

**Student information**

**Family Name** \_\_\_\_\_  
**Other Names** \_\_\_\_\_  
**Passport Number** \_\_\_\_\_  
**Issue Date (dd/mm/yyyy)** \_\_\_\_\_  
**Expire Date (dd/mm/yyyy)** \_\_\_\_\_  
**Place of Issue** \_\_\_\_\_

**First Name** \_\_\_\_\_  
**Nationality** \_\_\_\_\_  
**Date of Birth (dd/mm/yyyy)** \_\_\_\_\_  
**Place of Birth** \_\_\_\_\_  
**Country of Birth** \_\_\_\_\_

**UK Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel No \_\_\_\_\_  
 Fax No \_\_\_\_\_  
 Mobile No \_\_\_\_\_  
 Email \_\_\_\_\_

**Address in your country** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel No \_\_\_\_\_  
 Fax No \_\_\_\_\_  
 Email \_\_\_\_\_

**Emergency Contact**

**Name** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

**How did you hear about Malvern House?**

Friend – name? \_\_\_\_\_  Advert – where? \_\_\_\_\_  Magazine – which? \_\_\_\_\_  
 Walking past the college?  Agent – which? \_\_\_\_\_  Leaflet  Internet – which site? \_\_\_\_\_

**English Level** Please send a certified copy of your certificate

**Current English Level** (Enter score or grade)

**TOEFL:** \_\_\_\_\_ **IELTS:** \_\_\_\_\_ **FCE:** \_\_\_\_\_ **CAE:** \_\_\_\_\_ **CPE:** \_\_\_\_\_ **Other:** \_\_\_\_\_

If you do not have an English language Certificate please contact us as it may be possible to do an entry test instead.

**Do you want to study English language before your course?**  Yes  No

**How long for?**  1 month  3 months  6 months  Other \_\_\_\_\_

**Course Booking**

**Courses: Please tick the course(s) you are applying for**

- Malvern House Business Certificate
- ABE Business Management Diploma
- ABE Travel, Tourism and Hospitality Diploma
- ABE Business Management Advanced Diploma
  - 12 months  6 months (Fast Track)
- ABE Travel, Tourism and Hospitality Advanced Diploma
  - 12 months  6 months (Fast Track)
- University Foundation Programme
  - 9 months  6 months
- Pre-Masters Programme
  - 6 months  3 months

- Business Degree Pathway (2 years) + final year\*
- Business Degree Pathway (Fast Track: 1.5 years) + final year\*
- Tourism Degree Pathway (2 years) + final year\*
- Tourism Degree Pathway (Fast Track: 1.5 years) + final year\*

**Please also choose your 1st choice of university for 3rd year:\*\***

- Coventry  London Metropolitan  Middlesex  Salford

\* Please note that we may request you do Malvern House Business Certificate prior to starting this course. Please check entry requirements and start dates carefully.

\*\* Continuation to 3rd year is dependent on successful completion of ABE Advanced Diploma.

**Course Start date** DD / MM / YYYY \_\_\_\_\_

**NB:** Please check brochure for start dates or contact us.

# Malvern House College London Application Form

## Homestay booking Arrival dates for accommodation must be Saturday or Sunday

**Do you want accommodation?** Please tick

- Yes  No

**Meal Plan** Please tick

- Self-catering  Bed & Breakfast  Half-board

**Room options** Please tick ( \*shared rooms are only for people travelling together)

- Single room  Twin room\*  Triple room\*

**Do you have any special requests?** \_\_\_\_\_

**Do you have a strong dislike/allergy?** \_\_\_\_\_

**Arrival date** \_\_\_\_\_ **Leaving date** \_\_\_\_\_ **Number of weeks** \_\_\_\_\_

**Refusal Cover** Please tick

- Yes  No

**Airport transfer** Please tick

- Yes  No

Heathrow

Other airport (which one?) \_\_\_\_\_

## Previous Education Most recent first

**Ensure official transcripts, latest available results or forecasts, are attached, in English**

Name of College	Qualification	From	To	Grade

## Pending Results

Name of College	Course/Exam	Date of Exam	Expected Result Date

## Work Experience Most recent first

Name of Company	From	To	Your Position

**Personal Statement**

**In your personal statement, please write around 250 words explaining:**

- A) Why you wish to study in London at Malvern House College
- B) Your career ambitions
- C) How you think our course will benefit you

# Malvern House College London Application Form

## How to Apply

**1.** Please fill in the enrolment form including as much detail as you can.

**2.** Please fax, email or post the application form to us. Please see below for details.

In order to get the school confirmation letter which enables you to get a student visa, you also have to make a payment.

### 3. Payment options:

Please make payments in GBP only.

- Send a cheque payable to  
Malvern House International  
1–17 Shaftesbury Avenue  
London W1D 7EA  
United Kingdom

(if international cheque, add £25 for bank charges)

- Send a bank transfer order to

**Malvern House International**

**Barclays Business Centre**

**8/9 Hanover Square**

**London W1A 4ZW**

**United Kingdom**

**Sort code: 20-36-47**

**Account Number: 70104426**

**Trans code: 78**

**Swift code: BARCGB 22**

**IBAN: GB 77 BARC 20364770104426**

- Send your credit card details, including card number and expiry date. Unfortunately we cannot accept American Express or Diners Club credit cards.

- 4.** The school enrolment letter will be sent to you

by fax and post. If you pay by cheque or bank transfer the letter will be issued once the payment arrives in our bank account. Please confirm that you have received your visa as soon as possible. If you have booked accommodation with us please confirm your visa at least 2 weeks before your arrival.

### Please send your complete application to:

The Bloomsbury Centre  
46/47 Bloomsbury Square, WC1A 2RA, London

Tel: +44 (0) 20 78 41 11 90

Fax: +44 (0) 20 78 41 11 99

email: [courses@malvernhouse.com](mailto:courses@malvernhouse.com)

## Key Terms & Conditions

### Age

The minimum age for Malvern House London is 16.

### Your Holidays in the UK

In addition to your programme of study you are entitled to holidays. These holidays are fixed dates and will be given to you on arrival, unless requested in advance. You will be unable to take holiday outside of these periods unless prior permission is granted.

### UK Public holidays

There will be no classes during Public or Bank holidays. Classes missed for Public Holidays will not be made up a later date.

### Attendance in class

Every student is expected to go to class every day unless they have booked a holiday or are sick (doctor's certificate required). Student with unsatisfactory attendance will need to meet with the Course Director, and continued non-attendance may result in suspension.

### Cancelling a Course

If you need to cancel your course because your visa has been refused, you can get a full refund of tuition fees if you have bought Visa Insurance, or a refund minus £150 for administration charges if you do not have a Refusal Cover.

If you need to cancel your courses for reasons other than visa refusal, please be aware that charges will apply. Please see the full terms and conditions. If you cancel your courses less than one week before the start of your courses you will not be entitled to any refund.

### Accommodation

Accommodation must be booked Sunday to Sunday. If this is not possible, please contact us for advice. Please read our Accommodation Guidelines (available on our website) before booking accommodation.

Please note that visa insurance does not apply to accommodation if you are given a refusal on entry to the UK. Charges will be incurred. Please contact us for more information.

### Class Level

All of these courses have a minimum English language requirement and if we believe that you are unable to follow the class because of your language ability, we reserve the right to remove you from your course. Additional English tuition will be charged for.

### Full Terms and Conditions

Please read our full terms and conditions carefully before booking. They can be found at [www.malvernhouse.com/mhterms](http://www.malvernhouse.com/mhterms)  
All classes are offered subject to availability.

I confirm that I have read a copy of the Terms and Conditions. I agree to abide by these Malvern House rules. (Tick the box)

Name and/or Signature