees £10 (non-refundable)**
- 3. A refundable deposit equal to the sum of TWO weeks of tuition fees must be paid at the time of admission; this will be refundable ONLY when the student account is closed. Please no deposit may be used to settle any unpaid fees when student leaves, including stationery and others.**
- 4. Parents must pay their child's tuition fees in ADVANCE for each month. Payments to be made between the 1<sup>st</sup> and 7<sup>th</sup> of each month.**
- 5. If parents fail to pay on time and avoid to reply us, the parent's details will be passed on to a third party (debt collection company) to collect the arrears.**
- 6. Any student who is absent without 24 hours' notice will be marked as an unauthorised absence and fees for that lesson will be charged. Adjustment to the timetable or an extra session will not be given. This is a company policy therefore we urge parents to be understanding.**
- 7. Parents must give at least 24 hours' notice if their child will not be attending classes. Any authorised absence/missing lesson can be made up by providing an extra lesson which can be booked for the weekday after school or during school holidays. Your regular payment will not be affected by this.**
- 8. Unauthorised absence of 2 weeks or more will result in UKCC cancelling registration of the student without refunding the deposit paid. Re-registration will incur a £20.00 charge.**
- 9. Students cannot claim a refund on the deposit if they leave without the statutory 4 weeks' notice period.**
- 10. If a student decides to leave permanently, UKCC will refund the deposit and any advanced payment ONLY IF ONE months' notice is given.**
- 11. All students and parents are advised to look after their own belongings. UKCC will not accept any responsibility for lost, stolen or damaged property.**
- 12. Parents are responsible for the safe transport of their child to and from the centre. UKCC does not have parking spaces available for parents or staff.**
- 13. We may take your child's photo for our internal database, internal use and/or marketing purposes.**
- 14. Parents are advised to provide packed lunch for their children if they are attending a full day of tuition. This prevents them from leaving the tuition centre premises during their lunch break as UKCC will not bear responsibility for their safety outside the centre premises.**
- 15. UKCC wishes to provide a safe and positive learning environment for all students in our care. If we feel that a child's behaviour is a problem and having a negative impact on other children or staff then we will not hesitate to exclude your child.**
- 16. Parents are not allowed to take any contact details of UKCC staff including admin and teachers.**

**I have read and understood the centre's terms and conditions detailed above and accept these terms and conditions.**

**Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_**

**Full Name: \_\_\_\_\_**