



# Application Form for Admission 2018-19

Please insert a  
passport sized  
photo of yourself  
here.

(Digital or Printed)

## SECTION A: Courses Applied For

A-Level	<input type="checkbox"/>	<b>Start date:</b>  <b>01 SEP 2018</b>
GCSE	<input type="checkbox"/>	
Other (Please specify) .....		

## 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?	
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 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 Tutorial 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 Tutorial College may seek a reference from the Principal/Counsellor at my present 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 **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**

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 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 Tutorial 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.**

Student (sign) **X**\_\_\_\_\_

Name:\_\_\_\_\_

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

Name:\_\_\_\_\_

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, 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 Geography

GCSE/IGCSE French

GCSE/IGCSE German

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

GCE Advanced Level Psychology

GCE Advanced Level Politics

**[II] Fee Information:**

**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	Year12 & 13 GCE Advanced Level	
4 subjects or more	£11	£12	£1200 Package	Biology £984 Package	Mathematics £2070 Package
3 subjects	£12	£13		Chemistry £984 Package	Further Mathematics £2070 Package
2 subjects	£13	£14		Physics £2070 Package	Economics £900 Package
1 subject	£14	£15		English £1200 Package	Psychology £1350 Package

- ❖ 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 includes a number of practical sessions which will be held as part of the teaching and learning activity. Students can request for practical sessions once they are registered at Harrow Tutorial College.
- ❖ For GCSE part-time students, this fee metric is for 34 lessons starting 1<sup>st</sup> September 2018 until 12<sup>th</sup> May 2019.
- ❖ For Year 3 to Year 10 part-time students, this fee metric is for 40 lessons starting 1st September 2018 until 23<sup>th</sup> June 2019.
- ❖ Christmas Holidays: Thursday 21<sup>st</sup> December 2018 to Friday 04<sup>th</sup> January 2019
- ❖ Easter Break: Friday 19<sup>th</sup> April to 26<sup>th</sup> April 2019

## **SECTION K: Tuition Fees Payment Structure**

The tuition fee will be payable in 6 monthly installments. The final installment would be payable, at the latest, by 28th of Feb 2019.

Tuition fee payments made for the whole academic year in full on or before 30th September 2018 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 Tutorial 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 the 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.

1. 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**  
**Middlesex**  
**HA2 8DZ**  
**UNITED KINGDOM**

**SOUTH HARROW**

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 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 **X**..... Full Name: .....

Date:.....

### SECTION K: What happens NEXT?

Please post this completed application together with the application fee to

**Admissions Office  
Harrow Tutorial 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 Tutorial College



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Mr Kandiah Kandeepan BSc (Hons), MSc (Imperial College, London)  
PGCE (University of Greenwich)  
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