

Information for overseas students applying to join a Full-time course in Carshalton College 2009/2010

1. Application

Your completed application form to join a course in the College must be accompanied by the following:

- a. A **confidential reference** from a head teacher or other responsible person who can comment on your suitability for the course.
- b. Photocopies of **all your qualifications** particularly those recently achieved. Failure to submit these records **with your completed application form** will considerably delay consideration of your application.

2. Fees and costs

Type	Amount	Comments
Tuition	Minimum of £4,500 a year	Please consult Customer Services on: 020 8544 4444 for the exact cost of the course. This fee may be paid in two instalments by arrangement.
Examination fees: Registration and entry	Fees vary from course to course	Depending on the type of course these fees are payable either at the point of entry or during the period of the course. Examination fees in excess of £100 may be paid in two equal instalments by arrangements.
Materials and equipment	These costs vary from course to course.	Payment for these costs may be required both at the beginning and during the period of the course.
On receipt of half of the tuition fee (£2250) we will issue you with a conditional offer letter. This will secure your place on the course subject to providing our admissions staff with your original qualification certificate's at enrolment and the balance of your tuition fees.		

3. Written and spoken English

Before starting the course, you will be required to have a sufficient level of understanding in both written and spoken English. This will ensure that you are able to achieve your chosen qualification at Carshalton College. If admissions staff in the College considers that you require additional support whilst on the programme it may be possible to arrange extra help. (There will be an additional cost attached to this). If on the other hand your level of written and spoken English is not adequate to cope with your chosen course, it will be necessary for you to join an appropriate English For Speakers of Other Languages (ESOL) full-time programme before starting your course (the cost for this will be the same as for your previously chosen course).

4. Accommodation

The College has no residential accommodation but we do keep a list of local residents who offer mostly single rooms for rent. If you need to arrange accommodation locally contact the College Guidance Shop on: 020 8544 4540 for further help and advice.

5. Funding Information

There is currently no funding available. Overseas students are not eligible for Learner Support Grants, Loans or Bursaries. It is the responsibility of the student to independently raise the tuition fees of £4,500 and any additional fees payable.

6. Visas

To join a full-time course you will need a **valid Student Visa**. To obtain a visa you will be required in most instances to prove that you have sufficient funds to cover the cost of the course and your living expenses and that you hold a current offer of a place on a full-time course. If for any reason your Student Visa application is refused the College charge an administration fee of 2.5% of the £2250.00.

7. Guardian

If you are under the age of 18 years of age on 1st September in the year that the course starts, please provide the name and address of an adult person in the United Kingdom who has agreed to act as your guardian during your period of study.

Yours sincerely

Customer Services