

Keele University International Study Centre 2013/14 Application Form

International Year One
Pre-Masters

You will need to include with your application:

- Full transcripts of all your relevant academic qualifications, translated into English
- A certificate for a Secure English Language Test (SELT) such as IELTS, TOEFL iBT or Pearson Test of English, or completed Pre-Arrival English Test*
- A copy of the relevant pages of your passport
- A copy of any UK visas and evidence of previous academic study in the UK (if applicable)

*You can submit a Pre-Arrival English Test at the application stage, if you do not have a SELT. However, we are unable to issue the Confirmation of Acceptance of Studies (CAS) until we receive your SELT certificate.

Local representative information (name and branch)

Application for enrolment

Please print clearly in English and in BLOCK letters and return your application to your local representative or directly to the International Admissions Centre at the address shown overleaf. Please tick boxes where appropriate. Alternatively you can book online at www.keele.ac.uk/isc. Please note all sections are compulsory. We will be unable to issue an offer unless we have full details of the student applying for the programme.

Student Details

Family name		Other names		
Title	Date of birth (dd/mm/yyyy)	Age	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Nationality
Country of birth				
Home address				
Country		Zip/Post code		
Country you currently live in (if different from home address)				
Email				
Home telephone number		Mobile telephone number		

Emergency contact

Name		Relationship to student		
Home address (if different from student address)				
Country		Zip/Post code		
Home telephone number		Mobile telephone number		
Email				

Payment of tuition fees

Self <input type="checkbox"/>	Parent/guardian <input type="checkbox"/>	Company sponsor <input type="checkbox"/>	Government sponsor <input type="checkbox"/>	(please tick)
Please give full name of sponsor				

Accommodation

Do you require accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>		(please tick)
Please state your preferred accommodation type (we will try to meet your preference, but cannot guarantee) Standard <input type="checkbox"/> En suite <input type="checkbox"/> Premier En Suite <input type="checkbox"/>		
Contact email address for more information		

More information regarding accommodation will follow once you have confirmed your place.

Conditions of residence

If offered a room, I agree to accept and abide by the terms and conditions of the accommodation, which will be sent with my room offer and will form part of my residence contract. These can be viewed at: www.keele.ac.uk/studyatkeele/accommodation/downloads/

I agree to abide by the conditions of residence (please sign)

Medical/disability/special needs

If you have a special medical condition which affects your accommodation requirements we will make every effort to allocate you suitable accommodation. Please specify:

Student insurance

The cost of StudyCare insurance will automatically be added to your invoice unless you can provide proof of alternative adequate cover.

For full details, visit www.keele.ac.uk/isc/studycare

Do you require StudyCare insurance? Yes No (please tick) If No, please provide proof of alternative adequate cover when you confirm your place

Additional information

Do you have any criminal convictions? Yes No (please tick) If Yes, please provide details on a separate sheet

Previous education

Please give details of your current or most recent school, college or university. Please include full transcripts of all your relevant academic qualifications, translated into English.

Date from/to	Institution	Subject/Major	Grades/Results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever had a previous Tier 4 visa?

Yes No If Yes, you will be required to provide details of your previous place of study and a reference letter from your previous school when you confirm.

English Language Proficiency

What is your current level of English? IELTS TOEFL IBT Pearson Awaiting

If you are applying to study at undergraduate level, please complete **Section A**.
 If you are applying to study at postgraduate level, please go to **Section B**.
 If you require additional English language training, please go to **Section C**.

Section A: Undergraduate pathways

When would you like to start?

4 term September 2013 3.5 term October 2013 3 term September 2013 3 term January 2014

Complete only one of the following two sections.

For International Year One / International Diploma please state your preferred degree subject*

Business and Management Route <input type="checkbox"/>	Computing Route <input type="checkbox"/>
International Relations & Politics Route <input type="checkbox"/>	Media Route <input type="checkbox"/>
University degree choice* (eg. BSc Accounting and Finance): <input type="text"/>	

Section B: Postgraduate pathways

When would you like to start? April 2013 April 2014

For Pre-Masters please state your preferred degree subject*

Business and Management Route <input type="checkbox"/>	Computing Route <input type="checkbox"/>	Physiotherapy Route <input type="checkbox"/>
University degree choice* (eg MA Marketing): <input type="text"/>		

*In order to process your application, you must nominate a University degree choice. Progression to a degree is subject to achieving the required grades. Please note that progression degrees and grades are subject to change. For a full list of available degrees, visit www.keele.ac.uk/isc

Section C: English language training

English Language Preparation (ELP) for International Year 1:

If you have an IELTS 4.0 or equivalent, you will need one term of ELP starting in June.

I would like to start my ELP in: June 2013

English for Pre-Masters (EPM):

If you have an IELTS 5.0 or equivalent, you will need one term of EPM starting in January.

If you have an IELTS 4.5 or equivalent, you will need one and a half terms of EPM starting in October.

I would like to start my EPM in: October 2013 January 2014

Please turn to page 5 to sign the declaration

Terms and conditions

Important

Please ensure you read these Terms and Conditions carefully and understand them before signing your final acceptance of a place at the Keele University International Study Centre (hereafter referred to as KUISC). The Terms and Conditions referred to herein constitute the entire agreement between the parties and shall supersede any and all promises, representations, warranties or other statements whether written or oral made by or on behalf of one party to the other of any nature whatsoever or contained in any leaflet brochure or other document given by one party to the other concerning such subject matter. The KUISC is administered and taught by a Study Group company, Bellerbys Educational Services Limited, hereinafter referred to as KUISC. By signing these Terms and Conditions you give permission to participate in course related trips arranged by the KUISC.

Application and confirmation payment

If the application is accepted, a written Offer of a Place will be made. To accept this Offer a confirmation payment is required comprising a non-refundable enrolment fee of £150, £1,000 refundable security deposit and £500 in advance fees. All offers are made subject to availability. Non-payment by the fee deadline may put your place at risk. When a Confirmation of Acceptance of Studies, hereafter referred to as CAS, is requested a further minimum payment of the first term's fees is required, in order for the CAS to be issued. (Please note in some cases you may be required to pay three terms' tuition fees). In the event of an official visa rejection, only one further CAS will be issued in support of a second and final visa application. Full fees must be paid in advance for a second CAS to be issued. KUISC reserves the right not to issue a second CAS if it deems the risk of visa rejection too great.

The refundable security deposit is primarily held against any damages and other incidental expenses, and if at the end of a course there are any monies left these can be offered against disbursements, otherwise an invoice will be issued for any damages/disbursements in excess of the deposit. Any monies left will be refunded within 90 days of completion of the final term less any deductions made for any amount outstanding at that time. No other refunds will be made.

Additional charges may be made for such items as accommodation security deposits, bedding packs, accommodation specific insurance, University administration fees and other sundry expenses. These items may be charged either to your ISC student account or your University student account. Residential accommodation is subject to availability and early confirmation is advised.

Cancellation and Refund Policy

The following charges apply for courses cancelled before arrival in the UK where a CAS has not been issued or is not required:

8 weeks or more before course start date = £500 + £150 non-refundable enrolment fee

Less than 8 weeks before course start date = £1,000 + £150 non-refundable enrolment fee

Where a CAS has been issued, please refer to our Refund Policy which can be found on the KUISC website: www.keele.ac.uk/isc

Cancellations must be made in writing and the period of cancellation applies only from the date upon which the KUISC receives the written notice of cancellation. If cancelling the course, students must also confirm if they are cancelling StudyCare insurance.

No refund will be given where a student obtained a valid Visa for the intended course of study and is cancelling with no exceptional circumstances or where a Visa application was refused due to severe negligence on student/agent's part, such as:

- Student submitting fraudulent documentation (as viewed by UKBA)
- Student unable to communicate with the visa officer on the level of their SELT/Approved English test
- Student failing to submit a full/correct pack of supporting documents for their visa application, including correct financial statements or originals of supporting documentation

To view full Refund Policy document, please check the link: www.keele.ac.uk/isc

KUISC tuition fees

Fees are payable termly to the KUISC, one month before term starts.

Termly payment will be subject to any increase in tuition or accommodation fees which may be announced during the course. Admission to classes is dependent on fees having been received by the KUISC.

Reasonable efforts are always made to keep fees to the minimum that is consistent with the provision of a modern and efficient teaching programme. However, fee increases may become necessary from time to time in order to maintain standards and will become effective immediately they are notified.

If payments become overdue, the KUISC reserves the right to suspend or cancel tuition and/or to charge interest on the balance at the rate of 2% above the base rate of NatWest bank per month or part thereof.

Fees remain payable if Notice of Withdrawal has not been given in accordance with these conditions.

Provision of tuition

Pre-arrival

The KUISC reserves the right to withdraw programmes, if the number of student applications for those programmes fall below the minimum number required running the programme. Under such circumstances students will be given the opportunity to either change their programme of study or withdraw from the KUISC with no liability for cancellation fees.

Once the student has commenced the course:

The KUISC reserves the right to withdraw academic programmes if student numbers drop below the minimum number required to run the programme. If this occurs, the student will be offered an alternative academic programme or enrolment at another ISC (visa regulations permitting).

Undergraduate/Postgraduate Programme Preparation Fee

Should the student be successful in progressing to a Keele University (hereinafter referred to as the University) Undergraduate programme, an amount equivalent to 15% of that Undergraduate programme's first year's fees will be payable by the student to Bellerbys Educational Services Limited as a degree programme preparation fee. At the same time, the student will be entitled to receive a 15% discount from the University in respect of its first year's fees. In cases of successful progression to a Postgraduate programme, the figure will be £1,500 in both cases. The student will pay the Undergraduate or Postgraduate programme preparation fee directly through their first year's university fee.

Academic criteria

Students who do not yet meet university criteria for English Language proficiency will be expected to take an appropriate English Language course at the KUISC.

Students are accepted into the KUISC on the strict understanding that progression through the course is conditional upon satisfactory and required attendance and successful attainment of prescribed performance targets (available at www.keele.ac.uk/isc). Students are formally assessed at least twice a year. The assessment will take into consideration:

- Course work assignments
- Internal examination results
- Attendance
- Commitment to study

Students who do not meet the attainment criteria will not be allowed to proceed with their original course but will be offered an alternative course or invited to withdraw from the KUISC without refund.

Study plan changes

All students' English and numeracy skills will be tested on arrival. Should the required standards not be met the centre may be required to alter the student's study plan to one more appropriate to their academic level. This may incur additional costs.

Personal insurance

Accident and Medical insurance

It is necessary that all students have appropriate accident and medical insurance. Students must either take out the StudyCare insurance policy or provide proof of adequate cover at enrolment. Cover under the StudyCare insurance policy does not commence until the insurance fees have been paid in full.

Personal belongings and contents insurance

While the KUISC takes all reasonable precautions to ensure the safety and security of students on the campus and in their University-managed accommodation, the University and KUISC cannot accept responsibility, and expressly excludes liability, for loss or damage to students' personal property (including computer equipment and software), including any financial or other consequential loss, where such loss or damage is as a result of theft, fire, flood, computer virus or any cause relating to University or KUISC computing facilities, or any other cause, except where such loss or damage is caused by the University's or KUISC's negligence.

Neither the University or the KUISC do not insure students' personal possessions and cannot be held liable for loss or damage should individuals fail to arrange their own insurance cover. All students are, therefore, strongly advised to take out a contents insurance policy. If our StudyCare insurance is taken out, loss or damage to personal property which may occur is covered within the terms of the policy.

Breakages

Students are responsible for payment for any damage caused by them to KUISC/University properties, including fixtures and fittings in accommodation. Occupants of shared accommodation are jointly and severally liable for the proper care of rooms, fixtures and fittings and the University reserves the right to recover costs for damage or exceptional cleaning.

Campus services not provided by the University

Some facilities, services or equipment are provided on campus by third parties and not by the University (e.g. the Health Centre, or the Students' Union). Whilst the University will endeavour to ensure that those facilities and services are delivered to a reasonable standard, it can accept no responsibility for the nature of, and reserves the right to withdraw or change such facilities, services and equipment.

Withdrawal from KUISC

Once a student has arrived in the UK, a minimum of one term's notice (in writing) is required, or payment in lieu, whether or not the student continues to attend lessons.

Students following the English Language Preparation courses are enrolled to progress on to the academic programme assuming a satisfactory level of English has been obtained. The student must therefore give the standard term's notice if they do not wish to progress further at the KUISC.

If withdrawal is due to refusal of a visa extension then less notice may be accepted (at the KUISC's discretion) as long as full written details are provided before a course recommences.

Where withdrawal is due to illness, if the student has taken out the comprehensive StudyCare plan insurance scheme (details of which are available on request), subject to the terms of the scheme the student may be able to claim a refund.

Notice of withdrawal must be given in writing and is effective from the date it is received by the KUISC. Enrolment is for the KUISC only and is non-transferable.

Withdrawal/variation of degree programmes

If, after a KUISC applicant has indicated an intention to progress onto a particular degree programme, but prior to the student completing the KUISC programme, and the University discontinues the nominated degree programme, the student may either: (1) withdraw without liability for fees other than the fee liability for the KUISC programme, or (2) transfer to such other programme (if any) as may be offered by the University for which the student is qualified. If in these circumstances the student wishes to withdraw from the University and enrolls in a course at a different university, the University shall use its reasonable endeavours to assist the student.

Once the student has commenced the first term of master-level study, if:

(a) the University's ability to deliver programmes or other services in accordance with the descriptions provided is compromised by circumstances beyond the control of the university (e.g. third party industrial action), the University will use all their reasonable endeavours to minimise disruption as far as it is practical to do so;

(b) the programme is cancelled or substantially varied from that described in the prospectus for reasons other than circumstances beyond the University's reasonable control, the University will use reasonable endeavours to provide a suitable replacement programme, but cannot guarantee to do so. If the student does not wish to accept the replacement programme, the student shall be entitled to withdraw from the programme. In the event of such withdrawal the University shall make an appropriate refund of tuition fees. Depending on the point at which the withdrawal takes place, the University reserve the right to retain fees or charges to cover the tuition or services which the student has actually received.

Enrolment conditions for progress to degree programme

Students are required as a condition of enrolment to pay all fees due to the University according to fee status and published fee rates.

Enrolment also entails the student's agreement to abide by the provisions of the University.

The provision of a facility or service may attract an additional charge (i.e.: separate from tuition fees). The University will make this clear in advance. If a student contracts voluntarily to receive an extra facility or service from the University, but subsequently fails to pay all or part of the agreed charge, the University maintains the right to withdraw the service and to recoup the outstanding charge.

Accounts procedures

Payments

Payment can be made to the KUISC by cheque, Sterling bank draft, telegraphic transfer or credit card. Please ensure that the student's name and customer reference are always included on the transfer document, indicating that the transfer is in respect of fees.

Bank charges and commission for both the sending and receiving banks should be paid by the sender of funds or they will be applied to the student's account. Payment by credit card is subject to a surcharge of 2%. Payment by debit card is subject to a surcharge of £1. Accounts communications will be sent both to the person responsible for paying the fees and to the student unless written instructions are received to the contrary.

Sundry Charges

Any incidental costs incurred on behalf of the student will be charged to their account, for example taxi charges, fax costs, field trips, text books and vacation accommodation.

Refunds

Refunds will only be made to the person responsible for the fees unless written authorisation is provided to the contrary from that person. Refunds will be made within 90 days of the end of the relevant term.

Refunds are made after calculating any damages or disbursements due, or any other incidental fees or charges. Should the applicant decide not to pursue their place on the course after a CAS has been issued, no monies will be refunded.

Accommodation

Provision of Accommodation

Applicants who firmly accept an offer of a place and who complete the relevant accommodation application procedure by the published accommodation deadlines will be housed.

If you miss your start date for any reason, we reserve the right to change your accommodation.

Length of Tenancy

Students taking up accommodation will be required to sign a tenancy agreement for a period which may include the Christmas and Easter vacations, if these fall between the start and end dates of their course. Students starting their course in January in certain types of housing may be asked to move to alternative accommodation for July and August.

Rent

Rents vary according to the type of accommodation offered. Rent is due as per the accommodation terms and conditions and students can choose to pay in the following ways:

(a) the full amount in advance; (b) in instalments.

Room swaps and terminating a tenancy

Although we do our best to allocate students to their preferred choice of accommodation, it is not possible to meet everyone's needs. The stock of accommodation is varied and some areas are more popular than others. If a student is unhappy with his or her room allocation, there is normally an opportunity to swap later on. An administration fee will be charged for any room changes. If a student decides to move out of their accommodation for any reason, he or she will be asked to pay a termination fee and will be liable for rent until another acceptable student is found to take the room. Vacation accommodation is available on request. The appropriate fee will be added to the student's account.

Behaviour in residences

All residents are expected to behave in accordance with commonly accepted rules of good behaviour and to abide by the clauses in the tenancy agreement. All students will also be required to abide by and submit to the procedures of the University's or housing provider's disciplinary rules and regulations as amended from time to time.

Residents may be subject to disciplinary action and/or legal possession proceedings if they breach the terms of their tenancy agreement.

Car parking

Parking on campus is restricted. Charges apply to all students (and staff) who are allowed to park on campus. Students living on campus are not allowed to park on campus unless they have a need based on a disability or a family living with them on campus.

Publicity

The student (and, where applicable, his or her parent or guardian):

- (i) agrees that the student's photographs, videos, artwork or other works, as well as recorded or written testimonials and details of the student's achievements ("Student Images and Testimonials") may be used by Study Group, or by a third party agent of Study Group, worldwide for promotional purposes including in its printed and online marketing materials and on any social media network without further consent or notification; and
- (ii) gives consent to Study Group storing, or transferring across international borders, copies of the Student Images and Testimonials for such purposes.

Data protection

Any information provided to KUISC may be held on computer and shall be used by the KUISC in accordance with the UK Data Protection law. Information provided to KUISC is held and processed for the purpose of administering your application, and we may share your information with our offices around the world. This information may be carried forward to your official student record, which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Once you progress to a degree programme, the University is required to provide information to UK agencies including the Higher Education Statistics Agency. After you leave, the parts of your student record which the University needs to retain will be archived. Some information will also be processed for the purpose of managing our relationship with you as an alumnus. Other information will be destroyed. Throughout, your personal data will be held in accordance with current UK data protection law.

Liability

Any reference in these terms to liability of students shall also infer liability on the financial sponsor of the student, and such liability is joint and several.

Variation

No variation to these conditions is valid unless agreed in writing by the Principal, ISCs provided always that the KUISC reserves the right to make any addition, amendment or alteration to these conditions upon giving one term's written notice of such change to all affected students.

UK government bodies

KUISC is obliged to report, on request, visa status, attendance records and UK contact details to relevant UK government bodies.

Communication

Please supply the KUISC with personal e-mail addresses and mobile telephone numbers prior to arrival, in order that communication, to include transmission of student reports, may be maintained at all times. Please also advise of any changes as they occur.

These Terms and Conditions apply to all bookings now made for courses commencing January 2013.

Fees list

Tuition

Fees are normally reviewed in September each year, but in exceptional circumstances may be revised at any time. Notice of any change will be given in advance.

Programme	Routes	Fee
International Year One	Business and Management, Computing, International Relations and Politics, Media	4 term £14,900 / 3.5 term £13,600 / 3 term £11,175
English Language Preparation – per term (June 2013)		£3,550
English Language Preparation – per term (June 2014)		£3,725
Pre-Masters (April 2013)	Business and Management, Computing, Physiotherapy	£7,700
Pre-Masters (April 2014)	Business and Management, Computing, Physiotherapy	£7,980
English for Pre-Masters		£3,990 (one term)/£6,890 (one and a half terms)

University accommodation*

Providing you have confirmed your place and completed the application process by the accommodation deadline, you will be allocated a room, if available*.

2012/13 guideline rents only (per week)	Standard without washbasin	Standard with washbasin	Premier flat
	£72.40	£83.50	£116.50

*subject to availability. If there are no available rooms we will provide you with information about alternatives.

Airport transfers

You must arrive 24-48 hours prior to the start of your course. We can arrange to meet you at the airport and provide a taxi transfer to your accommodation. Further information will be sent with your confirmation documentation.

Manchester £65	London Heathrow £207
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Confirmation procedure

Once you have sent your application form to the International Admissions Centre, we will send you an offer of a place. In order to confirm your place, you must return the signed Acceptance Form and pay the required confirmation payment as below:

Enrolment fee (non-refundable)	£150
Deposit (refundable at the end of the course)	£1,000
Fees in advance (deducted from the balance of fees)	£500

On receipt of your signed acceptance form and the confirmation payment, we will send you your confirmation pack. When you wish to request a CAS in order to apply for your visa, you will need to make a further payment as below:

A minimum of first term's fees**	
StudyCare (where applicable)	
Airport transfer fee (where applicable)	

**Please note in some cases you may be required to pay three terms' tuition fees. Details of the first instalment are included in Student Statement document which you will receive with your Confirmation Pack.

Payment may be made by cheque, sterling bank draft, telegraphic transfer, debit card, Visa, Mastercard or Amex. For further information regarding payment, please refer to your Offer letter.

Our bank details are as follows:

National Westminster Bank, Hove Town Hall Branch, 103 Church Road, Hove BN3 2BS, England
 Account name International Study Centre
 Sort code 53-61-02
 Account number 60060832
 Swift code NWBK GB 2L
 IBAN number GB92 NWBK 5361 0260 0608 32

Declaration

How did you hear about us?

Choose one of the following:

Agent <input type="checkbox"/>	Educational Fair <input type="checkbox"/>	Friend/relative recommendation <input type="checkbox"/>	Other <i>(please specify)</i>
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Undertaking – by the student (if over 18), parent, legal guardian or sponsor.

If the student is under 18, this must be signed by the parent or legal guardian.

I apply to enrol the person named as a student of Keele University International Study Centre (KUISC). I undertake to pay all tuition and accommodation fees incurred by the student as they become due in accordance with the KUISC Terms and Conditions and, where relevant, either to give the required notice of cancellation or to pay the required fees in lieu of notice.

I give permission for the administration of first aid and appropriate non-prescription medication to myself/the student, and to seek medical, dental or optical treatment when required. I also confirm that I have advised you of any medicines currently being taken, or any on going medical condition. I confirm that I have read the Terms and Conditions.

Full name <i>(student/sponsor)</i>	
Signed	Date
Parent/Legal guardian <i>(if student is under 18)</i>	
Signed	Date

Before sending the application form, please check that you have:

- completed the form in full including the degree aim and your email and telephone number and checked for accuracy
- enclosed proof of alternative insurance policy, if relevant
- enclosed full transcript of all your relevant qualifications, translated into English
- enclosed a certificate for a Secure English Language Test such as IELTS, TOEFL ibt or Pearson Test of English or Pre-Arrival English Test
- enclosed a copy of the relevant pages of your passport
- enclosed a copy of any UK visas and evidence of previous academic study in the UK (if applicable)
- enclosed a signed declaration form (applicable to students from China and Bangladesh only)