



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

NB If you are under the age of 18 at the commencement of your studies you cannot sign an accommodation contract. You will be required to provide details of a UK based guarantor to the Accommodation Office. Your guarantor will be responsible for signing the Tenancy Agreement on your behalf and for ensuring you comply with the terms and conditions of your contract.

Guarantor Name and Address: _____

Contact 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 co-habiting couples ONLY**) Please email accom-uxb@brunel.ac.uk for details on how to apply.

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 female flat / all male 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

Fees

1. All fees, charges and accounts will be payable in advance as determined by LIBT. 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. LIBT reserves the right to vary its fees at any time. 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 LIBT.
4. Should it be necessary for a student to repeat a module, the full amount for that module will be charged.
5. 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. LIBT 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 LIBT 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, LIBT 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 LIBT.

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 LIBT (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 jeopardize their ability to pass module/s or their programme. LIBT reserves the right to terminate the candidature to an award of any student who has a poor attendance record.

LIBT 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 LIBT.
2. If an applicant accepts a place offered by LIBT and pays the tuition fees, it means a binding Contract is created between the student and LIBT.
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 LIBT, see Deferment of Admission and Deferment 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 LIBT 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 LIBT.

6. LIBT 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 LIBT 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.libt.uk.com on payment of tuition fees and will be required to fill this in and forward to the LIBT Admissions 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 LIBT - see the Deferment of Admission Form on www.libt.uk.com or contact libt@navitasworld.com

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 LIBT 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 LIBT 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 LIBT.

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 LIBT no later than two (2) weeks prior to the commencement of the following semester, see the Deferment/Withdrawal from Studies Form, www.libt.uk.com or contact libt@navitasworld.com

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 LIBT. If granted, their place may be held but all tuition fees applicable to that semester will be forfeited.

A leave of absence will only be granted for one (1) semester unless determined otherwise by the College. If the absence/deferment is approved, LIBT 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 LIBT 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 LIBT

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 (Bank Identification Code)	MIDLGB2109L
IBAN (International Bank Account Number)	GB76MIDL40450800183849

Students who are under 18 years of age

Students under the age of 18 are unable to enter into a Tenancy Agreement with Brunel University and the University requires a UK based guarantor over the age of 18 to sign the Tenancy Agreement. This means that the guarantor will be liable for any sums agreed under the Tenancy Agreement if the student fails to do so.

More information on Brunel University's under 18's Policy can be found at www.brunel.ac.uk/life/accommodation/accompolicy/under18.

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 2008/09 the rate for standard single room is £81.41 per week; the rate for ensuite single room is £99.96 per week; the rate for ensuite single room in Mill Hall is £97.93 per week; the rate for Ex-RAF single room is £93.94 per week. Rents have not been set for 2009/10. New rent levels for session 2009/10 will be decided by June 2009.

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 s/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