

For office use only

Student ID number:

Course applying for:

Desired start date:
(DD/MM/YY)

Level of course: Foundation ☐

Undergraduate ☐

Postgraduate ☐

Mode of attendance: PT ☐

FT ☐

1. Applicant details (as on your passport)

Title (Mr/Mrs/Miss/Dr):

Gender: Male ☐

Female ☐

First/Given Name:

Last/Family Name:

Previous Last/Family
Name (if changed)

Date of birth:
(DD/MM/YY)

Email address:

Current address

House Name/No
Street:

City/Town:

Zip/Postcode:

Country:

Contact number:

Skype ID:

2. Immigration

Passport number:

Passport expiry date:

Nationality:

Have you previously
lived/studied in the UK?

Yes ☐

No ☐

Date of first entry in the UK:

Type of last/
current visa:

Tier 4 General ☐

Tier 4 Child ☐

Visitor Visa ☐

Other (specify)

Have you ever had a visa refusal for entry to
or leave to remain in the UK?

Yes ☐

No ☐

Do you have any outstanding applications/
appeals with the Home Office (UK Visa &
Immigration)?

Yes ☐

No ☐

3. Fee status

I have personal finance available:

Yes ☐

No ☐

My parents/guardian will fund
my studies in the UK:

Yes ☐

No ☐

I am a sponsored student:
(please provide evidence of sponsorship)

Yes ☐

No ☐

Name of Sponsor:
(Company/Government
Body/Other)

Sponsor address:

Sponsor telephone
number:

Sponsor email
address:

4. English level

Examining body (IELTS, TOFEL, Pearson etc):

Score:

Date issued:

Expiry date:

5. Welfare

Do you have any disabilities? Yes ☐

No ☐

If yes please state:

Do you have any criminal convictions? Tick as appropriate: Yes ☐

No ☐

If you have answered YES to any of the above please provide full details with your application on a separate sheet

Completion and signing of this form gives Bucks New University permission to administer first aid by trained staff first aiders if required

6. Current and previous education and qualification

Not yet completed

Course title:		Tier 4 Visa: Yes ☐ No ☐
Course level:		Institution:
Start date:		End date:
Final certificate date of issue:		Final transcript date of issue:

Completed 1

Course title:		Tier 4 Visa: Yes ☐ No ☐
Course level:		Institution:
Start date:		End date:
Final certificate date of issue:		Final transcript date of issue:

Completed 2

Course title:		Tier 4 Visa: Yes ☐ No ☐
Course level:		Institution:
Start date:		End date:
Final certificate date of issue:		Final transcript date of issue:

7. Current and previous employment

Name and address of company:	Job title and description:	Start date:	End date:

8. Personal statement/Statement of Purpose

Please complete your personal statement on a separate sheet. Your personal statement should contain approximately 500 words and include information such as:

- Why do you want to study in the UK?
- Why did you choose Bucks New University?
- Why did you choose this course and how do you think it's relevant to your career?
- What are your plans once you have completed the course?
- What do you understand about the location of Bucks New University?
- Where do you plan to live in the UK (town, area etc)?

9. How are you applying to Bucks?

Directly ☐	Agent ☐	Agent name:
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10. Declaration

- I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. Yes ☐ No ☐
- I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of my enrolment. Yes ☐ No ☐
- I give permission for Bucks New University to obtain official records from any educational institution that I have attended and authorise Bucks New University to access my financial records / statements in order to verify sufficient funds. I also authorise Bucks New University to supply any relevant official records to educational institutions to which I am seeking admission, to government bodies and to parents/sponsors if required. Yes ☐ No ☐
- I have read and understood and agree to abide by the terms and conditions. Yes ☐ No ☐
- I accept the conditions as laid out in the Bucks New University Terms and Conditions and accept liability for the payment of all tuition and accommodation fees as they become due as outlined within. I understand that living expenses in the United Kingdom may be higher than in my own country and confirm that I am able to meet those costs. Yes ☐ No ☐
- I understand that Course Fees are subject to review. Yes ☐ No ☐
- I agree that copies of my academic progress and performance reports can be supplied to parents, sponsors or education agents/ counsellors without further notification. Yes ☐ No ☐

Checklist, please tick when complete

- ☐ Completed and signed application form
- ☐ Personal statement/statement of purpose completed
- ☐ Copy of valid passport (enclosed or attached by email)
- ☐ Copy of all UK visas (if applicable) enclosed or attached by email
- ☐ Final certificate for qualifications listed (if available at time of application) enclosed or attached by email
- ☐ Transcripts for qualifications listed (if available at time of application) enclosed or attached by email
- ☐ References (if required, refer to guidance notes) completed
- ☐ Copy of IELTS certificate or equivalent (if available at time of application) enclosed or attached by email and all previous English Language qualifications
- ☐ Work experience evidence for MBA, Nursing and Social Work applicants (enclosed or attached by email)
- ☐ Copy of all CAS and visa related paperwork issued to you by UKVI or the Home Office

I confirm that, to the best of my knowledge, the information given is correct and complete. I have read the instructions, in particular those relating to this section. I understand what it says and I agree to abide by the conditions set out there, which I accept as a condition of application. I agree that Bucks New University can process my information for my application and internal research purposes.

- I am fully aware of and can meet the financial requirements set out by UKVI to achieve 10 points for my visa and can ensure I can pay tuition fees and support myself financially
- I fully understand and accept the terms and conditions linked to the Tier 4 (General) Student visa, if applicable.

Signed:

Date:

Terms and conditions

1 – Application of the Terms and Conditions

- These terms and the offer letter (together the "Terms and Conditions") set out the contractual terms which apply between the University and the Student/s in relation to all academic programmes. The term 'University' refers to Buckinghamshire New University and 'Student/s' refers to the applicant or candidate submitting the application to the University. All programmes will be referred to as 'Course' in this document.
- As such, the Student should ensure they read the Terms and Conditions very carefully before signing and submitting their application for admission to the University.

2 – Application and Confirmation of Acceptance

- To apply for a place on a Course, International (Tier 4 and Non-EEA) Students should complete their application and submit it to the University's International Office Team, internationaloffice@bucks.ac.uk
- The University reserves the right to refer to sources such as the Register of Sponsors (Tier 4), National Academic Recognition Information Centre UK (UK NARIC), Accreditation Service for Schools, Colleges and Universities (ASIC), Association of Colleges (AOC), British Council and The Independent Schools Council to determine whether or not a previous institution is recognised.
- The University may accept or reject applications at its absolute discretion. If the University accepts the application we will issue a written offer of a place on a Course to the Student (the "Offer Letter").
- The Student must have a valid visa that allows them to study in the UK and their visa must be valid for at least 30 calendar days from when they submit a complete application to the University. At this stage the Student has to show evidence that they have sufficient funds to be eligible to apply for a visa.
- Individuals already living, studying or working in the UK must be able to submit details of a UK bank account in their name, when applying to extend or switch their visa. The University reserves the right to withdraw offers from Students who fail to do this.
- Please note that, in accordance with Home Office UK Visas and Immigration (UKVI) Guidance, it is now incumbent upon the Student to demonstrate that their intention and motivation to study in the UK is genuine. Please see Home Office 'Relevant Immigration Rules': Genuine Student Rule (GSR) STY01 (245ZV(ca) and (k) and 320 (7A) and (7D) updated August 2014). <https://www.gov.uk/government/publications/tier-4-interviews-and-genuine-student-rule-gsr-sty02/tier-4-interviews-and-genuine-student-rule-gsr-sty02>
- In order to accept the offer the Student must:
 - a) Complete and return the acceptance form to confirm acceptance of the place as indicated in the Offer Letter. This should be sent directly to internationaloffice@bucks.ac.uk
 - b) Pay the minimum deposit as stipulated in the Offer Letter, which will be used towards the tuition fees due for the course. The amount of the deposit required will be shown in the Offer Letter.
- After completion of items a and b above the contract between the Student and the University is formalised. However, if the offer is 'conditional', the contract shall not come into force unless and until the Student meets all conditions in the Offer Letter and completes the steps listed in the paragraph above.

3 – Tuition and Accommodation Fees

- The balance of the tuition fees payable for the Course must be paid to the University on or before the dates stated in the Offer Letter.
- Tuition fees and any other fees must be paid in full in pounds sterling by bank transfer, credit card or debit card. The Student must contact their banks and credit card company to confirm possible charges.
- If bank or credit card charges are incurred by the University on such payments, where these charges have been incurred through no fault of the University, these will be re-invoiced to the Student's account so that the University receives the payment in full.
- Deposits are non-refundable unless the Student is unable to meet visa entry requirements (in which case the Student will be required to provide an official visa refusal letter to the University). An administration fee as advised in the Offer Letter will be charged by the University.
- All fees are subject to change in exceptional circumstances at any time. If payments become overdue the University reserves the right to suspend or cancel tuition, which does not void the Student's debt.
- The University reserve the right to withhold any academic results or certificates if fees are still owed

by the Student at the end of the Course.

4 – Other Fees

- Students must take into consideration and budget for any other fees and expenditure such as text books, living expenses and other materials required to complete the Course as may be required. For more information on estimated living expenses please go to <http://international.studentcalculator.org/>

5 – Confirmation of Acceptance for Studies (CAS)

- The University will assign a CAS no more than 3 months before the Student's Course start date provided that:
 - a) The Student's offer is unconditional
 - b) The Student has paid their deposit and/or fees as set out in the Offer Letter
 - c) The Student can provide bank statements or confirmation of financial sponsorship as evidence that they are ready to apply for a visa
 - d) The Student successfully completes the University's International Admissions Interview
- The University will issue no more than one CAS per student in the event of deferrals and/or visa refusal.
- Should a second CAS be required in the case of a deferral there will be a nominal charge for this. This charge will be detailed on the University website. The issue of a second CAS is at the University's full discretion.

6 – Cancellations or Deferral

- Students are allowed to defer a Course start date twice before a CAS is assigned. In all cases listed below the Student's application will be reassessed by the International Office Team. If the Student still meets all entry requirements a CAS will be assigned.
- In such cases, the Student's accommodation will need to be re-booked by contacting the Accommodation Services team; and is subject to availability.
- Visa delays: Students may be entitled to cancel or defer a Course due to non-receipt of a visa providing that the Student advises the University that they have not yet received the relevant visa from the Embassy as early as possible.
- Conditions of offer not met: The University's offer to the Student is conditional upon them meeting the requirements set out in the Offer Letter. The University reserves the right to withdraw its offer to the Student if any requirement is not met.
- External events: an external event includes (without limitation) serious illness or injury of the Student or of a close member of the Student's family. The Student must ensure that any request to defer is accompanied by a full explanation of the reasons for the request, is presented in writing and reaches the International Office in the UK. The request should also include details of the Student's preferred new start date for the Course.
- All deferrals are subject to the availability of the requested chosen new Course start date at the time the University receives the Student's request to defer.

7 – Visa Granted/Refusal/Delays

- The Student must inform the International Office in writing as soon as they are made aware of the outcome of their visa application. The Student must also provide copies of their visas or/and letters from the Home Office that they may have received.

8 – Withdrawal

- If a Student wishes to withdraw from their Course they must notify the University in writing.
- a) If a Student withdraws after the CAS has been used and a visa granted but before enrolling on the Course, they lose 100% of the deposit described in the Offer Letter.
- b) If a Student withdraws after enrolling, they will lose either 100% of their deposit or the pro-rata fees, whichever is highest.
- In exceptional circumstances and at the International Directors discretion additional refund may be granted on a case by case basis.
- For more information about this please contact the International Office Team to request a copy of the University's Refund Policy.

9 – Behaviour and welfare

- By signing the application form, the Student consents to the University requesting and receiving any relevant information from any partner organization, institutions, service or centre concerning the Student's behaviour and welfare.

- The Student also agrees to abide by and adhere to all UK laws and regulations and the University is obliged to report Students who break the law to the Home Office (UK Visa and Immigration). In these cases the University also reserves the right to suspend or cancel tuition.
- In the case of welfare and/or pastoral problems or concerns, the Student should in the first instance contact the Student Centre and/or to the International Office

10 – Academic Criteria and Attendance

- Students are accepted onto the Course on the strict understanding that progression through the Course and successful completion of the Course are conditional upon satisfactory attendance and successful attainment of specified progression grades.
- By signing the application form, the Student accepts that if they fail to attend classes without a valid reason, or without the permission of the Course Leader, this will be treated as unauthorized absence and the student may be withdrawn from the Course.
- During the Course Induction all Students will be made aware of the criteria for successful completion of the Course. The assessment of student performance may take into consideration coursework, internal centre examination results, and attendance, participation in class and activities and timely submission of assignments.
- Students who do not meet the attainment criteria for successful completion will not be allowed to proceed with their intended study plan. In such cases, the Student will be offered advice on suitable alternative study options or they may be withdrawn from the course.
- The Student acknowledges that it is a requirement for all Tier 4 sponsors to monitor and report the attendance and absence of all their Tier 4 Students. It is a condition of enrolment that the Student agrees to attend all classes, tutorials, lectures and/or meetings or other scheduled contacts
- Classes will normally be held Monday to Friday between the hours of 08:00 and 18:30 but the University reserves the right to hold classes outside of these times.

11 – English Language Admissions Criteria

- Offers are made to Students onto both English language and academic Courses on the basis of the certification provided by the Student that they meet the admissions criteria. If, however, the results from the tests and assessment procedures on arrival provide clear evidence that a Student's actual level of English language proficiency is significantly lower than claimed and lower than that required for their designated Course or for visa entry purposes, then the Student will be formally advised of the results and of their options.
- In these cases, Students will not be allowed to proceed with their original Course and will be advised as to possible alternatives. Such alternatives may include:
 - a) An alternative study plan, which may involve additional time and expenditure with regard to tuition and accommodation fees; or
 - b) If the English Language level is below the level for visa entry purposes the University will not enrol the Student and they may have to return home.

12 – University progression

- Students who successfully complete the International Foundation Programme and who meet the individual entry requirements set by the University for their chosen degree will be permitted to progress onto their Course provided they have received a conditional offer and met the terms of that offer and any other University entry requirements.
- Progression from one level to the next on a one of the University's Undergraduate degrees is also dependent upon satisfactory attendance and the performance of the Student in examinations and other assessments.

13 – Arrival and Enrolment

- Tier 4 Students must enrol on the date specified in their Offer Letter and in case of delays the International Office may allow the Student to enrol within 10 days from their Course start date to comply with Student Visa Regulations. The University will refuse admission to anybody who arrives later than the agreed date and will inform the Home Office (UK Visa & Immigration) of students on a Tier 4 Visa who fail to enrol on their Course.
- The Student must bring their passport, visa and all original documents listed on their CAS to enrolment. The University reserves the right to withdraw offers if Students are not able to produce the documents within 10 working days of their enrolment date

14 – Accommodation: University Halls of Residence

- Details of University Accommodation can be found on the University website at www.bucks.ac.uk/accommodation
- Students who would like to stay at the University's Hall of Residence should contact the Accommodation Services team at Accommodation@bucks.ac.uk .
- When an offer is made the Student will receive information about accommodation options and be invited to select their preferred accommodation.
- Accommodation is allocated upon receipt of the signed copy of the Student's Acceptance Form and payment of the appropriate accommodation deposit (as evidenced by the Student's invoice).

15 – Accommodation: Private

- Students have the option of applying for a place in privately owned or managed accommodation instead of the University Halls of Residence. Full details are available on our website at www.bucks.ac.uk/accommodation

16 – Accommodation Changes or Cancellation

- Halls of Residence – In all cases, Students who wish to cancel their accommodation booking will receive a refund in accordance with the Hall's Licence.
- Students are bound by the terms and conditions of their accommodation contract upon the signing of the accommodation contract or once the Student arrives and moves into the Halls of Residence, whichever is earlier.
- Full accommodation charges will apply during any notice period as outlined in the accommodation contract.

17 – Holidays

- No regular classes will take place at the University on recognised UK public holidays.
- No refunds will be made for classes not taking place on these dates.
- On occasion examinations may be held on these dates. Term dates relevant to individual Courses are published on the Students' portal on the University's website and no classes will take place outside these dates.

18 – Travel to Buckinghamshire New University

- The University expects Students to assist the University with its Green Travel Plan, as may be reasonably required.
- Students may not bring cars onto campus unless otherwise agreed in advance by the University. Please contact The University for further details of our Green Travel Plan.

19 – Medical Treatment and Accident Insurance

- Acceptance by the Student (or by his/her parent or legal guardian if the Student is under 18), of a place to study at the University indicates that the Student (or parent/legal guardian if the Student is under 18):

- a) gives permission for the administration of first aid and appropriate non-prescription medication to the Student if required; and
- b) if the Student is under 18, for the University to recommend that the Student seeks medical, dental or optical treatment when required.

- All Students must maintain a valid and comprehensive medical and accident insurance policy for the duration of their stay.

20 – Student information

- The Student agrees that copies of their regular reports on their academic progress and performance can be supplied to parents, sponsors or applicable government bodies without notification. Consent is hereby given by the Student to the above until formally withdrawn in writing.
- Should information or data relating to academic progress of individual students be required by certain Education Agents this will be agreed between the University and the Student separately. The student must inform the University how they wish to proceed in writing.
- Students agree that if the University has serious concerns about their welfare, the University can contact their parents or family members without notification. Consent is hereby given by the Student to the above until formally withdrawn in writing.
- Students and, if the Student is under 18, the Student's parents/ guardians/sponsors hereby consent that the Student's records and achievements, images and sound may be used for promotional purposes. Such consent to remain in force until formally withdrawn in writing.
- The University is obliged to report visa status, attendance records and UK contact details to relevant UK government bodies and will do so in accordance with its legal obligations under relevant legislation (including under the Data Protection Act 1998).
- The University may disclose information about the Student for the purposes of (without limitation):
 - a) the administration of justice;
 - b) the exercise of any functions of either House of Parliament;
 - c) the exercise of any functions conferred on any person by or under any enactment;
 - d) the exercise of any functions of the Crown, a Minister of the Crown or a government department; and/or
 - e) the exercise of any other functions of a public nature exercised in the public interest by any person i.e. necessary for legitimate purposes and justified by the Data Protection Act.
- The University will process personal information provided to it by Students in accordance with the Data Protection Act 1998 and any other applicable data protection legislation.
- The University will only use the personal information provided to it by Students in order to provide and administer the course. Please note that personal data may be shared between the University and our partner institutions as necessary in order to provide and administer the course. The Student acknowledges and agrees that by providing their personal details, the University may also pass their personal data to external agencies or other selected third parties for the purposes of seeking participation in student surveys, undertaking academic audits or ensuring compliance with the University's regulatory responsibilities. For further information about how the University uses personal data relating to students please refer to item 24.

21 – Under 18

- Students under 18 are not allowed to live in university accommodation and cannot enter the bar areas of the Student Union. There may be parts of the course or Student Union activities, which they cannot be involved in. For more information please see our website to download a copy of the University's Under 18 Policy http://bucks.ac.uk/content/documents/Formal_Documents/Equality_and_Diversity/safeguarding-under-18s-and-adults-at-risk-policy-and-procedure
- This document will also be provided by the University at application stage. The University will refuse to assign a CAS until these signed and dated letters have been received.

22 – Liability

- Any reference in these terms to liability of Students shall also infer liability on the parents or guardian of the student and such liability is joint and several.

23 – Changes to Terms & Conditions

- The University reserves the right to vary these Terms and Conditions without the consent of the Student at any time prior to entering into a contract with the Student. In such circumstances, the University will provide a revised set of Terms and Conditions.

24 – Data Protection

- The information which you give on your form will be used for the following purposes:
 - a) to determine your eligibility for entry to the University and/or its branches or partner institutions
 - b) to enable the University and/or its partner institutions to compile statistical reports.
 - c) to enable the University and/or its partner institutions to initiate your student record.
 - d) to share information with government departments including, but not limited to, the Home Office, UK Visa & Immigration, UK Embassies, local authorities and other bodies in connection with visa applications, fraud prevention, and to enable them to carry out their statutory functions.
- The University's branches and partner institutions consist of the High Wycombe and Uxbridge Campuses as well as courses delivered at/by UCFB & The London Print Studios.

25 – Equal Opportunities

- The University operates an equal opportunities admissions policy. It aims to ensure that no Student will receive less favourable treatment on the grounds of age, gender, marital status, nationality, ethnic origin, sexual orientation, or political or religious belief.
- The University welcomes applications from Students with disabilities

26 – Agreement

- These Terms and Conditions and the Offer Letter constitute the entire agreement between the University and the Student for the provision of academic Courses and any other Course offered by the University.
- These Terms and Conditions supersede any promises, representations, warranties whether written or oral made by or on behalf of one party to the other.

27 – Severance

- If any court or competent authority finds that any provision of these Terms and Conditions (or part of any provision) are invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of these Terms and Conditions shall not be affected.

28 – Governing Law and Jurisdiction

- The formation, existence, construction, performance, validity and any dispute (including non-contractual disputes) arising out of or in connection with the subject matter or formation of these Terms and Conditions shall be governed by and construed in accordance with English law.
- The English Courts will have exclusive jurisdiction to settle any disputes (including any non-contractual disputes), which may arise out of or in connection with these Terms and Conditions. The Student and the University agree to submit to the exclusive jurisdiction of the English Courts.

For more information or to submit an application please contact:

International Office

Bucks New University, Queen Alexandra Road, High Wycombe
Buckinghamshire, HP11 2JZ

Telephone: +44 1494 605259

Email: internationaloffice@bucks.ac.uk

bucks.ac.uk/international