



Application Form for Admission 2023-24

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: 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 F: Declaration

Please sign the following statement and 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



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SECTION G: 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 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.

7.2 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.

7.3 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.

7.4 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 H: Subjects you have chosen to study at Harrow Tutorial College

	Subjects	Examination Board (AQA, OCR, EDX, etc)	Level – Year 7, 8, 9, 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				



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SECTION I : Tuition Fees and Payment Structure

Weekend Tuition - Standard Fee

Number of subjects	Year 7 to GCSE (Hourly Rate)	GCSE Mathematics	Year 12 (41 Weeks)	Year 13 (34 Weeks)
5 subjects or more	£12	£1500 Package	Mathematics £1700 Package	Mathematics £1500 Package
4 subjects	£13		Further Maths £1700 Package	Further Maths £1500 Package
3 subjects	£14		Physics £1700 Package	Physics £1500 Package
2 subjects	£15		Biology £1400 Package	Biology £1200 Package
1 subject	£16		Chemistry £1400 Package	Chemistry £1200 Package

Payment Structure

Year 7,8,9,10 and Year 12: 41 Weeks (2nd Sep 23 to 30th Jun 24)

Year 7-10 & Year 12	Term Begins	Term Ends	Number of Weeks	% of total course fee payable	Payable on half termly basis on or before
Autumn Term	2 nd Sep 23	17 th Dec 23	16 Weeks	40 %	1 st Sep & 15 th Oct
Spring Term	6 th Jan 24	24 th Mar 24	12 Weeks	30 %	1 st Jan & 15 th Feb
Summer Term	6 th Apr 24	30 th Jun 24	13 Weeks	30 %	1 st Apr & 15 th May

GCSE and Year 13: 34 Weeks (2nd Sep 23 to 12th May 24)

Year 11 & Year 13	Term Begins	Term Ends	Number of Weeks	% of total course fee payable	Payable on half termly basis on or before
Autumn Term	2 nd Sep 23	17 th Dec 23	16 Weeks	45 %	1 st Sep & 15 th Oct
Spring Term	6 th Jan 24	24 th Mar 24	12 Weeks	35 %	1 st Jan & 15 th Feb
Summer Term	6 th Apr 24	12 th May 24	6 Weeks	20 %	1 st Apr

Examination Fee for Private Candidates (if opted to take)

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 I: 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 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 A-level students, this fee metric is for 34 lessons starting 2nd September 2023 until 12th May 2024.
- For Year 7 to Year 10, and Year 12 students, this fee metric is for 41 lessons starting 2nd September 2023 until 30th June 2023.
- **Christmas Holidays: 23rd and 24th December 2023**
- **New Year Holidays: 30th and 31st December 2023**
- **Easter Holidays: 30th and 31st March 2024**
- On a rare occasion, 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.

Notice Period:

- One Full Half-Term notice will be required, in the event of leaving Harrow Tutorial College or de-enrolling from any of the subjects enrolled.

Discounts Offered on Fee:

1. REFERRAL DISCOUNTS

- Avail 5% Discount on Overall Tuition Fee (remaining), on making 1 Referral
- Avail 10% Discount on Overall Tuition Fee (remaining), on making 2 or more Referrals
- Applicable only for the 2023-24 Academic year
- The referral discounts will be calculated and adjusted only in the last instalment.

2. TUITION FEE PAID IN FULL

- Tuition fee payments made for the whole academic year in full on or before 30th September 2023 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.

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.

Exam Centre For Private Candidates

- Harrow Independent College is an approved Centre for the below Exam Boards,

✓ Edexcel

✓ AQA

✓ OCR



- For information, please contact exams office at office@harrowindependentcollege.co.uk



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SECTION I: 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 accepts 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:

Instalment payment overdue by 7 or more days 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?

1. BANK TRANSFER

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

2. CREDIT OR DEBIT CARD

You can pay by major cards (e.g. VISA or MASTERCARD).

We do not accept American Express cards, however if you wish to pay through American Express, please note that there will be a handling fee of 1.85%.

3. CASH



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SECTION I: 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 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 J: What Happens Next?

Please email this completed application form to: office@harrowindependentcollege.co.uk or you can post to the below address.

Once the application is processed, we will be in touch with you.

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

OCR
Oxford Cambridge and RSA

UCAS
We are a UCAS registered centre

edexcel
Approved Centre from Pearson