



## Trinity College of Management and IT

2 Junction Road Harrow HA1 1NL

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E-mail: [admin@tcmit.org.uk](mailto:admin@tcmit.org.uk)

[www.tcmit.org.uk](http://www.tcmit.org.uk)

### **APPLICATION FORM FOR ADMISSIONS**

Applicant's Name \_\_\_\_\_  
(As you would like to appear on your acceptance letter)

Course \_\_\_\_\_  
(Refer to the course sheet details)

#### **General terms and conditions:**

1. Enrolment for a course, together with the payment of the required deposit, creates a binding agreement to follow the course and to pay full fee.
2. In the event of a cancellation for whatever reason, the following will apply.
  - a. The deposit and the fees are not refundable. However notification is received from the immigration authorities that an overseas student has been refused entry a partial refund will be made according to the guidelines set out in the "Student handbook"
  - b. All cancellations must be made in writing. Where a cancellation is received after commencement of the course there will be NO refund (regardless of visa refusal)
3. If the student changes the course of study during the term no refunds will be given where the revised course involves fewer subjects. Holders of student visa are advised that the college is obliged to insist that a full time course of at least 15 hours per week is followed.
4. Course will take place only if justified by demand.
5. Students are required to attend all lectures, classes and tests and to submit written work as required by lectures and tutors.
6. The College administration reserves the right to expel any student if he/she does not fulfill the above requirements or for behaviour disruptive to the general conduct of the college. In such cases NO refund of fees will be given.
7. It is student's responsibility to register with the appropriate professional body as well as book the relevant examinations. The college will not take any responsibility in this regard.
8. Overseas students must comply with the Home Office regulations on immigration.
9. The College administration will be happy to offer advice relating to university and college application, examination entries, etc. however it is the student's own responsibility to ensure that all applications and entries, of whatever nature, are in order and sent off by the appropriate closing date.
10. The college reserves the right to amend the class times and dates of the classes and sessions without prior notification to the students. Those changes will in no way affect the other terms and conditions of the student contract with the college.
11. The college prospectus, flyers, website, and any other marketing and promotional materials are correct at the time of printing out subject to alternation.
12. ALL students are subject to the terms and conditions mentioned in the "Student handbook"

I have read and understood the above terms and conditions. I agreed to abide by them.

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

Applicant's signature: \_\_\_\_\_

# Trinity College of Management and IT

Application form for admission:

Please complete this form in **CAPITAL LETTERS** and return it to:

Admissions  
Trinity College of Management and IT  
2 Junction Road  
Harrow HA1 1NL

Photograph

## PERSONAL DETAILS

|  |               |                   |
|--|---------------|-------------------|
| Family name  | First name(s) | Date of birth:    |
| Title: *Mr/Mrs/Miss/Ms/Other ( <i>*delete as appropriate</i> )           |               |                   |
| Address  |               |                   |
| Postcode   |               |                   |
| Telephone number   |               |                   |
| E-mail   |               |                   |
| Nationality:   |               | Country of Birth: |
| Passport Number :  |               |                   |
| Date of entry in UK (if relevant) :                                      |               |                   |
| Have you been resident in the UK/European Union during the past 3 years? |               |                   |
| YES/NO   |               |                   |
| I am a permanent resident of the UK: *YES/NO                             |               |                   |
| I am on a UK visa for: *Education/Work/Other                             |               |                   |

## COURSE APPLIED FOR

|                                       |                         |             |
|---------------------------------------|-------------------------|-------------|
| Course Title                          | Course code. (if known) |             |
| Attendance mode: *Full time/Part time | Start date              | Finish date |

**Note: International students who require a UK student visa may only be granted admission for full time courses**

## REFERENCES

Please give the names and addresses of two people who will act as referees  
Note: Suitable referees will be some who have known you for a substantial period of time but not a parent or relatives  
E.g. your past or present employer, academic tutor or someone who knows you well.

|           |           |
|-----------|-----------|
| Name      | Name      |
| Position  | Position  |
| Address   | Address   |
| Post code | Post code |
| Tel No    | Tel No    |

**EDUCATION: Secondary and Further/Higher**

| Name of Institution/College/University | From | To |
|--|------|----|
|  |      |    |
|  |      |    |
|  |      |    |
|  |      |    |
|  |      |    |
|  |      |    |

**EXAMINATION DETAILS (start with the latest)**

| Examinations taken/results pending |       |         |      |              |
|------------------------------------|-------|---------|------|--------------|
| Awarding Body                      | Level | Subject | Year | Result/Grade |
|                                    |       |         |      |              |
|                                    |       |         |      |              |
|                                    |       |         |      |              |
|                                    |       |         |      |              |
|                                    |       |         |      |              |
|                                    |       |         |      |              |

**ENGLISH LANGUAGE**

|   |
|---|
| Is English your first language? *YES/NO   |
| If NO, please give details of any English language qualifications that you have recently obtained |

**EMPLOYMENT DETAILS (start with the latest)**

| Employer's name | Position held | Main duties | From | To |
|-----------------|---------------|-------------|------|----|
|                 |               |             |      |    |
|                 |               |             |      |    |
|                 |               |             |      |    |
|                 |               |             |      |    |

**INTERESTS AND HOBBIES**

|                                |
|--------------------------------|
| Please write a brief statement |
|--------------------------------|

## **FURTHER INFORMATION**

Please state any other relevant information in support of your application.

## **DECLARATION**

I confirm that the information I have given in this application is to the best of my knowledge true and correct. I give my written consent that the College may use this information in order to comply with its obligations and duties under the Data Protection Act 1998.

Applicant's signature:

Date:

**-: FOR OFFICE USE ONLY :-**

**Application Ref. No.:**

**Course Offered:**

**Date (s) :**

**Instructions :**

**Reg / Rep :**

**Student ID :**

**Fees Details:**

**Application Checked By:**

**Signed:**