



Application Form for 11+ students 2021-22

SECTION A: 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 B: Information on your current academic situation

Name of present school	
Address of your school	
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?	

SECTION C: 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 D: 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 Tutorial 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 E: Fee Information:

11+ Course Year 4 (9-10 years)	11+ Course Year 5 (10-11 years)	11+ Creative Writing Year 5
Course Fee - £2100	Course Fee - £3800	Course Fee - £425
Registration Fee - £75	Registration Fee - £75	Registration Fee - £45
34 week course Oct-Jul	40 week course Sept-Aug	12 week course
One weekly lesson of 2 hours	Two weekly lessons, 2 hours and 1 and a ½ hour	One weekly 1 hour lesson

- ❖ Registration fee is 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 the students of any age group they are expected to continue tuition classes for the full academic year.
- ❖ Start Date: 04th September 2021
- ❖ Christmas Holidays: Monday 20th December 2021 to Friday 31st December 2021
- ❖ Easter Break: Monday 11th April to Tuesday 19th April 2022
- ❖ The college reserves the right to cancel the group lessons if the student number is not achieved. If that situation arrives the student could book one to one lessons.

Tuition Fee Payment Structure

As a fully managed all-inclusive course we do not charge on an hourly or per lesson basis. We only charge as a package and fee is to be paid on termly basis only.

Tuition fee payments made for the whole academic year in full on or before 30th September 2021 will draw a 5% discount on the amounts quoted above. Please note that this does not apply to registration fees.

4 full weeks' 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 all 11+ students, the non-refundable application fee is £75.

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 of the Parent/Guardian **X**..... Full Name:

Date:.....

SECTION F: 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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