



HARROW INDEPENDENT COLLEGE
School of Mathematics, Science & Economics

Application Form for BTEC Higher Nationals 2019-20

SECTION A: Courses Applied For

FULL TIME PART TIME

Select a Higher National Programme

HNC in Computing (Level 4)

HND in Data Analytics (Level 5)

HND in Intelligent Systems (Level 5)

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 and address of your previous school / college / university	
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
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 of address of the person who will be paying the fees, and attach a statement from that person confirming that this is the case. If no details are mentioned in this section, the applicant turns into the person liable for the fees.

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 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.

Name of Student

Signature of Student

Name of Parent/Guardian

Signature of Parent/Guardian

Date

SECTION J: Fee Information

Higher National Certificate (HNC)

Programme	Local Students Fees per annum	International Students Fees per annum
One year regular HNC programme Standard programme	£5,950	£8,950
Two year part-time programme Programme designed to suit the needs of working candidates	£3,150	*Not Applicable

Higher National Diploma (HND)

Programme	Local Students Fees per annum	International Students Fees per annum
One year regular HND programme Standard programme	£5,950	£8,950
Two year part-time programme Programme designed to suit the needs of working candidates	£3,150	*Not Applicable

ADDITIONAL FEE

Registration fee (non-refundable)	£250
Laboratory charges for Computing	£200

* Only Full-Time (One-year regular) programmes are offered for International Students

SECTION K: Tuition Fees Payment Structure

Fees are paid annually or in monthly instalments.

Annual Fee Payment: 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, or any other additional fees.

Monthly Fee Payments: Monthly fees must be paid by bank transfer or card in 6 instalments. The first instalment should be made by bank transfer, card or cash in September and the subsequent five payments, till February, must be paid by bank transfer or card.

One full term (3 months) notice period will be required, in the event of leaving Harrow Independent College.

ADDITIONAL INFORMATION

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 students 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 all higher education students the non-refundable application fee is £250.

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 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)
Principal, Harrow Independent College
M: 0044 795 731 7668
E: kandiah@harrowindependentcollege.co.uk

OFFICE USE ONLY

Registration Number

Joining Date

Accepted Rejected On Hold

Reason: (rejected/on hold)

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Admissions Office



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School of Mathematics, Science & Economics

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United Kingdom

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