

Student Application Form

Please complete this form with black or blue ink. **USE CAPITAL LETTERS.** An alternative electronic on-line application is available at <http://www.iaa.ac/applyonline.php>

Admissions Department
Royal Arsenal Gatehouse
Beresford Square
Woolwich
London
SE18 6AR
United Kingdom

Attach one
photograph
here



SECTION 1: PERSONAL DETAILS

Title		Surname / Family Name			
First /Given Name(s)				Marital Status	
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Date of Birth
Are you currently in the UK?	<input type="checkbox"/>	If yes, when did you first enter the UK?			
Permanent Address:			Current Postal Address:		
Postcode			Postcode		
Dates resident at this address			Dates resident at this address		
Telephone Number			Mobile Number		
Fax Number			E-mail		
Nationality			Passport No:		
Passport Validity	Date of Issue:	/ /	Date of Expiry:	/ /	Do you need a visa to study in the UK?
					<input type="checkbox"/> YES <input type="checkbox"/> NO
UK Visa Validity	Date of Issue:	/ /	Date of Expiry:	/ /	Visa Status:
					<input type="checkbox"/> Granted <input type="checkbox"/> Pending
Please provide details if pending					

SECTION 2: NEXT OF KIN OR EMERGENCY CONTACT DETAILS

Title		Surname /Family Name			
First /Given Name(s)				Relation	
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Nationality
Permanent Address:			Current postal Address:		
Postcode			Postcode		
Telephone Number			Mobile Number		
Fax Number			E-mail		

SECTION 3: PROPOSED PROGRAMME OF STUDY

Course Title:

Please give the proposed start date of you studies:

Month:

Year:

Full-time

Part-time

SECTION 4: PREVIOUS QUALIFICATIONS

Title of Qualification	Institution / Examination Board	Specialisation/Major	Start Date – End Date

Please also give details of any other relevant qualifications, including professional qualifications or examinations taken which, for example, may include IELTS/GRE/GMAT results.

Title of Qualification	Institution / Examination Board	Specialisation/Major	Date of Award

SECTION 5: WORK EXPERIENCE (if any)

Job Title and Mode of Employment (FT/PT)	Organisation's Name and Address	Start Date – End Date

SECTION 10: ADDITIONAL INFORMATION

Have you previously been a student at IUA?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
If yes, please provide your previous student number.				
Is this your first application to IUA?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
If not, please provide your previous application number.				
Have you discussed your application with any representative from IUA? If so, please name that person.				

SECTION 11: PERSONAL STATEMENT

Please briefly state why you have chosen your programme. Please give any additional information in support of your application, which may include details of your career aspirations and recreational interests. (Please attach additional sheets, if necessary)

SECTION 12: CRIMINAL CONVICTIONS

Do you have any criminal convictions?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
If yes, please give details.				

SECTION 13: REFEREES

Please give the names of two referees below. Your referees will be asked to provide a reference of your academic ability as a student for the proposed course. The main referee should be an academic. The second may be contacted at a later date by the Department concerned.

Referee 1 (Main)		Referee 2	
Name		Name	
Address:		Address:	
Telephone Number		Telephone Number	
Fax Number		Fax Number	
E-mail		E-mail	

SECTION 14: EQUAL OPPORTUNITIES MONITORING

The University is committed to a **policy of equal opportunities**. It is the University's aim that potential and actual students are treated fairly on the basis of merit regardless of age (minimum age for admissions is 17), disability, family responsibilities, gender, HIV status, marital status, mental health problems, nationality, race, religious or political views or affiliations, sexual orientation, socio-economic backgrounds or transsexualism. The Commission for Racial Equality in the United Kingdom has asked that all UK universities monitor the ethnic origin on the applicants. The information will be held in confidence by the University and processed only in accordance with the Data Protection Act 1998.

Please indicate your ethnic origin by ticking one of the following options:

<input type="checkbox"/>	White – British	<input type="checkbox"/>	White Irish
<input type="checkbox"/>	White - Scottish	<input type="checkbox"/>	Irish – Traveler
<input type="checkbox"/>	Other White Background	<input type="checkbox"/>	Black or Black British – Caribbean
<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>	Other Black Background
<input type="checkbox"/>	Asian or Asian British - Indian	<input type="checkbox"/>	Asian or Asian British – Pakistani
<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>	Mixed – White and Black Caribbean
<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>	Mixed – White and Asian
<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>	Other Ethnic Background
If other, please give details :			

SECTION 15: CHECKLIST

APPLICATION SHOULD BE ACCOMPANIED BY THE FOLLOWING:

<input type="checkbox"/>	A NON – REFUNDABLE APPLICATION PROCESSING FEE OF £150 BY CASH/ CHEQUE/ BANKERS DRAFT/ POSTAL ORDER/ CREDIT CARD/ DEBIT CARD/ WESTERN UNION/ TELEPHONIC TRANSFER/ BACS/ INTERNATIONAL BANK TRANSFER
<input type="checkbox"/>	CERTIFY COPIES OF ALL ACADEMIC DOCUMENTS
<input type="checkbox"/>	FINANCIAL STATEMENT
<input type="checkbox"/>	A CURRICULUM VITAE
<input type="checkbox"/>	ONE PHOTOGRAPH

SECTION 16: DECLARATION

I certify that the information submitted in this application is true, complete and accurate. I understand that:

- The qualification I may receive from IUA is a foreign qualification and not a British qualification under the Education Reform Act 1988.
- Any misrepresentation will be a cause for denial of admissions.
- Please do not sign this agreement unless you are sure that you have read, understood and agreed to abide by the terms and conditions of IUA, particularly clause 6(a) - (e) below.

Print Name and Sign

Date

FOR REGISTRY USE ONLY

Application No		Course		Name of Assessor	
Student Interviewed by		Mode of Interview		Date of Interview	

Offer	Conditional:	Unconditional
Refusal		

FOR BURSARY USE ONLY

Deposit Required		Receipt Number		Payment Method	
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Fee Payment Notes	
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Print Name &
Sign:

Date:

TERMS & CONDITIONS

1. Enrolling for a course or programme at the **International University of America** (hereafter known as '**IUA**') constitutes a binding agreement on the **student** to follow the course or programme and pay the **full tuition fees**.
2. All declarations made in the application for admissions are accepted in good faith. Any false declaration about qualifications or age or failure to produce documentary evidence of entry qualifications may render a student liable for expulsion from the programme to which he/she has been admitted.
3. A student accepted on a course without first having been interviewed directly by IUA may be required to undergo a test in English on arrival to ensure that he/she has an adequate understanding of the language to cope with the programme. Depending on the result of the test, he/she may be required to follow a remedial language course for as long as is deemed necessary to bring him/her up to the required standard.
4. A letter for the extension of visa will be issued only to a student who is in attendance of not less than **15 hours** organised daytime study per week, in accordance to **Home Office/ UKBA regulations**. Student may neither drop a subject/course nor change from one programme to another without written permission from the **Registrar**.
5. Student is required to attend classes regularly and punctually. **IUA** reserves the right to report to a guardian and other relevant Authorities such as UKBA, a student who does not observe this rule. Where a student has been absent for reasons of ill health, a doctor's certificate may be required to cover the entire period of absence. A student unable to join his/her programme by the scheduled date must inform the Registrar accordingly at least two weeks prior to the starting date of his/her programme. Any application for deferment of the starting date which is not received within the specified time period will only be accepted at the discretion of the Academic Board. In all case, UKBA rules must be followed accordingly.
6. Tuition fee is payable before a student starts studies, in accordance with the terms as notified on his/her acceptance. At the discretion of the Registrar/Bursar, a student may be allowed to pay his/her fees by installments. Tuition fee is only refundable if the student has been refused entry visa to enter the UK. A refund will be made provided all the conditions (**a** to **e**) below are met:

- a. The student or his/her representative must inform **IUA** in writing about his/her inability to start the programme prior to the starting date of the programme.
- b. The student has not entered the UK.
- c. IUA is provided with an original letter issued by the **British High Commission/ Embassy** confirming the refusal of visa.
- d. All original paper work issued to the student and the receipts for fees paid are returned to IUA.
- e. Additional conditions may apply if directed by UKBA from time to time.

7. As an international student, you are under the sponsorship of IUA. This means that IUA has given commitments to the UK Border Agency (UKBA), under Tier 4 of the Points Based System, that:

1. You are capable and responsible of doing the particular course of study that you have registered and enrolled for; and
2. that we accept your responsibility as a student, when you are studying in the UK whilst with us.

8. Based on the above assurances, we would expect you to carry out the fulfilling responsibilities, in both letter and spirit, enabling the smooth progress of your educational programme, namely :

- Enrol, as soon as possible, in your chosen educational programme at our physical premises but not later than 10 working days of the prescribed enrolment period (date);
- Attend all enrolled classes regularly at all time;
- Not miss classes at all but, in any case, no more than 10 contact sessions in a term. This would mean 2 weeks is each term;
- Not withdraw from or leave the course without being authorised to do so by the appropriate authority; and
- Not defer your studies after arrival in the UK. In such cases, your permission to be in the UK would automatically cease to be valid.

9. We have student specific record keeping and reporting requirements and responsibilities to the UKBA authority and those students who do not meet or maintain the above-mentioned criteria would be immediately reported i.e. to the concerned authority, namely, the UKBA with very serious consequences resulting in deportation. In addition to the above requirements, please ensure that you observe the laws of this land with respect to your employment (if any) as student and maintenance of student visa status. In case, at any time, you need guidance or advice, please talk to your institution's Administrator or Welfare Officer.

10. If a student is required by the UKBA to leave the UK because of non- or poor attendance or because of any breach of the law, tuition fees will not be refunded. A place will not be guaranteed for a student who has not paid the appropriate fees by the due date. IUA reserves the right to cancel courses, amalgamate classes, increase or reduce the number of lectures per week, or discontinue a programmes if the need arises. A student who changes address must notify IUA immediately. Important notices for students are displayed on IUA main notice board and it is the student's responsibility to ensure that such notices are read. IUA will not be held liable for any property or money lost in IUA premises unless this is due to IUA's negligence. A student must not use IUA's address to receiving mail under any circumstances. **IUA** reserves the right to make appropriate changes to the programmes and amend the dates of programmes and fees payable. Reasonable notice will be given in such cases. If the application form is signed on behalf of a student by his/her sponsor/guardian/ representative, the above conditions will still apply. A student expelled from **IUA** for misconduct or behavior (such as aggression or violence or cheating in the examination) will not be entitled to any fee refund. Should it becomes impossible for **IUA** to continue running existing programmes or courses for whatever reasons, students will be transferred to an affiliated college to continue their studies until their respective courses are completed.

11. Courses / programmes will only take place if there is an adequate demand for them.

12. Courses / programmes are subject to alteration without further notice or compensation.

13. All students must also abide by the General Policies & Procedures, Admissions Procedure and Registration and Terms and Conditions of **IUA** as contained in its brochure.

14. Only internal Certificates, Diplomas and degrees are awarded by **IUA**; the other, if any, by the appropriate bodies concerned.

15. Students are required to complete there studies and graduate within the specified time in their enrolled programme / course of study.