

Registration Document

Please take some time to review this registration document and check that we have all of the correct details. If any changes need to be made or information added to the form, please complete this here.

Student details

Full name:

Date of birth
(dd/mm/yyyy):

Nationality
(as on passport):

Gender:

Student's
address:

Telephone
number:

Mobile
number:

Email:

Details of person responsible for fees

Full name:

Full address:

Telephone
number:

Mobile:

Email:

Relationship
to student:

Admission details

Study
location:

Date of entry
to LSI:

Academic programme

Name of
course/s:

Subjects
chosen:

Details of last school before joining LSI

Name of
School:

School
Address:

Accommodation requirements

Please select: Nido Residence West Hampstead
 Homestay
 No accommodation required

Terms and Conditions

No student may be accepted until he or she has attended an interview with a senior member of academic staff of the college. If the college offers a place, the offer is valid only at the time that it is made. Applicants who decide to register after some delay are advised to check with the college that the place remains available.

To accept the offer of a place the person responsible for fees must complete and sign the registration form and sign the declaration confirming that they have read and agreed to these terms and conditions. The registration form must be returned to the college along with the registration fee and deposit after which confirmation of successful enrolment will be acknowledged in writing by the college. The deposit will be deducted from the final invoice of the course for which the student registered.

In the case of students who require a visa to study in the UK, the deposit will be refunded if the visa application is refused and UK Visas and Immigration (UKVI) documentation confirming this is received by LSI. No refund of the deposit will be made if falsified documents are presented during the application process.

The college is currently a registered Tier 4 Sponsor. The college must be informed when a place is being applied for or at any other time if the student requires sponsorship from the college in order to obtain a visa to study at the college.

Where a student is sponsored by the college for immigration purposes the student shall permit the college to take and retain copies of their passport and visa. It shall be the student's responsibility at all times to ensure that they have the appropriate immigration permission to reside in the United Kingdom and to study at this college.

Students who require a visa to be able to study in the UK should ensure that they fully understand the student visa regulations set out by the UKBA. LSI is committed to compliance with the immigration rules and, in accordance with its responsibilities as a licensed sponsor, will not hesitate to report to the UKVI any student who fails to enrol on or attend their course.

All international students must have a suitable education guardian for the whole period of their studies at LSI, regardless of their age. The education guardian must be resident in the UK and speak fluent English. If the education guardian has not worked with LSI before then we must meet the education guardian in person at the start of the student's course to ensure that he/she complies with these requirements. Parents of international students aged under 18 years must ensure they keep LSI up to date regarding the student's education guardian, accommodation and care arrangements.

If the applicant student's nationality is non-European and you are not seeking the college to sponsor them under Tier 4, please note that completion of this form represents your confirmation and representation that the applicant student has the unconditional right to enter, live and study in the UK for the duration of the education offered by the college.

Failure to give correct information will constitute a material breach of any agreement(s) entered into between the college and you in relation to the education of the applicant student entitling the college to terminate all and any such agreement(s) without any obligation to return any deposit or fees paid.

All fees are payable termly and in advance. The Fees List as varied from time to time is part of these terms and conditions. The person who signs the registration form as responsible for fees agrees to pay the fees applicable to each term directly to the college. Except where a separate agreement has been made between the signatory and the college for the deferment of payment of fees, fees for each term are due and payable as cleared funds before the commencement of the college term to which they relate. If an item on the fees invoice is under query, the balance of that fees invoice must be paid.

If it is impossible to form a group of at least two in any subject, the college undertakes to provide half the usual number of hours of individual tuition for the same fees as for the group courses. If, on the other hand, a place has been offered specifically for individual tuition, then the hourly individual rate applies.

To withdraw a student or give up a subject for any reason, written notice must be given.

The fees due for a particular term are always payable unless a full term's notice has been given, i.e. such notice has been given before the first day of the preceding term.

This condition comes into effect upon registration of the student. Thus, if having been registered, a student is withdrawn before the start of the course, the first term's fees are payable unless a full term's notice has been given.

It is likewise assumed that all students registered on 18-month or 2-year courses will continue at the college until the end of the final year of such a course unless notice is received to the contrary. Thus, in all circumstances, notice not to continue in the Autumn Term of the second year of an 18-month or 2-year course must be given before the first day of the preceding Summer Term if full fees for the Autumn Term are not to be payable.

In all cases notice of withdrawal will not be deemed to have been given unless signatories are in receipt of a letter from the college confirming that they have received that written notice.

Absence from classes for whatever reason, including sickness, does not lead to a refund of fees or a waiving of notice requirements, nor can the college be expected to provide extra lessons to compensate for such absence without charge.

A student may be temporarily or permanently excluded from the college when the fees that are due at any particular time are unpaid.

The college will enter a student's name for an examination if the Principal is satisfied that such is in the best interests of the student. The college reserves the right to terminate the courses, either temporarily or permanently, of any student whose work effort or attendance is unsatisfactory or whose behaviour (whether on or off the premises or in or out of term time) has been prejudicial to good order or college discipline or to the reputation of the college. In such cases, no refund of fees covering the period of exclusion will be made except at the discretion of the Principal. Any deposit will be refunded without interest less any outstanding balance of fees.

Terms and Conditions continued...

A list of the main rules governing student behaviour is provided in the Guidelines for Students. Students and parents should read these Guidelines and will be required to sign a declaration confirming that they have read and understood them.

The Principal may, at any time when grounds for suspicion exist, require a student to provide a biological sample under medical supervision to test for the use of illegal drugs or other substances damaging to health. A sample or test in these circumstances will not form part of the student's permanent medical record.

Students are jointly and individually liable for any damage caused by them to the premises in which they are taught and unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the college does not accept responsibility for accidental injury or other loss caused to the student or the parents or for loss of damage to property.

A successful college must initiate and respond to change. The offer of a place and its acceptance are given on the basis that, in the interests of the college as a whole, reasonable changes may be made from time to time to these standard terms and conditions, to the size and location of the college, to its premises and facilities, to the structure and composition of classes and the way in which the college is run, to the rules and disciplinary framework, to the length of the college terms and the college day and to any other aspect of the college. Fee levels will be reviewed

each year and there will be reasonable increases from time to time. Parents will be given adequate notice of any significant proposals or changes likely to affect the college community as a whole.

We believe that these terms and conditions reflect the custom and practice of independent schools and colleges for many generations. The rules about change and about notice and fees in lieu of notice and the other rules are provided in good faith. They promote the stability, forward planning, proper resourcing and development of the college. They help also to protect parents from increases in fees and liabilities caused by the default of others. Any waiver is effective only if given in writing by the Principal.

By signing this registration form and by agreeing to be bound by these terms and conditions the signatory on behalf of him/herself and so far as they are able on behalf of the student authorises the college to process personal information including financial, biometric and sensitive personal information as is deemed necessary for the legitimate purposes of the college.

This contract was made at the college and is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales. Nothing in these terms and conditions affects the statutory rights of students or the person responsible for fees.

Declaration

I have read and agreed to the terms and conditions of LSI Independent Sixth Form College as set out above.

I agree to notify the college at once of any change in the circumstances set out on this form.

This registration form must be accompanied by the Registration Fee of £200 and the agreed deposit.

E-Signature of Person
responsible for fees:

Print Name:

Date: