

# APPLICATION FORM

## APPLICATION FORM

Please complete all relevant sections of this form in **BLOCK CAPITALS** and in **BLACK INK** and return it to you local representative or direct to us, at least one month before course start date. INTO Admissions Office, INTO University of Exeter, University of Exeter, The Old Library, Prince of Wales Road, Exeter EX4 4SB. Fax: +44 (0)1392 264277 Email: into@exeter.ac.uk

### Section 1

#### Student details

Family name \_\_\_\_\_

Other names \_\_\_\_\_

Nationality \_\_\_\_\_

Preferred name \_\_\_\_\_

Sex [tick box]  male  female Current age  date of birth [dd/mm/yy]

Country of residence \_\_\_\_\_

Home address \_\_\_\_\_

Country \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

### Section 2

#### INTO course selection

INTO Foundation programme  Humanities, Social Sciences, Law and Psychology  Business, Management, Economics, Finance and Accounting  
 Computer Science, Engineering and Maths  Science

Please complete sections: 3, 4, 5, 6, 7, 8.1, 9, 11, 12, 13, 14, 15

INTO Graduate Certificate  Finance pathway  Business Management pathway

Please complete sections: 3, 4, 5, 6, 7, 8.1, 9, 11, 12, 13, 14, 15

INTO Academic English course

Please complete sections: 3, 4, 5, 6, 7, 8.2 or 8.3, 9, 11, 12, 13, 14, 15

INTO Pre-Master's English

Please complete sections: 3, 4, 5, 6, 7, 8.2, 9, 11, 12, 13, 14, 15

INTO Essential English  18 lessons per week  24 lessons per week

Please complete sections: 3, 4, 5, 6, 7, 8.2 or 8.3, 9, 11, 12, 13, 14, 15

INTO University Year Abroad course  18 lessons per week  24 lessons per week

Please complete sections: 3, 4, 5, 6, 7, 8.2, 9, 11, 12, 13, 14, 15

INTO General English Summer courses  Course A  Course B  Course C

Please complete sections: 3, 4, 5, 6, 7, 8.5, 9, 11, 12, 13, 14, 15

INTO Pre-Sessional English course  Course A  Course B

Please complete sections: 3, 4, 5, 6, 7, 8.4, 9, 11, 12, 13, 14, 15

INTO IELTS preparation course

Please complete sections: 3, 4, 5, 6, 7, 8.2 or 8.3, 9, 11, 12, 13, 14, 15

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## Section 3

### Parent, guardian or sponsor details

(for financial information – invoices, statements, academic reports)

Family name \_\_\_\_\_  
Other names \_\_\_\_\_  
Relationship to student \_\_\_\_\_  
Title [Mr, Mrs, Ms, etc] \_\_\_\_\_  
Home address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Country \_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone (inc int code) \_\_\_\_\_  
Fax \_\_\_\_\_  
Mobile \_\_\_\_\_  
E-mail address \_\_\_\_\_

## Section 4

### Student education history

Please give details of your current or most recent school, college or university.  
Please ensure official institution transcripts, latest available results or forecast results are attached in English.

Institution name \_\_\_\_\_  
Dates of study \_\_\_\_\_  
Highest educational qualification name \_\_\_\_\_  
Language of instruction \_\_\_\_\_  
Institution address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Country \_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone (inc int code) \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail address \_\_\_\_\_

## Section 5

Student work experience. Please give basic details of your current or most recent work experience. Where work experience constitutes a major part of the application, ensure an up-to-date resumé (CV) is attached in English.

Employer name \_\_\_\_\_  
Dates of employment \_\_\_\_\_  
Job title \_\_\_\_\_  
Main responsibility \_\_\_\_\_  
Employer address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Country \_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone (inc int code) \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail address \_\_\_\_\_

## Section 6

### Current English language proficiency

(Please enter score or grade of most recent English language test)

Note: Students will also be reassessed upon arrival and study plans altered if there is any discrepancy.

IELTS score \_\_\_\_\_  
TOEFL score \_\_\_\_\_  
Other test score \_\_\_\_\_  
Date of score \_\_\_\_\_

INTO Essential English Language Test completed  Yes  No  
Pending English Language exams  Yes  No  
Date of pending exam [dd/mm/yy]

## Section 7

### Proposed undergraduate or Master's programme

Do you intend to study on an undergraduate or Master's programme after completing your INTO course(s)?

Yes  No

Proposed undergraduate or Master's programme:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Section 8

### Start dates and course lengths

8.1 Foundation programme and Graduate Certificate programme (tick as appropriate)

Start date  Sept 2007  Jan 2008

8.2 Language course quarterly start dates

Pre-Master's English, Academic English, Essential English, IELTS Preparation, University Year Abroad course (tick as appropriate)

24 Sep 2007  07 Jan 2008  7 Apr 2008  7 Jul 2008

Course length\*  3 terms  2 terms  1 term

8.3 Language course regular start dates

Essential English course, Academic English course, IELTS Preparation course, Pre-Sessional English course start dates (tick as appropriate)

24 Sep 2007  5 Nov 2007  07 Jan 2008  11 Feb 2008

7 Apr 2008  19 May 2008  7 Jul 2008

Course length\* (weeks)

5 weeks  6 weeks  10 weeks  11 weeks

12 weeks  17 weeks  22 weeks  28 weeks

34 weeks  40 weeks  46 weeks

8.4 Pre-sessional English courses

Course A: 12 Jul 2007 – 19 Sep 2007 (10 week course)

Course B: 16 Aug 2007 – 19 Sep 2007 (5 week course)

8.5 General English Summer Courses

Course A: 9 Jul 2007 – 27 Jul 2007

Course B: 30 Jul 2007 – 24 Aug 2007

Course C: 28 Aug 2007 – 19 Sep 2007

8.6 Optional extras

(Check with INTO Admissions Office for fees, terms and conditions)

One-to-one tuition (6 class hours)  Yes  No

\*Please check carefully that your chosen course length is possible for your chosen start date.

## Section 9

### Student goals

(Please select which one or more of the following best describes your reason for wishing to study English at INTO University of Exeter)

I have applied to an INTO University of Exeter Foundation or Diploma course and need to meet the English language entry requirement.

I need to raise my IELTS score.

I plan to attend university in the UK.

I need to improve my English for my current job or future employment.

I want to experience British culture.

I am studying English for my own personal development.

Other reason

If 'Other' please specify:

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## Section 10

How did you hear of INTO University of Exeter?

British Council Office  Education exhibition  Website\*

Friend or relative  Education agent  Other\*

\* Please state which website or other source:

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If education agent, British Council or exhibition, which agent/organisation/event:

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## Section 11

### Accommodation and welfare

#### Application for accommodation

Accommodation will be reserved when enrolment has been confirmed with full payment. Please note: It is a condition that a minimum of one term's notice (University residence) or four weeks' notice (homestay) is given if you wish to leave or change your accommodation. During the academic year university residential accommodation is available only if you enrol on a fixed term start date and for multiples of one term (12 weeks), excluding holidays.

Please tick as appropriate:

University residence  Yes  No

Do you smoke?  Yes  No

Homestay  Yes  No

Would you prefer a family with:  dogs  cats  no pets

Please give details of special dietary requirements, e.g. Halal, vegetarian, no pork, food allergies, etc

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If you have been convicted of a relevant criminal offence, please tick here and supply details on a separate sheet

Please give details of any disabilities or special needs, including dyslexia and other unseen disabilities, which may require us to provide additional support during your time with INTO

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Please give details of any medical conditions or allergies that require attention or notification and any prescribed medicine taken on a regular basis

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Completion and signing of this form gives INTO and other trained first aid staff permission to administer emergency first aid if required.

#### Accident and medical insurance

The full cost of Uniplan Insurance will be added to the invoice unless proof of alternative adequate cover is attached.

Start date for insurance

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End date for insurance

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## APPLICATION FORM

### Airport pick up

Students must arrive on the Sunday prior to the commencement of the course. Flight details including arrival date and flight number should be sent to the INTO Admissions Office as soon as possible in order that airport collection arrangements can be made. If airport pick up is required, this will be invoiced as an extra charge.

Do you require airport collection?  Yes  No  
Which airport?  Heathrow  Gatwick  
 Bristol

### Section 12

#### Payment

Bank account details together with explanation of fee payment and the application process appear on page 16. The standard and preferred payment method is by Telegraphic Transfer (TT). However, INTO can also accept payments by international credit and charge cards (Visa, Mastercard, American Express and Diners Cards). Applicants wishing to pay by international credit or charge card should complete the following:

I hereby authorise INTO to charge £ \_\_\_\_\_ to the following  
credit or charge card:  
 Visa  Mastercard  AMEX  Diners

Card number

Expiry date [dd/mm/yy]

Cardholder name (as it appears on card)

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Billing address

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Country

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Postcode

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Please deduct the final balance from this credit or charge card one month prior to arrival.

Cardholder signature

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### Section 13

#### Application checklist

I confirm that I have:

completed the application form in full and checked for accuracy  Yes  
enclosed proof of an alternative insurance policy, if appropriate  Yes

### Section 14

#### Form of indemnity

##### i) Background

This indemnity is to be signed by the Student, and also by his/her Parent or Legal Guardian if the Student is under eighteen years of age. Until this indemnity has been signed and returned to INTO, the Student may not take part in an expedition organised by INTO.

##### ii) Indemnity

In consideration of the Principal and/or Head Teacher and/or Director and/or any employee of INTO (which expression for the purposes of this indemnity means INTO University of Exeter LLP and any relevant associated or connected organisation) agreeing to make arrangements for and to authorise INTO personnel to take me/my son/daughter/ward from time to time on expeditions outside the usual premises of INTO I hereby fully and effectively indemnify the said Principal and/or Head Teacher and/or Director and/or any employee (as the case may be) of INTO against:

- any and all claims, losses, damages or costs incurred directly or indirectly which they or any of them may be or become liable to pay in consequence of any injury or damage to or illness of me/my said son/daughter/ward occurring during or as a result of any of the said expeditions.
- any and all claims, losses, damages or costs paid to or payable to or claimed by any third party which may be made against them or any of them in consequence of any act or default of me/my said son/daughter/ward during or as a result of any of the said expeditions
- any and all other costs, claims, losses and expenses incurred directly or indirectly by them or any of them on behalf of me/my said son/daughter/ward during or as a result of any such expedition.

Provided that this indemnity does not extend to any claims, damages, costs or expenses in respect of and to the extent to which INTO and member(s) of the staff or any of them are indemnified and recover under any policy of insurance. I authorise INTO to supply any relevant records to educational institutions, government bodies, parents, sponsors or educational agents if requested, without notification.

SIGNED

Date

(Parent/guardian)

SIGNED

Date

(Student)

### Section 15

#### Declaration

To be signed by the student and parent, sponsor or legal guardian:

- I have read and understood this brochure and agree to abide by the terms and conditions on page 20;
- I agree to abide by the Cancellation and Refund Policy;
- I agree to pay all tuition and accommodation fees incurred by the student as they become due.

SIGNED

Date

(Parent/guardian)

SIGNED

Date

(Student)