

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.lincoln.ac.uk/isc. Please note all sections are compulsory. Unfortunately, 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		Ethnicity		
Home Address				
Country		Zip/Post Code		
Country of normal residence (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

I would like to apply for university accommodation: Ensuite Standard (please tick)

Conditions of Residence

If offered a room, I agree to accept and abide by the Terms & Conditions of the Accommodation, which will be sent at the time of enrolment and will form part of my residence contract. These can be viewed at: <http://www.lincoln.ac.uk/home/campuslife/accommodation>

I agree to abide by the conditions of residence: Yes No (please tick)

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:

Accident and medical insurance

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

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

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

Airport collection

Students must arrive 24-48 hours prior to the start of the course. Flight details (including date and flight number) should be sent to the International Admissions Centre as soon as possible to arrange airport collection. Do you require airport collection? (This will be invoiced as an extra charge where applicable) Yes No

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 need to provide details of your previous place of study and a reference letter from your previous school when you confirm your place.

English Language Proficiency

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

If you are studying at undergraduate level, please complete **Section A**.
If you are studying at postgraduate level, please go to **Section B**.

Section A: Undergraduate pathways

When would you like to start?

4 term September 2012 3.5 term October 2012 3 term September 2012 (Business & Engineering only) January 2013

Complete only one of the following two sections.

For International Year One please state your preferred degree subject*

Business & Management Route <input type="checkbox"/>	Computer Science Route <input type="checkbox"/>	Engineering Route <input type="checkbox"/>
Journalism Route <input type="checkbox"/>	Media Studies Route <input type="checkbox"/>	
Degree aim: <input type="text"/>		

**We are unable to process your application unless you have nominated a degree. However, you may be able to change subject once at the ISC, subject to availability.
For a full list of available degrees, visit www.lincoln.ac.uk/isc*

Section B: Postgraduate pathways

When would you like to start? April 2012 January 2013 April 2013

For Pre-Masters please state your preferred degree subject*

Business & Management Route <input type="checkbox"/>	Engineering Route <input type="checkbox"/>
Degree aim: <input type="text"/>	

**We are unable to process your application unless you have nominated a degree. However, you may be able to change subject once at the ISC, subject to availability.
For a full list of available degrees, visit www.lincoln.ac.uk/isc*

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 University of Lincoln International Study Centre (hereafter referred to as UoLISC). These 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 UoLISC is administered and taught by a Study Group company, Bellerbys Educational Services Limited from Brighton. By signing these Terms and Conditions you give permission to participate in outings arranged by the UoLISC.

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 of £1620 is required comprising a non-refundable enrolment fee of £120, £1000 refundable security deposit and £500 in advanced fees plus StudyCare where applicable. This 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 offset 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. All payments (except for the enrolment fee and Study Care) are refundable in the event that a student is unable to meet visa entry requirements, subject to receipt of an official visa rejection letter, except in the case where fraudulent documents were submitted, subject to receipt of an official visa rejection letter or Study Group have withdrawn sponsorship. All offers are made subject to availability. To hold your place until the fee deadline, we need to receive your confirmation payment, together with any accommodation confirmation payment that may be required. To secure your place, we need to receive fees as per terms and conditions. Non-payment by the fee deadline may put your place at risk. When a CAS is requested a minimum payment of the first term fees and an accommodation confirmation payment is required, in order for the CAS to be issued. (Please note in some cases you may be required to pay more than the first term 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.

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

The following charges apply for courses cancelled before arrival in the UK where visa entry requirements have been met:

Cancellation fee

8 weeks or more before commencement = £500
Less than 8 weeks before commencement = £1,000

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

UoLISC tuition fees

Fees are payable termly to the UoLISC, 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 UoLISC.

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 UoLISC reserves the right to suspend or cancel tuition and to charge interest on the balance at the rate of 2% above the base rate of Barclays 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 UoLISC reserves the right to withdraw programmes, if the number of student applications for those programmes fall below the minimum required to run the programme. Under such circumstances students will be given the opportunity to either change their programme of study or withdraw from the UoLISC with no liability for cancellation fees.

The UoLISC 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 University of Lincoln 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 UoLISC. Students are accepted into the UoLISC on the strict understanding that progression through the course is conditional upon satisfactory and required attendance and successful attainment of prescribed performance targets. 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 UoLISC without refund.

Study plan changes

All students' English and numeracy skills will be tested on arrival. Should standards not be met the centre may be required to alter the student's study plans 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, which are non-refundable.

Personal belongings and contents insurance

While the University takes all reasonable precautions to ensure the safety and security of students on the campus and in University-managed accommodation, the University 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 computing facilities, or any other cause, except where such loss or damage is caused by the University's negligence. The University does 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 UoLISC/University property, including fixtures and fittings in University-managed 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 UoLISC

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 UoLISC. If withdrawal is due to refusal of a visa extension then less notice may be accepted (at the UoLISC'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 UoLISC. Enrolment is for the UoLISC only and is non-transferable.

Withdrawal/variation of degree programmes

If, after a UoLISC applicant has indicated an intention to progress onto a particular degree programme, but prior to the student completing the UoLISC programme, the University discontinues the nominated degree programme, the student may either:

- (1) withdraw without liability for fees other than the fee liability for the UoLISC programme, or
- (2) transfer to the University for which the student is qualified. If in these circumstances the student wishes to withdraw from the University and to enrol 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 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 reserves 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 current Charter, Statutes, Ordinances, Regulations and Handbooks, including the general Student Handbook and the Examination and Assessment Handbook for postgraduates. (Current versions viewable at: www.lincoln.ac.uk).

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 UoLISC 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

The University offers university-managed accommodation to applicants who firmly accept an offer of a place and who send in a completed Accommodation Application Form by the published accommodation deadlines. If you miss your start date for any reason, we reserve the right to change your accommodation.

Length of Tenancy

Students taking up accommodation with the University 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 university accommodation for July and August.

Rent

Rents vary according to the type of accommodation offered. Rent is due in advance 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 University's 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 University 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 to the Housing Office. The appropriate fee will be added to the student's account.

Behaviour in University 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 disciplinary rules and regulations as amended from time to time. A copy of the current disciplinary rules and regulations is available on request from the University or can be viewed online at: www.lincoln.ac.uk/home/campuslife/accommodation. 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

Students (and their parents or guardians where applicable) agree that their images and sound, details and achievements may be used for promotional purposes without written consent or notification.

Data protection

Any information provided to UoLISC may be held on computer and shall be used by the UoLISC in accordance with its Data Protection registration and the UK Data Protection law. Information provided to UoLISC is held and processed for the purpose of administering your application, and 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 UoLISC 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

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

Communication

Please supply the UoLISC 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 from January 2012.

Fees list

Tuition

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

Programme	Route	Fee
International Year One	Business and Management	4 term £13,440 / 3.5 term £11,865 / 3 term £10,080
	Computer Science	4 term £13,440 / 3.5 term £11,865 / 3 term £10,080
	Engineering	4 term £13,440 / 3.5 term £11,865 / 3 term £10,080
	Journalism	4 term £13,440 / 3.5 term £11,865 / 3 term £10,080
	Media Studies	4 term £13,440 / 3.5 term £11,865 / 3 term £10,080
English Language Preparation		£3,465
Pre-Masters		£6,930

University Accommodation

Should you be offered and accept university accommodation, you will be required to pay a £2,000 confirmation payment. This payment will enable us to secure a room on your behalf. Remaining accommodation costs must be paid by the student directly to the residence, as per their terms and conditions.

2010/11 guideline rents only (per week)	Standard £96.93	Ensuite £109.82
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Airport transfers

Students must arrive 24-48 hours prior to the start of their course. We can arrange to meet students at the airport on arrival and provide a taxi transfer to the ISC. Please indicate on your application form if you would like this service.

London Heathrow £185	Manchester £140	Stansted £150
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Confirmation procedure

Once you have sent your application form to the International Admissions Centre, we will assess your academic and English language transcripts and 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)	£120
Deposit (refundable at the end of the course)	£1,000
Fees in advance (deducted from the balance of fees)	£500
Accommodation Confirmation Payment	£2,000
Study Care insurance fee (where applicable)	

On receipt of your Acceptance Form and the confirmation payment, we will send you your Confirmation documents. When you wish to apply for Confirmation of Acceptance of Studies (CAS) in order to apply for your visa, you will need to make payment of the minimum of the first term's balance as indicated in the payment plan of your Offer of a Place.*

**Certain countries will be required to pay the minimum of 2 or 3 terms' fees before CAS can be issued*

Payment may be made by cheque, sterling bank draft, telegraphic transfer, debit card, Visa, Mastercard or Amex. Payment by Visa, Mastercard or Amex is subject to a surcharge of 2%. Payment by debit card has a £1 surcharge. Tuition cannot commence before fees are received.

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 University of Lincoln International Study Centre (UoLISC). I undertake to pay all tuition and accommodation fees incurred by the student as they become due in accordance with the UoLISC 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 ongoing 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 student's 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 your passport
- enclosed a signed student declaration form (applicable for students from China and Bangladesh)

University of Lincoln International Study Centre 2012/13 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 relevant pages in your passport
- 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 CAS until we receive your SELT certificate.