



APPLICATION FORM

Please Complete in Block Letters and return with 2 Passport Size Photographs and Supporting Documents to:

Admission Section

Markfield Institute of Higher Education,
Ratby Lane, Markfield, Leicestershire, LE67 9SY,
United Kingdom.

Tel: 00 44 1530 244 922

Fax: 00 44 1530 243 102

Email: info@mihe.org.uk

Website: www.mihe.org.uk

1. Personal & Contact Details

First Name:	Middle Name:	Surname / Family Name:
Date of Birth:	Age:	Sex: (Please Circle)
Passport Number:	Country of Birth:	Male Female
Email Address:	Mobile Phone:	Nationality:
		Home Phone:

Home Address – Please use one box per letter, please include spaces in between words

Address Line 1																				
Address Line 2																				
Address Line 3																				
Town / City																				
State / Province																				
Country																				
Postcode																				

2. Education & Training

Please list your academic qualifications, beginning with the most recent. **Please attach copies of original certificates to this application.** Without copies of original certificates MIHE is unable to process your application.

Name of Institution	Years attended (from – to)	Completed (Yes / No)	Name of qualification & grade obtained	Language of instruction

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3. English Language Proficiency

If English was the language of instruction in your secondary school, higher secondary or university, please provide further details:

Name of Institution	Level of Study	Years attended
1.		
2.		
3.		

Please visit www.ielts.org or www.ets.org/toefl for further information on how to obtain a recognised English language qualification. **Please attach copies of original certificates to this application.** Without copies of original certificates MIHE is unable to process your application:

Type of Qualification (e.g. IELTS)	Test Date	Test Score (e.g. IELTS 6.0)

4. Course Preference

Please list your preferred course in descending order and include course code if known. Your first preference will be processed first; second and third preferences will only be processed if your first choice application is unsuccessful.

No.	Course
1.	
2.	
3.	

5. Details of Available Financial Support

Enter amount of assured support available for your studies and maintenance in G.B. Pounds.

Source of Funds		Required Verification
Personal Savings Name of Bank _____ Account Holder _____	£	1. Bank Statement
Family/Relative/Sponsor Name _____ Name _____ Name _____	£	1. Bank Statement
Scholarship/Loan Awarded by _____ _____ _____	£	1. Official award letter. 2. Loan approval letter.
Government/Employer/Other Name of sponsor _____ _____ Other (specify source and type of support) _____ _____	£	1. Official letter of support. 2. Bank statements, affidavits, or sworn statements
Totals	£	

6. Criminal Convictions

Do you have any criminal convictions? YES NO (If yes please provide further details)

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Criminal convictions are those for offences against the person, whether of a violent or sexual nature, or for offences involving supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. You must also tick this box if you are currently serving a prison sentence for a relevant criminal conviction. If you fail to disclose a relevant conviction, any offer that has been made to you will be withdrawn.

7. Health Conditions and Additional Needs:

Do you have any disabilities, health related conditions or special educational needs? If yes please give brief details including medical evidence and any special provision you think may be required.

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8. Previous Entry Clearance/Visa Extension Records if any

Type of Visa:	Date of Issue :	Date of Expiry:

9. Details of any other dependents who want to accompany you (Please use a separate sheet if needed)

First Name:	Middle Name:	Surname / Family Name:
Date of Birth:	Age:	Relationship with the Applicant
Passport Number:	Country of Birth:	Nationality:
Email Address:	Mobile Phone:	Home Phone:

14. Terms and Conditions of Admission

1. Enrolling for a course at MIHE constitutes a binding agreement on the student to follow the course schedule and to pay the full fee.
2. Students found to have difficulties following their courses due to inadequate language skills, will be required to attend a remedial course in English Language until it is assessed that they have reached a satisfactory standard.
3. Students unable to join their course/s by the scheduled date must inform MIHE in writing at least two weeks prior to the commencement date of their course. Any application for deferment of the commencement date, which is not received within the specified time, will only be accepted at the MIHE discretion.
4. Unless otherwise stated, fees for the course/s as quoted are for tuition only. The students have to pay additional fee to repeat the modules. Any students repeating the modules will be charged accordingly.
5. Tuition fees are payable in full before students start their studies. At the discretion of the MIHE, students may be allowed to pay their fee by instalments.
6. Tuition fees or deposit paid are not refundable. However, if a student decides to withdraw or has been refused a visa or entry to the United Kingdom, fees after deduction of £250 Administrative Charges will be refunded provided the following conditions have been met:
 - The student has informed MIHE in writing about their inability to start the course/s, at least two weeks prior to the commencement of their course.
 - The student has not entered the United Kingdom.
 - MIHE is provided with the original letter issued by the British High Commission (B.H.C) or UKBA confirming the refusal of a visa or extension is due to an error by the MIHE.
 - The Certificate of Enrolment and the receipt for the fees paid are returned to MIHE in their original form.
7. Students who are late in starting their course/s will not be entitled to any refund, or reduction in tuition fees. This also applies where students have been absent from class for a period of time and they may not have been attending all the subjects for which they have been enrolled.
8. If a student is required by the Home Office to leave the UK for any reason, tuition fees will not be refunded.
9. Important notices to students are displayed on the main notice board and it is the student's responsibility to read such notices.
10. No refund will be made should it be proved that the admission with MIHE was obtained by producing false or forged or non-accredited documents or by way of false or misleading information in any form. No refund will be made should it be proved that the student was refused a student visa because he/she produced false or forged documents to the visa authorities. No refund will also be made if candidate fail to produce appropriate documents or evidence required by the B.H.C/UKBA for entry clearance.
11. All details in the prospectus and accompanying documents are correct at the time of printing. MIHE reserves the right to make changes to the structure and content of course/s, including cancellation if deemed necessary.
12. If these application forms are signed on behalf of the student by his/ her guardian, sponsor or representative, these conditions still apply.
13. Anyone breaking the law, violating MIHE rules and discipline is liable to suspension from MIHE.
14. MIHE reserve the right to require a student to leave the Institute at any stage if a student does not fulfil the above requirements or violates any rules or procedures laid down in Students' Handbook.
15. MIHE reserve the right to suspend/ terminate studies of any student/s who fail to notify MIHE within 10 working days about the change of circumstances or about receipt of any important letters, notices by Government Agencies i.e UKBA, A.I.T etc.
16. The contractual relationship between the student and MIHE shall be governed by and construed in accordance with the laws of England and Wales.

09. Declaration

I certify that I have read and understood the details I have provided and any other supporting papers are true and accurate. I understand that the information on this form is confidential, but may be passed to official UK government bodies to assist them in their duties if requested.

Signed.....

Date.....

