

How to Apply - International Students

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

Deposits

Course	Deposit
Summer School	Full Fees
All other courses	£1030*
*For some short courses full tuition fees will be required	

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

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 have met the entry requirements for your chosen course and provided a deposit, this acceptance will be Unconditional and we will also provide supporting documents which you may use to apply for your student visa. If you have yet to meet the entry requirements your acceptance letter will be Conditional until you provide evidence that you have met the entry criteria. If you do not provide a deposit with your application your acceptance will be Conditional.

*Please be advised that in certain countries the Visa application process is more intensive. For applications from these countries the College will require full tuition fees and provide confirmation that full tuition fees have been paid. The College will also provide a College residence address for visa purposes only with the Unconditional Offer letter. Final accommodation details will be confirmed as soon as we are advised that you have received your visa. Countries which fall into this category at present include but are not limited to: China, India, Bangladesh, Sri Lanka, Pakistan, Nigeria, Zimbabwe, Ghana, Columbia, Argentina and Russia.

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.

If you are being sponsored by your Government the procedure remains as above. The College will also require a sponsor form to be completed and a letter on Government Headed paper agreeing to the Sponsorship.

You should inform the College as soon as your visa has been issued and confirm 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.

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.

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 **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.

3. 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.

4. by **Cash in Pounds Sterling only** (DO NOT send cash by post).

Terms of Payment

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

If you are studying for more than one year, you must pay your deposit for your second year before we can issue any documents confirming your place on the second year of study.

Important Information

As a general rule, the College does not adjust fees for withdrawals or give refunds. The exceptions are listed below:

- Should your visa application be refused the College will refund tuition payment less a £100 administration fee. The College requires the original unconditional letters, a copy of the visa refusal document and a photocopy of the passport in order to process a refund. Should you be found to have provided false information or false documents to the College in order to receive a Visa Letter or Confirmation of Acceptance of Studies (CAS) and have been refused a visa on these grounds, the College reserves the right not to refund any payments made.
- 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 in writing to the Chief Financial Officer, consideration will be given on a case-by-case basis.

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

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