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NIGERIA OFFICE

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DUBAI OFFICE

C/O Advanced Studies
and Training Centre

P.O Box 6878
Dubai
UAE

Tel: +971 4221 1141
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Email: MohammedH@EmiratesNB

APPLICATION FOR ADMISSION

Family Name: _____ First Name: _____

Date of Birth: _____ Nationality: _____

Address (if in London): _____ Address (if in London): _____

Telephone No: _____ Telephone No: _____

Mobile No: _____ Mobile No: _____

E-Mail Add: _____ Passport No: _____

Date of Entry in UK: _____ Sex: Male Female

Course Title: (Please state the course you wish to apply)

Course Level (please state the course level/modules for which you wish to apply):

Mode: (International Students requiring student visa may only take full-time course)

Fulltime One-day Release Part-time (day) Part-time (eve)

Commencement : (Please indicate the date you wish to commence your course of studies by ticking the following:

July 200 ____ september 200 ____ January 200 ____ March 200 ____

Commencement : (Please indicate the date you wish to commence your course of studies by ticking the following:

1 term 2 terms 1 year 2 years

3 years For English Language Course only - Number of weeks: _____

Who will pay for your fees? Please tick as appropriate

Parents Family Member Employer (please attach evic Self

Others please specify _____

Educational Qualifications:

Title	Examining Board/ Institution	Date Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Examinations to be taken/ results pending:

Title	Examining Board/ Institution	Result Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

English Language Proficiency:

Is English your first language? (Please tick box as applicable) Yes No

have you attended any course in English Language Yes. If yes please attach evidence No

Have you taken any English Language Proficiency Yes. If yes please attach evidence No

Work Experience (if any):

Job Title	Name of Organisation	Full/ part-time	From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

To help us provide assistance wherever possible please state briefly if you have any special needs requiring support or facilities:

Please give reasons for choosing this programme of study.

Where are your future education plans?

What kind of employment do you intend to seek on completion of your studies?

Please write a brief statement about your interest and hobbies.

REFERENCE

This section must be completed by your present teacher or past teacher, employer or a person who knows you well, academically and/or socially. Incomplete application forms will not be processed. Students who are currently studying in UK do not need to complete this section. Instead, an interview with the applicant will be required.

Note to Referee:

As many potential candidates apply, seRisXcel (UK) Ltd is extremely difficult. Your comments will provide us with the important information assessing this application.

How long have you known the applicant in what capacity?

What is your opinion of the Applicant's suitability for the course chosen?

Referee's name _____
Date _____

Referee's signature _____

How did you hear about the College?

Newspaper/Magazine Name of Newspaper/Magazine _____
Relative/ Friend other sources (please state) _____

Declaration:

I confirm that, to the best of my knowledge, the information in this form is correct. I have read the College prospectus/brochure. I understand and agree to abide by the conditions set out there, which I accept as a condition of this application:

Applicant's Signature _____

Date _____

ENROLMENT PROCEDURE:

1. Complete the Application for Admission form, and send it with
 - a) Copies of relevant qualifications and testimonials
 - b) 2 colour passport-size photographs

TERMS AND CONDITIONS:

Following my enrolment at RisXcel (UK) Ltd, I agree to the following terms and conditions:

1. All applications must be accompanied by copies of relevant qualifications and testimonials, two passport-sized photographs. We regret that we will not be able to consider your application if the above documents are not enclosed
2. Fees include VAT, full course notes, assessment and University Registration where applicable.
3. All payments must be made payable to RisXcel (UK) Ltd in GB Pounds Sterling/Local Currency via a bank transfer.
4. Courses, once booked, cannot be cancelled or deferred and the total course fees remain payable.
5. Representative offices may charge a small admin fee for their services.
6. As part of the conditions of your enrolment, RisXcel (UK) Ltd will supply respective Universities and other authorised awarding bodies with any relevant information concerning any participants on request.
7. RisXcel (UK) Ltd reserves the right to use its past and current participants' details and photographs in its promotional and publicity materials.
8. RisXcel (UK) Ltd reserves the right to alter dates, fees, training teams without prior notice.
9. It is the participant's responsibility to claim and apply for relevant credits from the University and in paying the appropriate fees as when due.

FOR ADMINISTRATION USE ONLY:

Student Interviewed in: London International Country _____
 Interviewed by: _____ Date Interviewed: _____
 Comments: _____

Course Title on which place offered _____ Course Level (cert/dip etc) _____
 Course Duration (please state START and END date) _____
 Course Code _____ Course fee status: Home International
 Date Received _____ Tuition Fee: _____ Processed by: _____

FOR FINANCE USE ONLY:

Reg. Fee received No Yes Receipt No: _____ cash BT DC CC Cheque
 Account Number _____ Tuition Fee Received _____
 Accommodation Received _____ Maintenance Fee Received _____
 Fee Payment Notes _____ Date Received _____
 Signed _____