



Offer Acceptance and Accommodation Application Form

London IBT Ltd (LIBT) Student ID: _____

I have attached a bank draft / cheque for the Tuition Fees deposit payable to LIBT for GBP £ _____

I have attached a bank draft / cheque for the Accommodation deposit payable to LIBT for GBP £ _____

Please complete this form in **BLOCK CAPITALS**.

PERSONAL DETAILS

Family name/surname: _____

First name/given name: _____

Title: Mr Miss Ms Mrs Other _____

Gender: Male Female

Date of Birth: Day _____ Month _____ Year _____

Citizenship: _____

Country of Birth: _____

Passport Number: _____

Home Address (**NOT agent**): _____

Country: _____ Postcode _____

Telephone: _____

Mobile: _____

(Please include the international dialling codes)

Email (**NOT agent**): _____

AGENT DETAILS (if applicable)

Name: _____

Telephone: _____

(Please include the international dialling codes)

Email: _____

ARRIVAL DETAILS

Date of Arrival: Day _____ Month _____ Year _____

Time of Arrival: _____ Flight Number: _____

Airline: _____

YOUR PROGRAMME DETAILS (Please include IPLC programme if applicable AND your first programme commencement date):

AIRPORT TRANSFER

Would you like to claim back the cost of a taxi from Heathrow Airport? Yes No

VISA DETAILS

To which Immigration Office are you applying for your visa:

ACCOMMODATION (Subject to availability)

Would you like LIBT to help you arrange accommodation?

Yes No

If yes, please complete the following section.

Will you be over 18 years old upon commencement of studies?

Yes No

Are you taking IPLC English course at Brunel International prior to enrolling at LIBT?

Yes No

ACCOMMODATION PREFERENCE

Please indicate below in order of your preference 1, 2 and 3. 1 is the most preferred.

- Brunel Campus standard room
- Brunel Campus en suite room
- Brunel Ex-RAF room (off campus and limited supply)
- Studio Flats (**For couples ONLY**)

If we cannot offer you your first choice you will be offered an alternative type of room subject to availability.

Do you have any preferences e.g. an all girls flat / all boys flat, ground floor / first floor _____

Do you have any severe medical impairment? (Please give details) _____

PLEASE ENSURE YOU HAVE FULLY AND CORRECTLY COMPLETED THIS FORM.

I have read and understood the form and declare that to the best of my knowledge the information provided is true.

I have read and agree to abide by the College's Policy on the Refund of Tuition Fees, Conditions of Enrolment and Accommodation Conditions which appear below and have read and understood the Important Information attached.

Signature _____ Date _____

FOR OFFICE USE ONLY DATE RECEIVED _____ Brunel University Student Number _____

LIBT CONDITIONS OF ENROLMENT / REFUND POLICY / TRANSFER TO BRUNEL UNIVERSITY

Fees

1. Provision has been made to safeguard payments made in advance.
All tuition fees paid before the course commences will be deposited into the London IBT Ltd (LIBT) Bank Account held at the HSBC Bank, High Street, Uxbridge, Middlesex UB8 3PH
2. All fees, charges and accounts will be payable in advance as determined by London IBT Ltd (LIBT) from time to time. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees, charges or accounts are paid.
3. Any payments not made by the due date may incur a late payment penalty.
4. Fees are correct as at the time of printing. London IBT Ltd (LIBT) reserves the right to vary course fees at any time.
5. Where a student studies less than or more than a full semester load (Foundation Studies Certificate four modules, Diploma three modules) the student will pay the current per module fee for each module undertaken.
6. Should it be necessary for the student to repeat a module the full amount will be charged.

Visa Conditions for Students

1. International students are **not** permitted to study part time.
2. Student visas are usually issued for the period of the course. Students wishing to extend their visa should first consult London IBT Ltd (LIBT) for assistance. You must leave the United Kingdom or seek a new visa before expiration of your current visa.
3. You should acquaint yourself with full United Kingdom student visa conditions at www.ukvisas.gov.uk BEFORE accepting a place at LIBT.

Other Conditions

1. The student is required to attend all classes and undertake all tests and examinations during a course and abide by all rules and regulations of the Institute that are in force at any time.
2. In the event of circumstances that require urgent medical care where it is not possible to contact the parent/guardian, London IBT Ltd (LIBT) is authorized as a matter of urgency to seek and provide appropriate medical care.
3. International students must meet the minimum English language proficiency requirement for entry into the course in the form of satisfactory academic results or an internationally recognized English Test result. If the student's English language skills are insufficient, the student will be offered a bridging English course with Brunel International's International Pathways Centre (IPC) prior to the commencement of studies at London IBT Ltd (LIBT).
4. If students are dissatisfied with the services provided by London IBT Ltd (LIBT), a submission should be made to the Academic Director.

Refund Policy

1. For the purposes of the refund policy only a course is defined as one semester of study in any program of London IBT Ltd (LIBT).
2. If an applicant accepts a place offered by London IBT Ltd (LIBT) and pays the fees, it means a binding contract is created between the student and London IBT Ltd (LIBT).
3. Notification of cancellation/withdrawal from module/s, withdrawal or deferral from a course of study must be made in writing to London IBT Ltd (LIBT).
4. In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown in the table below.
5. Students whose enrolment is cancelled by London IBT Ltd (LIBT) will not be entitled to any refund of fees. Any fee refund is wholly at the discretion of London IBT Ltd (LIBT).
6. London IBT Ltd (LIBT) reserves the right not to offer a course previously advertised at its own discretion. Where a student is unable to enroll in a similar course at London IBT Ltd (LIBT) and the enrolment is cancelled then all fees paid will be refunded within two weeks of course cancellation.

NOTIFICATION PERIOD	CANCELLATION FEE
Visa Refused <i>(proof of refusal necessary)</i>	GBP100
Before Commencement Date	
More than 10 weeks:	GBP500
More than 4 wks and up to 10 wks:	40% of the course fee
4 weeks or less:	70% of the course fee
After Commencement Date	No refund
Note: All refunds will be made within four weeks of students withdrawal date	

Deferment

If a student wishes to defer admission until a later semester London IBT Ltd (LIBT) will hold the fees paid until commencement without levying a penalty. If the student subsequently withdraws the Refund Policy will apply as at the date London IBT Ltd (LIBT) was advised in writing of the deferment.

Leave of Absence

If a student wishes to take a leave of absence from their course after enrolment and within the first four weeks of course commencement, London IBT Ltd (LIBT) will transfer any fees paid to the next semester. If the student subsequently withdraws, the Refund Policy applies from the date London IBT Ltd (LIBT) received advice in writing regarding the leave of absence. If the student applies for a leave of absence from the fifth week of the semester, their place will be held, but all tuition fees applicable to that semester will be forfeited.

Current students who wish to move to other university

If a student who holds a current student visa to study at LIBT and they wish to withdraw and go to another provider, the refund of fees will be made directly to the UK college where the student has subsequently, or is due to enroll. If a student makes a decision not to continue their education in the UK then proof is required that the student has rescinded their visa prior to a refund being made.

Transfer from International Foundation Programme to Diploma

The following policy applies to all LIBT students transferring from the International Foundation programme to the Diploma programme at London IBT Ltd:

"Admission to the Diploma programme at LIBT is subject to the satisfactory completion of the International Foundation Studies programme."

Transfer to Brunel University

The following policies apply to all LIBT students transferring to Brunel University: Studying the Diploma of Business & Management programme

"On completion of the study of six designated modules of your Diploma of Business & Management programme at London IBT LTD, you are eligible to enter the second year of your related degree program at Brunel University, provided that you pass five of the six modules at first attempt, and no module has been failed more than once, and you have met the University's English Language requirements".

Studying the Diploma of Information Systems & Computing programme

"On completion of the study of five designated modules of your Diploma of Information Systems & Computing programme at London IBT LTD, you are eligible to enter the second year of your related degree program at Brunel University, provided that you pass four of the five modules at first attempt, and no module has been failed more than once, and you have met the University's English Language requirements".

Students studying the Pre-Masters Certificate

The following policy applies Pre-Masters Certificate Students transferring from London IBT LTD to Brunel University:

"On successful completion of the Pre-Masters Certificate at London IBT Ltd, that is passing all four modules at first attempt and you have met the University's English Language requirements".

LIBT Conditions

LIBT will make every effort to accommodate students, however due to high demand no guarantee can be made for the University accommodation. Students not allocated University Residences will be contacted by LIBT who will advise on finding alternative accommodation.

In order to confirm University accommodation, students must return this form with payment of tuition fees and a £250 accommodation deposit to LIBT.

Please note that the deposit must be paid to LIBT.

To be eligible to apply for University accommodation you are required to be an enrolled full time student for the duration of your Tenancy Agreement.

Late or incomplete application forms may restrict the options available to you.

Please ensure that you provide accurate contact details.

Brunel University Accommodation Deposit

Accommodation applications are processed once the deposit of **£250** has been received by LIBT.

If your application is unsuccessful your £250 deposit will be returned.

Brunel University Accommodation Fees

Please note that the following does not apply to the £250 Accommodation deposit.

Please use your Brunel University student number (not LIBT) when making any payments to Brunel University.

Your Brunel University student number will be on the accommodation tenancy agreement with your formal accommodation offer.

The University Accommodation fees can be paid by cash, credit/debit card, bank transfer or online. To make payment by credit/debit card over the telephone please call the Cash Office on **+44 (0) 1895 265 264**. Online payments are available by visiting www.brunel.ac.uk/courses/payingfees

If you are an overseas student and need to send payment via bank transfer we require the receipt of the transaction faxed to **+44 (0) 1895 269 793**. This can also be emailed to accom-uxb@brunel.ac.uk. Please include your Brunel University student number on the bank transfer document.

Account details for bank transfers

Bank Account	Brunel University
Bank	HSBC Bank
	PO Box 41
	High Street
	Uxbridge
	Middlesex
	UB8 1BY
Bank Account Number	00183849
Bank Sort Code	40 45 08
SWIFT/BIC	MIDLGB2109L
(Bank Identification Code)	
IBAN	GB76MIDL40450800183849
(International Bank Account Number)	

Brunel University Accommodation Cancellations

Please note that the accommodation deposit is only refundable if **SEVEN** days or more notice is given prior to tenancy commencement. No deposit will be refunded without 7 days notice even in the case of visa rejections.

The accommodation deposit will be returned if we cannot offer you accommodation.

All cancellations must be put in writing to the Accommodation Office either by e-mail at accom-uxb@brunel.ac.uk, by post or fax.

Brunel University Accommodation Formal Offers

The Accommodation Office will send the Tenancy Agreement to your e-mail address with details of how to accept your agreement. A text alert may also be sent to remind you to view and accept the terms and conditions by a deadline. Please ensure the Accommodation Office has your correct mobile number.

Brunel University Accommodation Rents

For session 2007/2008 the rate for standard single room is £79.03 per week; the rate for ensuite single room is £97.02 per week; the rate for ensuite single room in Mill Hall is £92.05 per week; the rate for Ex-RAF single room is £89.60 per week. Rents have not been set for 2008/2009. New rent levels for session 2008/2009 will be decided by June 2008.

Reduced accommodation fees will not be allowed for late arrivals or early departures.

Further details of Halls and the prices can be found at: www.brunel.ac.uk/life/accommodation/residence

Late arrivals

Any room which remains unoccupied one week after the start of the tenancy period applicable to that room will be reallocated unless the prospective Resident has:

1. Informed the Accommodation Office in writing that she/he will be arriving late (details of the expected date of arrival and the reason for late arrival must be given in advance of the start date of your Tenancy Agreement);
2. Made payment of their first instalment.

A maximum period for late arrival (providing that the Accommodation Office has been notified in writing before the start of your Tenancy Agreement) is set at 10 days from the Tenancy Agreement start date.

Brunel University Accommodation Office Contact Details

Address:
Accommodation Office
Brunel University
Kingston Lane
Uxbridge
Middlesex UB8 3PH
Telephone: +44 (0) 1895 267 900
Fax: +44 (0) 1895 269 793
Email: accom-uxb@brunel.ac.uk
www.brunel.ac.uk/life/accommodation
Or SMS Text to +44 (0) 7624 805 069