

How to Apply - EU Students

Please send your fully completed Application and Accommodation Forms to the college with a copy of your passport or ID card, your academic qualifications, an indication of your level of English, and your tuition fee deposit or full tuition fees.

Deposits

	English or English Study Year	Academic or Vocational course
EU age under 19 years	£330	No deposit
EU age 19 years and above	£330	£330

* £30 of this deposit will be used as your accommodation placement fee

The balance of the tuition fees must be paid before arrival or at the very latest on the day of arrival.

On receipt of all of the above we will send you a letter of acceptance confirming your place on the course, and provide accommodation reservation details if requested.

If you do not provide all of the information requested and your deposit this may delay your application and therefore may reduce the available accommodation options.

In the case of host family accommodation, details may not be available at the time of application, but will be given to you at least two weeks before your arrival date.

When you have made your arrival plans please inform the College of your arrival date and time.

If you require a taxi transfer from the airport this can be arranged for you at an additional cost. If you would like this service you must fill in the "Taxi Booking" form.

Methods of payment

There are various ways to make your payment:

1. by **Debit or Credit card**. This may be in person, by telephone or by completing **all** details required. The College does not accept American Express or some Electron cards.
2. by **Bank Transfer** (Please note that all bank charges incurred must be paid by the student) to: Chichester College, Lloyds TSB bank PLC, 10 East Street, Chichester, West Sussex, PO19 1HJ.

SORT CODE	ACCOUNT NUMBER	ACCOUNT CURRENCY	IBAN	BIC
30 – 91 - 97	01924620	GBP	GB69 LOYD 3091 9701 924620	LOYDGB21233

Please ensure that your Student Number and name appear clearly on the transfer.

3. by **Cheque or Bank Draft** drawn on a UK bank only, or by **Travellers Cheques**. All payments must be in **Pounds Sterling only**. Please ensure that your Student Number and name appear clearly on the back of the cheque or bank draft.
4. by **Cash in Pounds Sterling only (DO NOT send cash by post)**.

Important Information

Should you not wish to take up your place on the course there is a cancellation fee of £100, plus any accommodation charges that may be applicable, if you give notice of cancellation at least 5 working days before commencement of your course. For all cancellations with less than 5 working days notice the College does not adjust fees for withdrawals or give refunds. The exceptions are listed below:

- Where the College decides to close the course a full refund will be given. Students will be automatically reimbursed for the fees they have paid and will not have to apply personally.
- Course fees are only refundable for extenuating personal circumstances. In these circumstances a personal application must be made to the Chief Financial Officer, consideration will be given on a case-by-case basis. The applicable administration fee per student will be deducted from all refunds except those relating to personal illness.

Credit/Debit Cards

If you are making a payment by Credit or Debit card please fill in all of the following information:

Student Name: _____

Student Number: _____

I wish to pay by Switch/Visa Delta/Visa/MasterCard (**Not Electron or American Express**)

Card Number: _____ Start date: _____ Expiry date: _____

3 Digit Security Number (on reverse of card) _____

Issue Number (Switch Only) _____

I hereby authorise Chichester College to debit my debit/credit card for the sum of £

Name on card (block capitals please): _____

Registered card address: _____

Address for mailing purposes (if different): _____

Signature of Cardholder: _____ Date: _____

Please note, if you wish the College to use these card details to pay the balance of your fees please delete as applicable YES / NO