HARROW INDEPENDENT COLLEGE
School of Mathematics, Science & Economics

Application Form for Admission 2026-27

Please insert a passport sized photo of yourself here.(Digital or Printed)

SECTION A: Courses Applied For

A-Level	
GCSE Retake	
Other (Please specify	

Full-Time	
Part-Time	

SECTION B: Applicant's Details

First Name	**Gender** ◯ **Male** ◯ **Female**
Family Name	**Nationality (As per your Passport/Birth Certificate)**
Date of Birth / Age	
Email Address of Applicant	
Home Address of Applicant	**Correspondence Address of Applicant (If different to Home Address)**

SECTION C: Information on your current academic situation

Name of present school / college	
Address of your school / college	
Postcode / Zip Code	**Country**
Telephone Number (including Country area code)	**Email Address**
What year are you currently in?	
Current English language qualification (i.e. GCSE, O/L, IELTS and Grade:	

SECTION D: Information on the parents supporting the application

Father's Full Name	**Occupation**
Mother's Full name	**Occupation**
If parents are NOT now living at the same address, to whom should correspondence be sent? (father/mother/guardian)	
Address for correspondence (leave blank if same as applicant's address)	
Postcode / Postal Code / Zip Code	**Country**
Telephone Number (including Country area code)	
Email Address of Father/Mother/Guardian	

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SECTION D: Information on the parents supporting the application (Continued)

If the fees will not be paid by the above parent, please give the name and address of the person who will be paying the fees, and attach a statement from that person confirming that this is the case.

Name of the Person Paying the Fees	
Address for Correspondence	
Postcode / Postal Code / Zip Code	**Country**
Telephone Number (including Country area code)	
Email Address of the Person Paying the Fees (if not the parent)	

SECTION E: Guardian and Agent details

Guardian in the UK (leave blank if not applicable)	**Agent (leave blank if not applicable)**
Name of Guardian	**Name of Agency**
Relationship to student	**Contact Name**
Address for Correspondence	**Address for Correspondence**
Postcode / Postal Code / Zip Code	**Postcode / Postal Code / Zip Code**
Telephone Number (including Country and area code)	**Telephone Number (including Country area code)**
Email Address of Guardian	**Email Address of Agent**
Age of Guardian at the date when student intends to join HIC	

SECTION F: Personal Statement

Please explain below (in English and in your own words) what you hope to gain from a course at Harrow Independent College. Any extracurricular activities you have taken part in the school or college or outside clubs or groups you have joined, community service you have engaged in, positions of responsibility you have held, and any other information which you would like to be known by those considering your application. **Also, if you could highlight your career ambition, it would be useful for us to prepare, to help you achieve your goals on time. Use extra sheets, If needed.**

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SECTION G: Your Achievements

Please list the subjects you are now taking or have already taken in your present or previous school/college, indicating your most recent grades, and if you have taken the subject in a public examination (e.g. GCE AS or A2, GCSE, IGCSE, a national curriculum) in the past two years, give the result, the date and name of the examining board:

Subject	Most Recent Grade	Public Exam Result	(state date, Country in which you have taken the exam & which Examination Board)

SECTION H: Declaration

Please sign the following statement and also ask one parent to sign, indicating that you and he/she agree to the conditions of acceptance at the College.

In applying for a place at Harrow Independent College I agree that, if I have accepted, I will abide by the rules set by the College. To ensure the good progress and safety of all students and a harmonious community life, and that failure to do so could lead to my being required to leave the College. I understand that gross misconduct, including the use of illegal drugs, on or off campus, may lead to my being required to leave the College. I agree that the Harrow Independent College may seek a reference from the Principal/Counsellor at my present College. (Please note that references are only needed if you are joining as a full-time student.
If you are a part-time student, we do not require any references from your current school or college.)
I declare that the information on this form is accurate. I hereby give my permission for Harrow Independent College to disclose any enrolment or offer information as a result of this application to relevant government agencies upon their request.

Signature of Applicant Date

Signature of Parent Date

SECTION I: Student Code of Conduct

You are expected to conduct yourself responsibly on the College premises. Misconduct may result in you being suspended from the College. In such cases no refund of fees will be given and any outstanding tuition fees will be payable.

7.1 Disciplinary Procedures

When you enrol on a programme of learning at the College you sign and commit to a Code of Conduct. If your behaviour, attendance record or academic standards are persistently below the standards set by the college, your parents or guardian will be immediately informed. If these issues are not resolved by informal discussion and negotiation, then disciplinary proceedings may be started against you.

The disciplinary procedure is a formal process which applies to all learners enrolled at the College. There are two types of activities in which disciplinary action may be required:

7.1.1 General Misconduct

This covers student's behaviour such as refusal to show the College ID Card, breach of health and safety regulations, being under the influence of drink or drugs, bullying and harassment of others, or carrying weapons. It also includes misuse of Institution computers and other equipment or any other action or incident considered to be of a similar nature to the above examples.

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SECTION I: Student Code of Conduct (continued)

7.1.2 Academic Misconduct

This covers student's behaviour in relation to their programme of learning such as copying, plagiarism, collusion, cheating etc or any other action or incident considered to be of a similar nature to the above examples. In addition, each has three levels of seriousness: Level 1 Minor; Level 2 Serious and Level 3 Major.

Reasons for immediate suspension – some examples are below:

- **Assault, fighting or other acts of violence, vandalism, bullying and harassment, theft, being in possession of illegal drugs, firearms or other weapons, committing or attempting to commit any act of arson, behaving in a way that brings the College into disrepute.**
- **Computer hacking, cheating in exams, extensive and/or persistent plagiarism or use of model answers, buying, selling or stealing of work.**

7.3 Complaints Procedure

HIC endeavours to create a positive learning environment for students, one in which each student has the opportunity to achieve their personal best. To maintain a high level of student satisfaction, a positive environment is vital. As a result, a fair and open complaints procedure is made available to all students.

7.4 Informal Complaint

This is a less formal procedure where a complainant may raise his or her concern about the way the services were provided. The complainant simply may see the Complaints Officer and orally inform the matter which will be dealt with immediately. However, if the matter is serious and the complainant is utterly dissatisfied, the Complaints Officer will rather accept the complaint as a formal one.

7.5 Formal Complaint

If a student or a visitor wants to bring a serious complaint about any matter in relation to the way the services are provided, the complainant may bring a formal complaint. It requires the complainant to take a complaint form from the reception. The complainant may also additionally write his or her allegations in addition to filling the complaint form. For more information about our complaints procedure, please contact:

I have read and understood the terms and conditions of the student code of conduct.

Name of Student

Signature of Student

Name of Parent/Guardian

Signature of Parent/Guardian

Date

SECTION J: Subjects you have chosen to study at Harrow Independent College

	Subjects and Modules	**Examination Board** (If you are a part-time student at HIC and a full-time student at another school, you must fill this column)	**Level** Year 11 (GCSE Retake), GCE AS, GCE A2	**Current Grade or Predicted Grade if known**
	Example: Physics	OCR	GCSE	**A***
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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SECTION K: Course Fees Payment Structure

Full -Time Fee Chart

A-LEVEL	
Two year regular A Level programme One subject Two subjects Three subjects Additional subjects	Fees per annum (Including VAT) £8540 £14,850 £19,600 Depending upon the amount of preparation needed
One year intensive A Level programme One subject Two subjects Three subjects Additional subjects	Fees per annum (Including VAT) £9350 £14,850 £23,050 Depending upon the amount of preparation needed
18 months intensive A Level programme (starts in January)	Fees for the whole programme (Including VAT) £29,832
GCSE (Retake- Including VAT) Eight subjects One subject	 £32,550 £4,880

ADDITIONAL FEE	
Registration fee (non-refundable)	£175
Laboratory charges for Science and Computing (persubject)	£350

EXAMINATION FEE	
Exam Fee GCSE and IGCSE per subject	£240
Exam Fee GCE AS and A Level per subject	£360
Science GCE CPAC per subject	£4,900
For Retakes GCE Extended Project Qualification / GCSE Coursework	£540

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SECTION K: Tuition Fees Payment Structure (Continued)

Payment and Refund Policy

Fees are paid annually or in termly or monthly instalments.

Annual Fee Payment: Tuition fee payments made for the whole academic year in full on or before 30th September 2026 will draw a 5% discount on the amounts quoted above. Please note that this does not apply to registration fees, exam fees or any other additional fees.

Termly Fee Payments: Payments must be made by bank transfer in three instalments: on or before the first day of the Autumn Term (7th September 2026), on or before the first day of the Spring Term (7th January 2027) and on or before the first day of the Summer Term, (13th April 2027).
Monthly Fee Payments: Monthly fees must be paid by bank transfer or card in 9 instalments. The first instalment should be made by bank transfer, card or cash in September and the subsequent eight payments, till May, must be paid by bank transfer or card.
One full term notice period will be required, in the event of leaving Harrow Independent College.

Additional Information:

Examination Fees: All examination fees are payable by the candidate. College fees do not include examination fees.

Textbooks: Text books are not supplied by the College. Students will be provided with the book names and will be required to obtain these books externally.

Disclaimer:
If any class/lesson is cancelled, the college will notify the parents/ guardians via email only.

HOW TO MAKE PAYMENT FOR YOUR COURSE?

Please find our BACS payment details and account details below. Before we continue with your application, we do require the application fee, so please indicate on the form the date you intend to pay this.

BANK TRANSFER
Payments should be payable to Harrow Independent College.

The account details are shown below;

Bank Name:	SANTANDER BANK
College Name:	HARROW INDEPENDENT COLLEGE
SORT CODE:	09-01-28
ACCOUNT NUMBER:	75957729
SWIFT CODE:	ABBYGB2L
IBAN:	GB82ABBY09012875957729
BANK ADDRESS:	285-287, Northolt Road
SOUTH HARROW	
Middlesex HA2 8JS	
UNITED KINGDOM	

BY TELEPHONE
You can call us on 0044(0) 20 8423 6227 to pay by major cards (e.g. VISA or MASTERCARD). We do not accept American Express cards. Please note that there is a handling fee of 1.85%.

BANK STANDING ORDER
Please collect the bank standing order form from reception, complete it and submit it back in order to setup direct monthly instalments from your bank.

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SECTION K: Tuition Fees Payment Structure (Continued)

Payment and Refund Policy

Payment Declaration:

For Full-Time Students the non- refundable registration fee is £175.

I/we send herewith the application fee in order to gain an admission for the chosen subject(s) or course or programme of study.

I/we have read and fully understood the college polices relating to the payment of fees and guidance on payment, all other due dates and required notice of leaving and hereby confirm that we will abide by the above.

Signature

Full Name Date

SECTION L: What Happens Next?)

Please post this completed registration together with the registration fee to:

Admissions Office
Harrow Independent College 308-310 Eastcote Lane Harrow
HA2 9AH OR
email to: office@harrowindependentcollege.co.uk

Once the application is processed, we will be in touch with you. Please do not send any other fees along with this application form.

Thank you for taking the time to complete the application form. Should you have any queries, please do not hesitate to contact us on the details provided below.

For and on behalf of Harrow Independent College

Mr Kandian Kandeepan
BSc (Hons), MSc (Imperial College, London) PGCE (University of Greenwich)
Principal, Harrow Independent College M: 0044 795 731 7668
E: kandiah@harrowindependentcollege.co.uk

For Office Use Only

Registration Number:
Joining Date:

Accepted	Rejected	On Hold
○	○	◉

Reason: (rejected /on hold)
.....
.....

.....
Admissions Office

Harrow Independent College
308 -310 Eastcote Lane South Harrow
HA2 9AH
United Kingdom
+44 208 423 6227
office@harrowindependentcollege.co.uk

OCR Oxford Cambridge and RSA

UCAS We are a UCAS registered centre

edexcel Approved Centre from Pearson

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Data Protection Compliance Statement for Parents and Students (DPCS – PS)
[As per General Data Protection Regulation (GDPR) 2018 guidelines]

We at Harrow Independent College (HIC) are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Provide you with information about events and activities that we may have organised for students or parents.
- Assess how well the college is doing.

This information includes your contact details, national curriculum assessment results, attendance information, behaviour logs, characteristics such as ethnic group, special educational needs and any relevant medical information.

Your data will be stored within the college. Your data will not be shared with any organisations outside of the college and its data processors or used for any purposes other than those described above.

The college enlists the support of companies to act as data processors. These companies enable the college to provide services to its students, parents and staff to support the efficient functioning of the school. Such companies include, for example, Show My Home Work (SMHW), Universities and Colleges Admissions Service (UCAS), Education Development Trust (EDT), and the various Exam Boards in the UK. Please note that the college may share details of parents and students to other organisations for the purpose of day to day operations of the college activities e.g. field trips, educational workshops, work experiences and work shadowing of students. The list is not an exhaustive list of all data processors used by the college.

This information is processed on your behalf to enable us to support your needs more effectively.

We will not give information about you to anyone outside the college without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). This is to meet the needs of the college sample.

If you want to discuss the information we hold and share about you then please contact our college administrator at office@harrowindependentcollege.co.uk

You have the 'right to be forgotten' once you have left HIC. This may include deletion of the following data;

- Address
- Additional contact information
- Behaviour records (not including exclusion records)
- Any other information that might be used as identification The 'right to be forgotten' does not include;
- Assessment records
- Exclusion records
- Attendance records
- Examination results
- Ethnicity
- Date of birth
- Full name
- Destination (if leaver)

Your personal record will be held for your college tenure and also for another 3 years from the day you leave the college. This will contain assessment and examination information, behaviour logs, safeguarding and attendance information. Your school admission information will be retained throughout your college tenure and also for 3 years from the day you leave the college. This is to ensure that the college can provide information to government agencies, such as OFSTED or for college samples.

You have a right to request a copy of the information that we hold about you. If you would like to request a copy of some or all of your personal data, please make a formal request to the College Administrator. We want to make sure that your personal data is accurate and up to date. You may ask us to correct or remove information that is inaccurate. If we find any incomplete data in our records, we may ask you to provide up to date information during the time in which we keep your details and other relevant data mentioned above in this statement.

Agreement between students and their parents/guardians. (Please read this section carefully before signing)
Many students receive 'sponsorship' in the form of funding towards their studies from government agencies, research councils or private corporations. Parents may also be considered to be 'sponsors' but, whereas disclosures can legitimately be made to an accredited organisation, they cannot be made to parents without the student's consent.
This specifically means no detailed performance information would be shared with parents without obtaining written consent from students aged 18 years and above unless the parents are funding the education partially or fully and the student knows about it and understands that his/her academic progress, results, and attainment data are subject to be shared with his/her parents. *Detailed performance information in this context would mean subject assessments/test scripts, unit and component percentage break downs including any in-depth teacher commentary/feedback about improvement areas in subject curriculum.*
It has been agreed that, to comply with data protection law, the College can only legitimately disclose student data to a sponsor who meets the criterion as "someone who has a contractual agreement with the student to pay part, or all, of their tuition fees". Disclosure to any other 'sponsor' not fitting this definition can only be made with the student's consent unless an organisation can provide evidence of "legitimate interest" in terms of the GDPR.
Declaration to be signed by the student (above 18 years of age):

I …… agree to the above clause and provide my consent to share my detailed performance information with my parent(s)…… These would include subject assessments/test scripts, unit and component percentage break downs including any in-depth teacher commentary/feedback about improvement areas in subject curriculum.

Student's Signature……. Date……
Full Name……

HIC is registered as a data controller with the Information Commissioner's Office (registration number ZA163536)
Please note that this DPCS-PS will be reviewed from time to time and hence the up to date version of this could be obtained from our website - https://www.harrowindependentcollege.com/about/our-policies/

Should you have any questions, please feel free to write to us at office@harrowindependentcollege.co.uk

Mr Kandiah Kandeepan – The Principal
Harrow Independent College (HIC)

Declaration:

I …….. ….parent/ carer of ……..……have read and understood this statement.

Signature: Date: