



HARROW INDEPENDENT COLLEGE
School of Mathematics, Science & Economics

**Application Form for Admission
2017-18**

☐ **FULL-TIME**

☐ **PART-TIME**

SECTION A: Courses Applied For

A-Level	<input type="checkbox"/>	Start date: FT: 11 SEP 2017 PT: 04 SEP2017
GCSE	<input type="checkbox"/>	
Other (Please specify)		

Please insert a
passport sized
photo of yourself
here.

(Digital or Printed)

SECTION B: Applicant's details

		Gender (please circle) Male / Female
First Name		Family Name (Surname)
Date of birth	Age	Nationality (as per your passport/Birth Certificate)
Email address of applicant		Correspondence address of applicant (If different to Home Address)
Home address of applicant		

SECTION C: Information on your current academic situation

Name of present school / college	
Address of your school / college	
Post code/Zip code	Country
Telephone number (including Country and area code)	Email address
What year are you currently in?	
What is your first language?	
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 and area code)	
Email address of father/mother/guardian	

If the fees will not be paid by the above parent, please give the name of 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
Email address of person paying the fees (if not the parent)	
Telephone number (including Country and area code)	

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 and 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.***

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(add an additional page if needed)

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 are taking the exam & which Examination Board)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
(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 am 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 **X** _____ Date _____

Signature of parent **X** _____ Date _____

SECTION I: STUDENT CODE OF CONDUCT

You are expected to conduct yourself responsibly on the Institution premises. Misconduct may result in you being suspended from the Institution. 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 Institution 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 Institution. There are two types of activity in which disciplinary action may be required:

7.1.1 General Misconduct

This covers student's behaviour such as refusal to show the Institution 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 students' 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 Institution 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 Complaint 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 compliant 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

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

Student (sign) **X**_____

Name:_____

Parents/Guardian Signature **X**.....

Name:_____

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)
	Example: Physics	OCR	GCSE	A*
1				
2				
3				
4				
5				
6				
7				
8				

[I] Choose from the list:

GCSE/IGCSE Mathematics	GCSE/IGCSE Further mathematics	GCSE/IGCSE Physics
GCSE/IGCSE Biology	GCSE/IGCSE Chemistry	GCSE/IGCSE ICT/Computing
GCSE/IGCSE English Language	GCSE/IGCSE English Literature	GCSE/IGCSE Economics
GCSE/IGCSE Business Studies	GCSE/IGCSE German	GCSE/IGCSE French
GCSE/IGCSE Italian	GCSE/IGCSE Geography	GCSE/IGCSE History
GCE Advanced Level Mathematics	GCE Advanced Level Further Mathematics	
GCE Advanced Level Biology	GCE Advanced Level Chemistry	
GCE Advanced Level Physics	GCE Advanced Level Economics	
GCE Advanced Level Business Studies	GCE Advanced Level English	

[II] Fee Information:

(a) Part-time tuition: (Evenings and Weekends)

Number of subjects	Year 7 to Year 9 (Hourly Rate)	GCSE Year 10 & 11	GCSE Year 11 - Mathematics	Year 12 & 13 GCE Advanced Level **	
4 subjects or more	£11.00*	£12.00*	£1200.00* Package	Biology £984.00* Package	Mathematics £2070.00* Package
3 subjects	£12.00*	£13.00*		Chemistry £984.00* Package	Further Mathematics £2070.00* Package
2 subjects	£13.00*	£14.00*		Physics £2070.00* Package	Economics £900.00* Package
1 subject	£14.00*	£15.00*		English £1200.00* Package	

** For each Year 12 & 13 science subjects' fee will be the same as mentioned. This fee for Year 12 & 13 Physics includes some practical sessions which will be held as part of the teaching and learning activity. Students can request the **practical sessions** once registered at Harrow Independent College.

*This fee metric is for **40 lessons** starting 9th September 2017 until 30th June 2018 for part-time students.
Christmas holiday for part-time students: Thursday 21 December 2017 to Wednesday 03 January 2018
Easter Break for part-time students: Friday 30 March to Friday 06 April 2018

(b) Full-time teaching: (Mon-Friday, Day-time)

Number of subjects	GCE A Level Regular course (Two Years)	GCE A Level Intensive course (One Year)
1 Subject	£4,345	£6,250
2 Subjects	£8,250	£12,000
3 Subjects	£11,550	£17,500

- In a regular course each additional subject will incur a fee of **£1250**.
- In an intensive course each additional subject will incur a fee of **£1850**.
- The fee includes examination Fees.

GCSE (Retake): £1850 per subject (This includes examination Fees)

SECTION K: Tuition Fees Payment Structure

Part-Time student:

Once your application is approved, you will receive an offer letter. 25% of the fees should be payable before the start of the course. The remaining payments will be payable in 6 monthly installments. The final installment would be payable, at the latest, by 31st of March 2018.

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

Full-Time student:

Once your application is approved, you will receive an offer letter. 25% of the fees should be payable before the start of the course. The remaining payments will be payable in 8 to 10 monthly installments. The final installment would be payable, latest by 31st July of 2018.

One full term notice period will be required, in the event of leaving Harrow Independent College.

Disclaimer:

If the lesson is cancelled, the college will notify the parents/ guardians only 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.

1. 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



OR

2. OVER THE 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%.

OR

3. Bank Standing Order

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

Payment Declaration:

For Part-Time students, the non-refundable application fee is £45 and for Full-Time Students the non-refundable application 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 **X**..... Full Name:

Date:.....

SECTION K: What happens NEXT?

Please post this completed application together with the application fee to

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

OR

email to **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)
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We are Edexcel, AQA and OCR Approved Centre

