



**HARROW INDEPENDENT COLLEGE**  
*School of Mathematics, Science & Economics*

# Application Form for Admission 2019-20

## SECTION A: Courses Applied For

☐ FULL TIME☐ PART TIME

Start Date:

A-Level ☐

FT: 09 SEP 2019

GCSE ☐

PT: 07 SEP 2019

Other (please specify) ☐ .....

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

## SECTION B: Applicant's Details

First Name		Gender <input type="checkbox"/> Male <input type="checkbox"/> 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	

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

(For PT applicants, this section is optional. But please remember, it may help us to make a decision)

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.

[illegible]

## 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:

[illegible]

Add an additional page if needed.

## 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.

#### 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:

**Admissions Office**  
**Harrow Independent College**  
**308-310 Eastcote Lane**  
**South Harrow**  
**HA2 9AH**

**Phone: 0044-2084236227**

**Email: [admin@harrowindependentcollege.co.uk](mailto:admin@harrowindependentcollege.co.uk)**

**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 10, Year 11 (GCSE), GCE AS, GCE A2	Current Grade or Predicted Grade if known
	<i>Example: Physics</i>	OCR	GCSE	A*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

### Choose from the list:

- |   |   |
|---|---|
| <input type="checkbox"/> GCSE/IGCSE Mathematics         | <input type="checkbox"/> GCE Advanced Level Mathematics           |
| <input type="checkbox"/> GCSE/IGCSE Further mathematics | <input type="checkbox"/> GCE Advanced Level Further Mathematics   |
| <input type="checkbox"/> GCSE/IGCSE Physics             | <input type="checkbox"/> GCE Advanced Level Biology               |
| <input type="checkbox"/> GCSE/IGCSE Biology             | <input type="checkbox"/> GCE Advanced Level Chemistry             |
| <input type="checkbox"/> GCSE/IGCSE Chemistry           | <input type="checkbox"/> GCE Advanced Level Physics               |
| <input type="checkbox"/> GCSE/IGCSE ICT/Computing       | <input type="checkbox"/> GCE Advanced Level Economics             |
| <input type="checkbox"/> GCSE/IGCSE English Language    | <input type="checkbox"/> GCE Advanced Level Business Studies      |
| <input type="checkbox"/> GCSE/IGCSE English Literature  | <input type="checkbox"/> GCE Advanced Level English               |
| <input type="checkbox"/> GCSE/IGCSE Economics           | <input type="checkbox"/> GCE Advanced Level Psychology            |
| <input type="checkbox"/> GCSE/IGCSE Business Studies    | <input type="checkbox"/> GCE Advanced Level Government & Politics |
| <input type="checkbox"/> GCSE/IGCSE Geography           | <input type="checkbox"/> GCE Advanced Level Sociology             |
| <input type="checkbox"/> GCSE/IGCSE French              | <input type="checkbox"/> GCE Advanced Level Law                   |
| <input type="checkbox"/> GCSE/IGCSE German              | <input type="checkbox"/> GCE Advanced Level Accounting            |
| <input type="checkbox"/> GCSE/IGCSE History             |   |

## SECTION K: Tuition Fees Payment Structure

### (a) Full Time Tuition (Monday - Friday, day time)

#### GCSE

<b>Two year regular GCSE programme</b> Standard programme (8 GCSE subjects, PSHE and sports)	Fees per annum £8,450
<b>One year intensive GCSE programme</b> 5 subjects Additional subject	Fees per annum £7,700 £1,450

#### A-LEVEL

<b>Two year regular A Level programme</b> 1 subject 2 subjects 3 subjects Additional subject	Fees per annum £3,750 £7,450 £9,700 £1,200
<b>One year intensive A Level programme</b> 1 subject 2 subjects 3 subjects Additional subject	Fees per annum £4,900 £9,750 £11,950 £1,450
<b>18 months intensive A Level programme (starting in January)</b>	Fees for the whole programme £16,500
<b>GCSE (Retake)</b>	Fees per annum £1540

#### ADDITIONAL FEE

Registration fee (non-refundable)	£150
Laboratory charges for Science and Computing (per subject)	£350

#### EXAMINATION FEE

Exam Fee GCSE and IGCSE per subject	£195
Exam Fee GCE AS and A Level per subject	£270
Science GCE CPAC per subject	£4,900
GCE Extended Project Qualification / GCSE Coursework	£490

**(b) Part Time Tuition (Evenings and Weekends)**

Number of Subjects	Year 7 to Year 9 (Hourly Rate)	GCSE Year 10 & 11 (Hourly Rate)	GCSE Year 11-Mathematics	Year 12 & 13 GCSE Advanced Level	
4 Subjects or more	£11	£12	£1200 Package	Biology £984 Package	Mathematics £1200 Package
3 Subjects	£12	£13		Chemistry £984 Package	Further Mathematics £1200Package
2 Subjects	£13	£14		Physics £1200Package	Economics £900 Package
1 Subject	£14	£15		English £1200 Package	Psychology £1350 Package

- One to One lessons will be charged at a rate starting from £35 per hour.
- Registration fee for part-time students is £45.00 (non-refundable).
- Students will be enrolled for the full academic year as per the policy of the college. To bring continuous improvement in the academic learning of students of any age group, they are expected to continue tuition classes for the full academic year.
- For each Year 12 & 13 Science subjects, the fee will be same as mentioned above. For Year 12 & 13 Physics, above mentioned fee does not include fee for any practical sessions. Special lessons will be scheduled for the Practical sessions on a need basis. The fee for such lessons will be charged separately. Students can request for practical sessions once they are registered at Harrow Tutorial College.
- For GCSE & GCE part-time students, this fee metric is for 34 lessons starting 7th September 2019 until 17th May 2020.
- For Year 3 to Year 10 part-time students, this fee metric is for 40 lessons starting 7th September 2019 until
- ❖ Christmas Holidays: Thursday 21st December 2019 to Friday 03rd January 2020
- ❖ Easter Break: Friday 10th April to 17th April 2020

The college reserves the right to cancel the group lessons if the student numbers are not achieved. If that situation arrives the student could book one to one lessons.



Part-Time student:

The tuition fee will be payable in 6 monthly installments. The final installment would be payable, at the latest, by 29th of Feb 2020.

Tuition fee payments made for the whole academic year in full on or before 30th September 2019 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.

**4 full weeks' notice** period will be required, in the event of leaving Harrow Independent College.

Full-Time student:

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 2019 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 (09th September 2019), on or before the first day of the Spring Term (6th January 2020) and on or before the first day of the Summer Term, (14th April 2020).

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.

### Payment Declaration:

For Part-Time students, the non-refundable registration fee is £45 and for Full-Time Students the non-refundable registration fee is £150.

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 policies 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

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Full Name

Date

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## 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: [admin@harrowindependentcollege.co.uk](mailto:admin@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 Kandiah 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](mailto:kandiah@harrowindependentcollege.co.uk)

### OFFICE USE ONLY

Registration Number .....

Joining Date .....

☐ Accepted      ☐ Rejected      ☐ On Hold

Reason: (rejected/on hold)

.....

.....

.....  
Admissions Office

**edexcel**  
Approved Centre from Pearson

**UCAS**  
We are a UCAS registered centre

An approved  
centre for AQA

**BTEC**  
Approved Centre from Pearson

**OCR**  
Oxford Cambridge and RSA



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