



Application Form for Admission 2022-23

SECTION A: Courses Applied For

A-Level	
GCSE	
Year 10	
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="radio"/> Male	<input type="radio"/> 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 HTC	

SECTION F: Personal Statement

Please explain below (in English and in your own words) what you hope to gain from a course at Harrow Tutorial 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 Tutorial 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 declare that the information on this form is accurate. I hereby give my permission for Harrow Tutorial 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
 HTC 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 Tutorial College

	Subjects and Modules	Examination Board (If you are a part-time student at HTC and a full-time student at another school, you must fill this column)	Level Year 10, Year 11 (GCSE), GCE AS, GCEA2	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

Part-time tuition: (Evenings and Weekends) Standard Fee

Number of subjects	Year 7 to Year 9 (Hourly Rate)	GCSE Year 10 & 11 (Hourly Rate)	GCSE Year 11 - Mathematics	Year 12 & 13 GCE Advanced Level	
				Biology / Chemistry / Physics / English	Mathematics / Further Mathematics / Economics / Psychology
4 subjects or more	£11	£12	£1500 Package	£1200 Package	£1500 Package
3 subjects	£12	£13		£1200 Package	£1500 Package
2 subjects	£13	£14		£1500 Package	£1200 Package
1 subject	£14	£15		£1200 Package	£1350 Package

Discounted Fee Thresholds applicable on Referrals:

Number of subjects	Year 7 to Year 9 (Hourly Rate)		GCSE Year 10 & 11 (Hourly Rate)		GCSE Year 11 - Mathematics	
	1 Referral (5% Discount)	2 or more Referrals (10% Discount)	1 Referral (5% Discount)	2 or more Referrals (10% Discount)	1 Referral (5% Discount)	2 or more Referrals (10% Discount)
4 subjects or more	£10.45	£9.90	£11.40	£10.80	£1425 Package	£1350 Package
3 subjects	£11.40	£10.80	£12.35	£11.70		
2 subjects	£12.35	£11.70	£13.30	£12.6		
1 subject	£13.30	£12.6	£14.25	£13.50		

Year 12 & 13 GCE Advanced Level

Subjects	1 Referral (5% Discount)	2 or more Referrals (10% Discount)
Biology / Chemistry / English / Economics	£1140 Package	£1080 Package
Psychology	£1282.5 Package	£1215 Package
Mathematics / Further Mathematics / Physics	£1425 Package	£1350 Package

Examination Fee

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



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SECTION K: Tuition Fees Payment Structure (Continued)

Terms & Conditions for Enrolment:

- 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 the same as mentioned above. For Year 12 & 13 Physics, the above-mentioned fee does not include a 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 practical sessions once they are registered at Harrow Tutorial College.
- For GCSE and GCE students, this fee metric is for 34 lessons starting 3rd September 2022 until 13th May 2023.
- For Year 3 to Year 10 part-time students, this fee metric is for 40 lessons starting 3rd September 2022 until 25th June 2023.
- Christmas Holidays : Monday 19th December 2022 to Sunday 01st January 2023
- Easter Break : Monday 03rd April to Tuesday 11th April 2023
- 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.

Tuition Fee Payment Structure:

The tuition fee will be payable in 6 monthly instalments. The final instalment would be payable, at the latest, by the 28th of Feb 2023.

Tuition fee payments made for the whole academic year in full on or before 30th September 2022 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.

The referral discounts will be calculated and adjusted only in the last instalment.

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

Additional Information:

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

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



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SECTION K: Tuition Fees Payment Structure (Continued)

Terms & Conditions for Enrolment:

1. Harrow Tutorial College (HTC) will provide tuition that comprehensively covers all major subjects of all Year Groups.
2. All materials and equipment provided by Harrow Tutorial College are for the sole use of students enrolled on the course. The replication or re-use of the course material is strictly forbidden.
4. HTC focus is to create an atmosphere which is conducive to learning. It is therefore required that students adhere to HTC's Code of Conduct. Although it is an unlikely occurrence, in order to protect all of those on the premise at all times, it must be made clear that breaking the code of conduct could lead to the termination of this agreement.
5. A successful year of HTC involves effective communication between parent, student and the tutor(s). This agreement requires an undertaking by parents and/or guardians to ensure that set homework is completed on schedule. It is a condition of this agreement the parents and students accept that all homework will be completed to the best of the student's ability.
6. All parents and students acknowledge that HTC cannot guarantee exam success. It is the responsibility of students and parents to put efforts to achieve the desired grades.
7. HTC endeavours to provide as much individual support as possible. If a student experiences significant difficulties with the course, HTC can provide additional individual support at an extra cost.
8. HTC reserves the right to change the time of the tuition classes, with reasonable notice at any point of time.

Disclaimer:

On a rare occasion, if the lesson is cancelled, the college will notify the parents via email only. Any cancelled lessons will be re-scheduled and parents will be notified via email only.

Late Payment:

Any late payments are subject to a 2% surcharge on a weekly basis. If there is an outstanding balance HTC reserves the right to ask for a pay settlement before the student attends the next lesson. Again, HTC reserves the right to pass your details to the legal team for debt collection.

HOW TO MAKE PAYMENT FOR YOUR COURSE?

BANK TRANSFER

Payments should be payable to Harrow Tutorial College.

The account details are shown below;

Bank Name: LLOYDS BANK

College Name: HARROW TUTORIAL COLLEGE

SORT CODE: 30-93-92

ACCOUNT NUMBER: 30933860

BANK ADDRESS: 254 Northolt Rd SOUTH HARROW

Middlesex

HA2 8DZ

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%.



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SECTION K: Tuition Fees Payment Structure (Continued)

Payment Declaration:

For Part-Time Students the non- refundable registration fee is £45.

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

Full Name

Date

SECTION L: What Happens Next?

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

Admissions Office
Harrow Tutorial 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 Tutorial College

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

For Office Use Only

Registration Number:
Joining Date:

Accepted	Rejected	On Hold

Reason: (rejected /on hold)

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Admissions Office

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

