



Enrolment Terms and Conditions

Academic Year 2010-2011

Requirements for the students to enrol in academic year 2010-2011:

1. MUST have appeared for examinations or show previous exam report(s)
2. MUST have valid visa
3. MUST have paid previous academic year tuition fee in full
4. Attendance should not be **below 95% (including late attendance)** for previous academic year.
5. Should be **registered with the awarding body (both membership and exams)**.
6. Should have not been suspended more than once in the previous academic year

Notes: Students not fulfilling the above requirements **will not be enrolled** under any circumstances.

2010-2011 Enrolment Period: 1st July to 28th July 2010

COURSE WISE ENROLMENT OPEN DAY		
Course	Enrolment Start date	Enrolment end date
OTHM (Group A, B, C & D)	July 05, Monday, 2010	July 09, Friday, 2010
ABE (Group A, B, C & D)	July 12, Monday, 2010	July 16, Friday, 2010
PGD (Group A, B, C & D) & LLB	July 19, Monday, 2010	July 23, Friday, 2010
CAT, BCS & ACCA	July 26, Monday, 2010	July 30, Friday, 2010

PLEASE NOTE: FAILURE TO ENROL ON THE SPECIFIC DATES WILL RESULT IN THE COLLEGE NOTIFYING THE UKBA OF NON ENROLMENT, WHICH WILL MEAN THAT YOUR RIGHTS TO STAY IN UK AS A STUDENT WILL NO LONGER BE VALID.

List of documents required for enrolment:

1. Completed Application form (Including emergency contact & employer detail)
2. Copy of the passport
 - o Cover page
 - o Personal detail page with photograph
 - o Visa page and page with port of entry seal
 - o Biometric card photocopy of both sides (if applicable)
3. One passport size photograph (Name and SUN written at the back)
4. Copy of all the educational certificates and transcripts
5. Copy of Awarding body registration confirmation letter/email (if applicable)
6. Copy of last exam results (if applicable)
7. Copy of Awarding body course exemption letter (if applicable)
8. Evidence of change of college e.g. email sent to the UKBA (if applicable)
9. Evidence of change of course e.g. email sent to the UKBA (if applicable)
10. Copy of acknowledgement letter in case of visa extension, appeal etc. (if applicable)

Payment of fees

1. **50%** of course fee needs to be paid at the time of enrolment.
2. Remaining **50%** can be paid in 2 instalments in January and March 2011.

Fees for the academic year 2010-2011

- ALL courses (except PGD): £2995.00
- PGD: £1095.00 for contd 8 months.

(PGD students who will not enrol will be deemed to have failed in the entire course)