

# 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.mercedu.ac/applyonline.php>  
Guidance on completing the form is also available at this website.

## Section 1: Personal Details

Title	Mr / Mrs / Miss / Ms / Dr / other (please specify)	Surname/Family Name	
First / Given Name(s)		Marital Status	
Gender	Male / Female	Date of Birth	
Permanent Address		Current Postal Address	
Postcode		Postcode	
Dates Resident at this address		Telephone Number	
From-To		Fax Number	
Telephone Number		Nationality	
Fax Number		Are you currently in UK/EU?	
E-mail		If yes, When did you enter UK/EU?	

## Section 2: Proposed programme of study

Please tick the type of qualification you are applying for:

Certificate
  Diploma
  Adv. Diploma
  Higher Diploma
  PGD

Please tick the appropriate mode of study

Full Time
  Part Time

Please write the proposed specialization of your programme:

Please give the proposed start date of your studies:

January
  July
  October
 Year

## For official use only

Application No		Course Code		Name of selector	
Offer	Conditional/Unconditional				
Refs					
English					
Quals					
Others					
<input type="checkbox"/>	<input type="checkbox"/> Unrecog Univ	<input type="checkbox"/>	<input type="checkbox"/> Not qualified	<input type="checkbox"/>	<input type="checkbox"/> English
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Inter-Refer	<input type="checkbox"/> Other
					<input type="text"/>

### Section 3: Previous qualifications

i) First Degree / Undergraduate		Subject area	
Full name of institution attended:			
Date	From/To	Title of Qualification	
Degree classification/grade/GPA (if known):			
i) Second Degrees / Postgraduate		Subject area	
Full name of institution attended:			
Date	From/To	Title of Qualification	
Degree classification/grade/GPA (if known):			
i) Third Degree / MS/ MPhil		Subject area	
Full name of institution attended:			
Date	From/To	Title of Qualification	
Degree classification/grade/GPA (if known):			

Please provide details of your pre-university qualifications. For example British qualifications such as A levels, BTEC, GNVQ, Scottish Highers or international qualifications such as the International Baccalaureate or qualifications obtained in a country other than the United Kingdom.

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

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### Section 4: Work experience and/or professional experience (if appropriate)

Please indicate if this is full-time or part-time, and include details of your job title, employer, principal responsibilities and dates of employment.

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## Section 5: English language

Is English your first language?	Yes / No
Was your first degree taught in English?	Yes / No
If English is not your first language, please give your most recent English language test score and the date it was taken:	
English Language Test taken (eg IELTS, TOEFL)	
Score	Date Taken
Your English Language Certificate should be enclosed with this form.	

## Section 6: Finance

Have you applied for a scholarship or financial assistance?	Yes / No
If yes, please name the funding body	
Have you been awarded a scholarship or financial assistance?	Yes / No
If you have not applied for a scholarship/award, who will pay your fees?	

## Section 8: Disability

Do you have a disability?	Yes / No
If yes, please indicate below which statement is most appropriate to you.	
You have a learning difficulty, eg dyslexia	<input type="radio"/> You are blind or partially sighted
You are deaf or hard of hearing	<input type="radio"/> You use a wheelchair or have mobility difficulties
You need personal care or assistance	<input type="radio"/> You have mental health difficulties
You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition	<input type="radio"/> You have a disability or medical condition that is not listed above
You have an autistic spectrum disorder	<input type="radio"/> You have two or more of these
Please give further details, including support requirements:	
<input type="text"/>	

## Section 9: Additional information

Have you previously been a student at MERC Edu?	Yes / No
If yes, please provide your previous student number.	
Is this your first application to MERC Edu?	Yes / No
If not, please give details of any previous application.	
Have you discussed your application with any representative from MERC Edu? If so, please name that person.	Name: School:

## Section 10 : Personal statement

Please briefly state why you have chosen this 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 11: Criminal convictions

Do you have any criminal convictions?	Yes / No
If yes, please give details.	

## Section 12: Referees

Please give the names and addresses 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 to whom you have passed the referee form. The second may be contacted at a later date by the School concerned.

Referee 1		Referee 2	
Name		Name	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
Postcode		Postcode	
Telephone Number		Telephone Number	
Fax Number		Fax Number	
E-mail		E-mail	

## Section 13: Equal Opportunities Monitoring

The Commission for Racial Equality in the United Kingdom has asked that all UK universities monitor the ethnic origin of 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 - Traveller
<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 14: Checklist

**Applications should be accompanied by the following :**

- A non-refundable application fee of £150 by Cash/Cheque/Bankers Draft/Postal Order/Credit Card/Debit Card/Western Union/Telephonic Transfer/International Bank Transfer
- Certify copies of all academic documents
- Two letters of recommendations
- Financial statement
- A Curriculum Vitae
- One photograph

## Section 15: Declaration

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

- There is a set-up cost of £150 for paying by monthly installment of £150 through Direct Debit. Any remaining outstanding fee will be paid in the final term before graduation.
- The graduation fee is £100 excluding degree ceremony.
- The qualification I may receive from MERC Edu is a foreign qualification and not a British qualification under the Education Reform Act 1988.
- There is a £1000 enrolment deposit.
- Any misrepresentation will be a cause for denial of admission.

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 MERC Edu, particularly clause 4(a) - (e) on the next page.

Signed:	Date
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## Section 16: Terms & Conditions

1. Enrolling for a course or program at the **MERC Education** ( hereafter known as '**MERC Edu**' ) constitutes a binding agreement on the **student** to follow the course or program and pay the **full tuition fees**.
2. All declarations made in the application for admission are accepted in good faith. Any false declaration about qualification or age or failure to produce documentary evidence of entry qualifications may render a student liable to expulsion from the program to which he/she has been admitted.
3. A student accepted on a course without first having been interviewed 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 program. 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** organized daytime study per week, in accordance to **Home Office regulations**. Student may neither drop a subject/course nor change from one program to another without written permission from the **Registrar**. Student is required to attend classes regularly and punctually. **MERC Edu** reserves the right to report to a sponsor and other relevant Authorities, 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 program by the scheduled date must inform the Registrar accordingly at least two weeks prior to the starting date of his/her program. 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. 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, 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 Britain. A refund will be made provided all the conditions (a to e) below are met:
  - a. The student or his/her representative must inform **MERC Edu** in writing about his/her inability to start the program at least two weeks prior to the starting date of the program.
  - b. The student has not entered the UK.
  - c. **MERC Edu** is provided with an original letter issued by the **British High Commission/Embassy** confirming the refusal of visa.
  - d. The student has appealed against the refusal of the visa.
  - e. All original paper work issued to the student including the Certificate of Enrollment and the receipts for fees paid are returned to **MERC Edu**.
5. A student who is late in starting his/her course or program or has been absent from classes for a period of time or has not been attending all the subjects or course he/she has enrolled for, will not be entitled to any refund or reduction of tuition fee. If a student is required by the Home Office 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. **MERC Edu** reserves the right to cancel courses, amalgamate classes, increase or reduce the number of lectures per week, or discontinue a program if the need arises. A student who changes address must notify **MERC Edu** immediately. Important notices for students are displayed on **MERC Edu** main notice board and it is the student's responsibility to ensure that such notices are read. **MERC Edu** will not be held liable for any property or money lost in **MERC Edu** premises unless this is due to **MERC Edu's** negligence. A student must not use **MERC Edu's** address to receiving mail under any circumstances. **MERC Edu** reserves the right to make appropriate changes to the program and amend the dates of programs 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 **MERC Edu** 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 **MERC Edu** to continue running existing programs or courses for whatever reasons, students will be transferred to an affiliated college to continue their studies until their respective courses are completed.
6. Courses / programs will only take place if there is an adequate demand for them.
7. Students must pay the appropriate Student Union fee on enrollment.
8. Courses / programs are subject to alteration without further notice or compensation.
9. All students must also abide by the General Policies & Procedures, Admissions Procedure and Registration and Terms and Conditions of **MERC Edu**.
10. Only internal Certificates and Diplomas are awarded by **MERC Edu**; the other, if any, by the appropriate bodies concerned.

11. Students are required to complete there studies and graduate with the specified time in there enrolled program / course of study.

Please send your application to :

**MERC Education**

Royal Arsenal Gatehouse,

Beresford Square, London

SE18 6AR, United Kingdom

Tel: +44 (0) 208 331 0555 Fax: +44 (0) 208 331 0666

E-mail: [admissions@mercedu.ac](mailto:admissions@mercedu.ac)

Website: [www.mercedu.ac](http://www.mercedu.ac)