

Registration Form

Please complete all sections of this form in **BLOCK CAPITALS**, using blue or black ink.

Course name: _____

Title: Mr / Mrs / Ms / Miss

Gender: Male / Female (Please tick as appropriate)

First name(s): _____

Surname: _____

Date of Birth: _____ **Nationality:** _____

Address: _____

_____ **Post code:** _____

First language: _____ **ID type:** _____

ID number: _____ **ID expiry date:** _____

Tel No: _____ **E-mail:** _____

Do you have any disability? Yes or No

If yes and you may require special facilities or support please give us details

Dyslexia ☐ Hearing Impairment ☐ Visual Impairment ☐ Physical Disability ☐ other ☐

Please give relevant details _____.

Where did you hear about us?

Friend ☐ Newspaper/ Leaflet ☐ Internet ☐ Current or former student ☐

Other (Please state) _____

Next of Kin: (This Section Must be completed by all applicants)

Name: _____ **Relationship:** _____

Address: _____

Telephone: _____ **Email:** _____

Checklist: You must attach the following for your application to be processed:

1. A copy of passport –visa page or driving license
2. Proof of Address (one of these) – gas, electric, water, council, bank, driving license, telephone, etc.
3. One passport size pictures

Terms and Conditions of Admission

- No student will be admitted to any Programme unless the principal is satisfied that the student's previous education will enable him/her to benefit from the proposed programme.
- No allowance in respect of Fees can be made for students starting late or leaving early in any term once they have registered with the College; if the student is asked to leave the College by the Principal for disciplinary reason, any Fees due will remain payable, and prepaid Fees will not be refunded.
- In case of refunds, we will deduct bank charges and refund the remaining amount.
- The College reserves the right, at any time to make whatever changes may be deemed necessary in admission requirements, fees, charges, tuition, policies, regulations and academic programmes prior to the start of any programme.
- The College does not accept any responsibility for students' personal possessions while they may be on any premises belonging to the College.
- The College will not be held liable for any property or money lost on the College premises. Students using the College's address to receive mail do so at their own risk. The College accepts no responsibility for any loss of mail belonging to students.
- The College reserves the right to alter timetables during an academic year at any time in writing for any reason.
- The College also reserves the right to increase the level of Fees payable for any term in the academic year, provided that the increase in Fees is notified in writing by the College to the parties responsible for the payment of Fees at least one month prior to the last day of the term immediately preceding the term for which the increase is to be charged.
- If the application form is signed on behalf of the student by his/her sponsor/guardian/representative, these conditions will still apply.
- Students who change address must notify the college in writing immediately. If the student fails to do so, he or she will be responsible for any lost correspondence.
- Important notices to students are displayed on the college's main Notice Board and it is the student's responsibility to ensure that such notices are read.
- Students unable to join their course by the scheduled date must inform the College in writing at least two weeks prior to the starting date of their course.
- RCL is not liable should the law change and the certificate received is no longer valid.
- The course fee does not include the cost of textbooks, notes, or past examination papers and answers. These resources can be bought at an affordable price from the examination authorities or educational bookshops.

Signature of Applicant: _____

Date: _____