

(1) Personal

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other	
Family name:	First name(s):
Previous family name: (if applicable)	
Date of birth: / / (dd/mm/yy)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Student address:	
Postcode:	Country:
Country of birth:	
Home telephone:	Mobile telephone:
Email:	
Country of passport held:	Passport number:

(2) Programme selection

<input type="checkbox"/> International Foundation programme	<input type="checkbox"/> 1st Year Degree (equivalent)
Leading to:	Leading to:
<input type="checkbox"/> Business and Enterprise <input type="checkbox"/> Marketing <input type="checkbox"/> Law <input type="checkbox"/> Life Sciences <input type="checkbox"/> Sciences <input type="checkbox"/> Science and Engineering	<input type="checkbox"/> Business <input type="checkbox"/> Marketing <input type="checkbox"/> Tourism and Hospitality <input type="checkbox"/> Maritime Business and Logistics <input type="checkbox"/> Economics <input type="checkbox"/> Accounting and Finance <input type="checkbox"/> Biological Sciences <input type="checkbox"/> Biomedical Sciences <input type="checkbox"/> Marine Biology <input type="checkbox"/> Ocean Science <input type="checkbox"/> Electronic and Electrical Engineering <input type="checkbox"/> Robotics <input type="checkbox"/> Civil, Structural and Coastal Engineering <input type="checkbox"/> Mechanical, Marine and Materials Engineering <input type="checkbox"/> Computing

Year of entry:	Month of entry: <input type="checkbox"/> October <input type="checkbox"/> February <input type="checkbox"/> May
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Your chosen Degree Course at University of Plymouth after PDIC:

(3) Education details

Secondary education – highest level achieved

Name of qualification (eg. 'A' Levels, Year 12):
School attended:
Country/State:
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No

(4) English proficiency

Please provide details of your English language qualification.

IELTS (Score):
TOEFL (Score):
Other (HKCEE, O-levels, Cambridge):

Full academic transcripts/certificates and proof of English proficiency are important to assess your eligibility for our programmes. If these documents are not submitted with this form, we will not be able to process your application.

(5) Declaration of Criminal Record

In accordance with UK law, you are required to state if you have any criminal convictions.

Please indicate if you have any criminal convictions.

Yes No

(excluding spent convictions and minor motoring offenses for which the penalty was a fine and/or up to 3 penalty points)

If you tick yes, you may be required to provide details.

(6) Disabilities/Special Needs

Please indicate below whether or not you will need any additional support or facilities. This information will be passed on to our Academic Board, who will liaise with you and the academics in the department who will support you through the admissions process and determine whether we can meet your study needs.

<input type="checkbox"/> No known disability
<input type="checkbox"/> I have a specific learning/physical disability
* Please give further details below and if necessary attach further information to this form

(7) Have you ever studied previously in the UK?

<input type="checkbox"/> Yes <input type="checkbox"/> No	
From: / / (dd/mm/yy)	To: / / (dd/mm/yy)
Name of School/University:	

(8) Other information

How did you hear about PDIC? You may tick more than one box.

<input type="checkbox"/> Exhibition/Seminar
<input type="checkbox"/> Internet
<input type="checkbox"/> Newspaper/Magazine advertisement
<input type="checkbox"/> British Council
<input type="checkbox"/> Recommended by an PDIC representative (agent)
<input type="checkbox"/> Recommended by a friend or relative. Is your friend/relative an PDIC student? <input type="checkbox"/> Yes <input type="checkbox"/> No

(9) Application Checklist and Declaration

We require the following section to be completed in order to process your application.

Check that you have:

- Completed all sections of the application form
- Read and understood the Conditions of Enrolment including the Fee and Refund Policy within the brochure or on the website

Check that you have attached:

- Certified copies of you academic transcripts
- Evidence of your English language ability if applicable
- A copy of your passport and/or visa

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to obtain official records from any educational institution attended by me. I also authorise PDIC to supply any relevant official records to educational institutions to which I am seeking admission, to government bodies and to parents/sponsors if required. I understand that fees may increase annually; I accept the conditions as laid out in the Payment and Conditions of Enrolment section of the PDIC Prospectus and accept liability for the payment of all fees 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 the costs.

Signed:

Date: / / (dd/mm/yy)

Office use only

Representative Stamp:

Offer Details - Admission Office

Sending your application to PDIC

Admission Manager
Plymouth Devon International College
15 Portland Villas, Drake Circus
Plymouth PL4 8AA
United Kingdom

Email admission@pdic-uk.co.uk
Telephone +44 (0) 1752 411 114
Fax +44 (0) 1752 411 115
Apply online www.plymouth.ac.uk/pdic

Payment and conditions of enrolment

Payment of Fees

Payment of the amount due should be made in pounds sterling to PDIC by UK bank cheque or international bank draft. Payment may also be made by direct debit or telegraphic transfer. If you do pay by direct debit or telegraphic transfer you must state your name and/or PDIC student ID number as reference for payment and provide PDIC with proof of payment.

The PDIC bank details are as follows:

Account Name . . . Plymouth Devon International College Limited
Branch London
CCY GBP
Account Number 12221128
IBAN GB28CITI18500812221128
Sort Code 18-50-08
SWIFT CITIGB2L (Citibank London)

Fees

1. All fees, charges and accounts will be payable in advance as determined by PDIC. Students will not be permitted to commence or continue their programme at the beginning of any semester until all outstanding fees, charges or accounts are paid.
2. Any payments not made by the due date will incur a late payment penalty of £200 and will accrue a further penalty of £50 per week until the full amount owing has been paid.
3. Fees are correct as at the time of printing. PDIC reserves the right to vary its fees at any time.
4. Where a student studies less than or more than a full semester load, the student will pay the current per module fee for each module undertaken. The minimum load in any semester will be 75% of a full-time load unless otherwise approved by PDIC.
5. Should it be necessary for a student to repeat a module, the full amount for that module will be charged.
6. Please note academic programmes are subject to approval.

Conditions

1. The student is expected to attend all classes and undertake all tests and examinations during a programme and abide by all rules and regulations of the College that are in force at any time, see College Policies and Regulations.
2. PDIC may, by written notice, vary conditions of enrolment as necessary to comply with any law, regulation or amendment thereof, of the Government of Great Britain.
3. The Contract between the Applicant and PDIC is governed by the laws of Great Britain.
4. In the event of circumstances requiring urgent medical care where it is not possible to contact the parent/guardian, PDIC is authorised, as a matter of urgency, to seek and provide appropriate medical care.
5. International students must meet the minimum English language proficiency requirement for entry into the course. English proficiency will be tested; if the test reveals that the English language skills are insufficient, the student will be required to include a bridging English module in the first semester of study (free of charge) or enrol

in either a mixed programme or an intensive English course prior to the commencement of studies at the discretion of PDIC.

Attendance regulations

The British system of Higher Education recognises that the ultimate responsibility for a student's educational achievement lies with the student themselves. Moreover, as the vast majority of students in British Higher Education are over 18 years of age, they are recognised as adults and a considerable amount of freedom is extended to them so that they can regulate their own studies.

While PDIC (also known as the College) fully endorses the idea that students must take responsibility for their own learning, the College does have a minimum 85% Attendance Policy which aims to limit the number of those individuals who fall unnecessarily into bad habits of non-attendance or poor attendance and ensures that good study routines are established. This policy stipulates that successful progression is based on students maintaining an 85% attendance in all classes, and as such the policy is monitored closely. Students who do not comply will find that they will jeopardise their ability to pass module/s or their programme. PDIC reserves the right to terminate the candidature to an award of any student who has a poor attendance record.

PDIC recognises that there is a direct link between poor attendance and poor academic performance by individuals. The College also holds the view that students who fail to attend classes are letting themselves and their sponsors down. Similarly, because education is a social experience, they are letting their classmates down.

All students will be apprised of the Attendance Policy on arrival and will be required to sign off that they have read and understood its implications.

Refund policy

Candidature

1. For the purposes of the Refund Policy a course is defined as one (1) semester of study in any programme of PDIC.
2. If an applicant accepts a place offered by PDIC and pays the tuition fees, it means a binding contract is created between the student and PDIC.
3. Notification of cancellation/withdrawal from modules, withdrawal/deferral from a programme of study must be made in writing to the College Director/Principal of PDIC, see Deferment of Admission and Deferral from Studies in this document.
4. In the case of cancellation/withdrawal, the cancellation charge will be calculated as:
 1. Full refund of deposit (minus any bank charges incurred) if visa application is refused.
 2. 50% refund of deposit paid if cancellation is made eight (8) weeks or more before the start date and no visa application has been made.
 3. No refund of deposit if cancellation is made less than eight (8) weeks prior to programme commencement or if no cancellation is made and the student fails to enrol by the stipulated deadline.
 4. No refund of deposit once visa is issued.

5. Students who have their candidature to an award terminated by PDIC will not be entitled to any refund of fees paid, inclusive of any accommodation deposits, fees, levies or charges. Any fee refunds will be at the discretion of PDIC.
6. PDIC reserves the right not to offer a programme/module previously made available at its own discretion. Where a student is unable to enrol in a similar programme/module at PDIC and the enrolment is cancelled then the appropriate fees for that programme/module will be refunded.

All applicants will be provided with an Acceptance of Offer of Admission Form, see www.plymouth.ac.uk/pdic on payment of tuition fees and will be required to fill this in and forward to the PDIC Admission Department.

Deferment of admission

If a student wishes to defer their admission to the College until a later semester, they must apply in writing to the College Director/Principal of PDIC - see the Deferment of Admission Form on www.plymouth.ac.uk/pdic or contact admission@pdic-uk.co.uk. Deferral will only be granted for one (1) semester unless determined otherwise by the College. If deferment is approved there is a charge of £250 at which time PDIC will hold all fees already paid (at least one (1) semester's fees must have been paid) until commencement of the required programme actually occurs. In the event the student subsequently cancels the deferment and withdraws instead, the date on which PDIC received written notification of the deferment will be considered the date of withdrawal for purposes of the College's Refund Policy. Failure to enrol within one (1) semester of the original application will result in the forfeit of all prior monies paid to PDIC.

Deferment from studies (leave of absence)

If a student wishes to take a leave of absence from their programme they may apply in writing to the College Director/Principal of PDIC no later than two (2) weeks prior to the commencement of the following semester, see the Deferment/Withdrawal from Studies form, www.plymouth.ac.uk/pdic or contact admission@pdic-uk.co.uk. Students may be granted a leave of absence on certain grounds after the commencement of their second (2nd) semester. Students wishing to apply for a leave of absence after this time must seek an appointment with the College Director/Principal of PDIC. If granted, their place may be held but all tuition fees applicable to that semester will be forfeit.

A leave of absence will only be granted for one (1) semester unless determined otherwise by the College. If the absence/deferment is approved, PDIC will hold all fees already paid (at least one (1) semester's tuition fees must have been paid) until re-commencement of the required programme actually occurs. In the event the student subsequently cancels the deferment and withdraws instead, the date on which PDIC received written notification of the leave of absence/deferment will be considered the date of withdrawal for purposes of the College's Refund Policy. Failure to enrol within one (1) semester of the original application will result in the forfeit of all prior monies paid to PDIC.