

## University of London International Foundation Programme (“Programme”) APPLICATION FORM

Please return this application form via e-mail, fax or mail.

ARCH Education Center (Central), Unit 202-205, 2/F Wilson House, 19-27 Wyndham Street, Central, Hong Kong

Tel: 852-3568-0406 Fax: 852-3568-0412 E-mail: [info@arch-education.com](mailto:info@arch-education.com)

[www.arch-education.com](http://www.arch-education.com)

### **1. APPLICANT INFORMATION**

#### **PART A**

Full Name (Last Name / First Name / Preferred Name):	
Current Year / Grade / Form:	Current Age:
Current School:	Contact Number:

#### **PART B**

Sex: M / F	Date Of Birth:	HKID Number:
E-mail (Capital letters):		
Home Address:		

### **2. PARENT & EMERGENCY CONTACTS**

Parent Name (Last Name / First Name / Preferred Name):
Parent Contact Number:
Parent E-mail (Capital letters):
Emergency Contact (Last Name / First Name):
Emergency Contact Number:

### **3. ACADEMIC HISTORY AND FUTURE PLANS**

Name of Secondary School:		
Current School Year as of Date of this Application:		
Date of Study:	From:	To:
School Curriculum:	<input type="checkbox"/> International Baccalaureate <input type="checkbox"/> HKDSE <input type="checkbox"/> A Level <input type="checkbox"/> Other (please specify): _____	
Courses Taken: (in most recent academic school year):		
Which universities do you wish to progress on to in the future? (If unknown, indicate “Undecided”):		
What university degree do you wish to apply for in the future? e.g. - BA (Hons) Business Management (If unknown, indicate “Undecided”)		

#### **4. INTERNATIONAL FOUNDATION PROGRAMME TUTORIAL COURSES and FEE**

All students must select the compulsory tutorial course and the three elective tutorial courses from below (hours include assessments, examination practice, workshops and study skills): **\*THE DATES, TIMES AND FEES BELOW ARE TO BE CONFIRMED**

<u>Course Name</u>	<u>Code</u>	<u>Day</u>	<u>Term Dates (Total 28 weeks)</u> See Class Dates Schedule below for details	<u>Select</u>
<b>Compulsory Tutorial Course:</b>  <b>Mathematics and Statistics</b> 1.5 hr / lesson (Total: 110 teaching hours and 40 content hours)	IFP2018-01	Mon-Fri	Sep 10, 2018 – Apr 5, 2019	<input type="checkbox"/>
<b>Elective Tutorial Course:</b>  <b>Economics</b> 1.5 hr / lesson (Total: 110 teaching hours and 40 content hours)	IFP2018-02	Mon-Fri	Sep 10, 2018 – Apr 5, 2019	<input type="checkbox"/>
<b>Elective Tutorial Course:</b>  <b>Pure Mathematics</b> 1.5 hr / lesson (Total: 110 teaching hours and 40 content hours)	IFP2018-03	Mon-Fri	Sep 10, 2018 – Apr 5, 2019	<input type="checkbox"/>
<b>Elective Tutorial Course:</b>  <b>International Relations</b> 1.5 hr / lesson (Total: 110 teaching hours and 40 content hours)	IFP2018-04	Mon-Fri	Sep 10, 2018 – Apr 5, 2019	<input type="checkbox"/>
<b>Elective Tutorial Course:</b>  <b>Accounting and Finance</b> 1.5 hr / lesson (Total: 110 teaching hours and 40 content hours)	IFP2018-05	Mon-Fri	Sep 10, 2018 – Apr 5, 2019	<input type="checkbox"/>

<b>Elective Tutorial Course:</b>  <b>Law</b> 1.5 hr / lesson (Total: 110 teaching hours and 40 content hours)	IFP2018-06	Mon-Fri	Sep 10, 2018 – Apr 5, 2019	□
- <b>Total for 4 Tutorial Courses : HKD 150,000</b> - <b>UoL Registration Fee : HKD 21,000</b>			<b>Total : HKD 171,000</b>	

*Note: All course fees will be charged and calculated on an equal monthly basis. See below for fee payment schedule.*

### **5. PROGRAMME DEPOSIT FEE**

Upon ARCH Education Center (Central) extending an offer post interview assessment of candidates' application pack and profile, all students will be required to pay a Programme Deposit Fee of HKD 30,000 and the UoL Registration Fee of HKD 21,000 within 10 working days of a written offer to the student in order to secure a place on the programme. The Programme Deposit Fee is non-refundable should the student decide to withdraw from the programme after paying the Programme Deposit Fee. Per Section 7 below, the Programme Deposit Fee will be duly deducted from the last months of payment installations, contributing to the full HKD 150,000 of course fees should the Student complete the entire course.

### **6. CLASS DATES SCHEDULE**

**\*THE DATES BELOW ARE TO BE CONFIRMED**

	<b>Mon – Fri</b>
<b>Sep 2018</b>	Sep 10-14, Sep 17-21, Sep 25*-28
<b>Oct 2018</b>	Oct 1*-5, Oct 8-12, Oct 15-19, Oct 22-26, Oct 29-31
<b>Nov 2018</b>	Nov 1-2, Nov 5-9, Nov 12-16, Nov 19-23, Nov 26-30
<b>Dec 2018</b>	Dec 3-7, Dec 10-14, Dec 17-21
<b>Jan 2019</b>	Jan 2-4, Jan 7-11, Jan 14-18, Jan 21-25, Jan 28-31
<b>Feb 2019</b>	Feb 1, Feb 4, Feb 11-15, Feb 18-22, Feb 25-28
<b>Mar 2019</b>	Mar 1, Mar 4-8, Mar 11-15, Mar 18-22, Mar 25-29
<b>Apr 2019</b>	Apr 1-4

\* Note: Sep 25, Oct 1, are public holidays but classes will be held.

There are no classes during Dec 22-Jan 1 (Christmas & New Year); Feb 5-10 (Chinese New Year)

### **7. COURSE FEE PAYMENT SCHEDULE**

**\*THE DATES AND FEES BELOW ARE TO BE CONFIRMED**

<b>Installment</b>	<b>No. of weeks</b>	<b>Class Period</b>	<b>Installment Amount</b>	<b>Installment Payment Due Date</b>
Programme Deposit Fee	N/A	N/A	\$30,000	within 10 working days of a written offer to the student
1 <sup>st</sup> Installment	3	Sep 10 – Sep 28	\$15,519	Sep 1, 2018
2 <sup>nd</sup> Installment	5	Oct 1 – Oct 31	\$25,865	Oct 1, 2018
3 <sup>rd</sup> Installment	4	Nov 1 – Nov 30	\$20,692	Nov 1, 2018
4 <sup>th</sup> Installment	3	Dec 3 – Dec 21	\$15,519	Dec 1, 2018
5 <sup>th</sup> Installment	5	Jan 2 – Jan 31	\$25,865	Jan 2, 2019
6 <sup>th</sup> Installment	4	Feb 1 - Feb 28	\$16,540	Feb 1, 2019
7 <sup>th</sup> Installment	4	Mar 1 – Mar 29	\$0	N/A
8 <sup>th</sup> Installment	1	Apr 1 - 4	\$0	N/A
<b>TOTAL</b>			<b>\$150,000</b>	

Each installment is to be paid on the first day of each month. For example, payment on September 1<sup>st</sup> will cover the 1<sup>st</sup> installment.

## **8. REQUIRED DOCUMENTATION**

Please enclose the following and tick to confirm you have included them. Documents can be provided at a later stage but your application cannot be finalized without them.

***For students who have completed senior secondary school curriculum examinations e.g. HKDSE or IBDP or A-Level:***

Copies of official examination transcripts of final results (with certified English translated copies)

***For students who have not yet completed senior secondary school curriculum examinations e.g. HKDSE or IBDP or A-Level:***

Copies of academic transcripts from school (with certified English translated copies)

**Other documentation required by all applicants:**

Evidence of English language proficiency (e.g. GCSE/GCE 'O' Level English language at grade C or IELTS at 5.5 overall, if taken)

Completed and signed application form

## **9. USE OF AGENTS**

Were you referred to this programme by an educational agent?  Yes  No

If not, please proceed to section 10. If yes, please complete the details below.

Name of the agency (in full):	
Name of contact person at agency and email address:	
Agent address (in full) and contact number:	

## **10. HOW DID YOU HEAR ABOUT US**

Please indicate how you heard of this programme (please tick):

Family
  Internet
  Exhibition
  Agent
  Other (please specify): \_\_\_\_\_

## **11. DECLARATION**

I declare that the information provided is correct and supporting evidence that I have provided are true copies. By signing below, I confirm I understand and agree to ARCH Education Centre's Terms and Conditions below. Students will be provided with a full set of programme specific terms and conditions once an offer has been made.

*Unsubscribe from receiving ARCH Education Center (Central)'s marketing and promotional emails*

Signature of Applicant:	Name of Applicant:	Parent's Signature: (If the applicant is not the fee payer or is under 18)	Date:

## **TERMS AND CONDITIONS (Effective as of April 8, 2017)**

ARCH Education Centre (Central) (“ARCH”) is the approved teaching institution to deliver the University of London International Foundation Programme (the “Programme”) in Hong Kong. By enrolling into the Programme offered by ARCH, the Applicant acknowledges and agrees to the Terms and Conditions as specified below:

### **Enrollment:**

- Enrollment in the Programme may be subject to pre-course assessment to determine Applicant’s suitability to enroll in lessons. ARCH reserves the right to refuse the admission of any Applicant who, in its opinion, does not meet the minimum requirement for the Programme and/or may impact the learning of other Applicant’s at the center.
- ARCH reserves the right to discontinue an Applicant’s enrollment at any time due to non-payment of the Course Fees, disruptive behavior in class or at the center, or negative impact on other Applicants’ learning.
- Enrollment will be on a first come first served basis. ARCH reserves the right to release Applicant’s enrollment /class placement if Course Fees are not received in full by the indicated due date.
- ARCH reserves the right to change the class instructor and schedules for the Programme as deemed appropriate or necessary. ARCH is not required to provide prior notice for such arrangements.

### **Payment:**

- All Course Fees must be paid in advance of the Applicant attending the Programme. ARCH reserves the right to prevent an Applicant attending class if Course Fees have not been paid.
- ARCH reserves the right to apply late fees for any late payments of Course Fees as follows:
  - 5% penalty charge will apply on outstanding fees after one month of due date
  - 10% penalty charge will apply on outstanding fees after three months of due date
  - 15% penalty charge will apply on outstanding fees after six months of due date
- All Course Fees are non-refundable once the Applicant has been sent the Confirmation Enrollment Email, with exceptions of the circumstances listed under Refund Policy and Guarantee.

### **Make-up Class Arrangements:**

- The Applicant must notify ARCH by e-mail before the start of the class if the Applicant will be absent.
- The Applicant must notify ARCH of the absence at least one week in advance of the class, unless the Applicant can provide a Doctor’s certificate.
- Any make-up class(es) will only be offered at the complete discretion of ARCH, and potentially at the extra expense of the Applicant.
- Missed classes / make-up classes are non-refundable and non-transferable between Applicants, ARCH courses or the Programme.
- ARCH will provide alternative class dates and times to the Applicant on request, but does not guarantee the available timeslots will fit the Applicant’s schedule. No refund or additional make-up classes will be offered if an Applicant is unable to attend any scheduled / proposed make-up classes.
- Materials from the missed class will be distributed to the Applicant.

### **Course Withdrawal:**

- An Applicant must provide ARCH with at least one month’s prior notice in writing (email, fax or letter) if the Applicant wants to withdraw from the Programme.
- Without proper notification, ARCH will not accept the Applicant’s withdrawal from the Programme and the Applicant must pay for the following month’s Course Fees.

### **Adverse Weather Conditions Policy:**

- Classes will not be held when there is Typhoon 8 or Black Rain. There will be no make-up class, rescheduling or refund for cancelled classes due to weather.
- Classes will be held if the weather signals for Typhoon 8 or Black Rain are lowered two hours before the scheduled start time of the class.

### **Guarantee:**

- Upon the completion and passing of the Programme, Applicants are guaranteed admissions into a number of degrees delivered through the University of London International Programmes.
- For Applicants applying to UCAS universities, ARCH is responsible for confirming the UCAS university list the Applicant is applying to. ARCH and Applicant will sign a Guarantee Letter to confirm the University List is acceptable by both parties (ARCH and Applicant), in which case ARCH will guarantee that should the Applicant be not successful in pursuing any of the UCAS list of universities applied to, ARCH will fully refund the paid tuition fees (pro-rata of HKD 150,000 based on Section 7 above) for the Programme. This is on the basis that Applicant has
  - attended 100% of the Programme classes;
  - paid for and attended all the extra tuition classes proposed and delivered by ARCH as necessary supplementary work for Applicant to complete in order to maximize chance for success into the universities applied to through UCAS.
- Should Applicant not comply with ARCH’s advice and proposal for additional classes to bolster his/her chances for success into the universities represented on the UCAS university list, ARCH will in writing notify, confirm and execute the nullification of the Guarantee.
- ARCH is not responsible for any university acceptance or admissions should the UCAS university list not include a university that ARCH feels is a realistic option, in which case ARCH will not sign the Guarantee Letter and will not be liable for the Applicant’s success or failure to secure an offer from any of the UCAS universities.

### **Refund Policy:**

- The Registration Deposit Fee is non-refundable

- In the case of ARCH closure prior to the commencement of the Programme, we will refund in full the outstanding Course Fee to the Applicant immediately.
- There is no refund for the Programme confirmed by ARCH. However, in the event that:
  - (i) the confirmed Programme needs to be canceled by ARCH; or
  - (ii) the Programme which has commenced ceases to continue, and the Applicant declines the revised arrangements offered by ARCH, ARCH will refund in full or on a pro-rata basis the Course Fee collected as soon as possible and in any event no later than one month after the notification date of the Programme cancellation.

#### **Refund Procedures:**

- We will inform the Applicant of refund arrangements in writing (e-mail, fax or letter).
- We will refund Course Fee to the Applicant in accordance to the Refund Policy.
- We will issue a refund receipt to the Applicant and the Applicant is required to sign to acknowledge receipt of the refunded payment.
- Refunds will be paid in the form of cheque payment only.

#### **Applicant's Responsibilities**

The Applicant agrees:

- not to reproduce, distribute or show to any other person, in whole or in part, any of the class materials, lesson notes, assessments and tests distributed by ARCH without the prior written consent of ARCH;
- not to solicit or make private arrangements for tuition with instructors/tutors employed/contracted by ARCH, without prior consent of ARCH;
- that they are responsible to arrange appropriate transportation or pick-up for the Applicant to and from ARCH premises. ARCH does not require Applicant's to sign-out or notify us when they are leaving the premises;
- to abide by the ARCH Code of Conduct;
- to share their experience for marketing purposes of the Programme in the future;
- check emails regularly for notifications from ARCH; to attend all classes of their enrolled the Programme in order to gain the most benefit from the Programme.

#### **Liability:**

- ARCH shall not be liable for any loss, expense, damage, delay, costs or compensation, whether direct, indirect or consequential, which may be suffered or incurred by the Applicant arising from or in any way connected with the Programme.
- ARCH shall not be held responsible for personal injuries, accidents, losses and damages incurred by the Applicant while at the ARCH premises or any other place where the Programme are being held.

#### **Privacy**

- ARCH reserves the right to use the Applicant's work for promotional or educational purposes, without prior consent.
- Photographs and videos may be taken occasionally during the class time. Applicants and participants agree to be photographed or taped. ARCH reserves all rights to using the images and footages at their discretion without prior consent.

#### **Intellectual Property**

- ARCH reserves all rights and interests in any intellectual property arising as a result of any class, ARCH Course, the Programme or other tuition provided or any purpose associated with ARCH.

#### **Law**

- This legal notice shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region (Hong Kong SAR)
- Disputes arising in conjunction with this legal notice shall be subject to the exclusive jurisdiction of the Hong Kong SAR courts.

#### **Enforceability:**

- If any part of these conditions is held to be illegal, invalid or unenforceable in any respect such invalidity, illegality or unenforceability shall not prejudice the effect of the rest of these Terms and Conditions to the extent that they are valid, legal and enforceable.

#### **Definitions:**

In these Terms and Conditions:

"Applicant" means any student and their legal guardian, which agrees to engage ARCH and participate in any of the ARCH Courses.

"Application Form" means the form used to apply for ARCH Courses.

"ARCH" means ARCH Education Center (Central), EDB registration number: 603120 and its related companies and subsidiaries.

"Code of Conduct" means the agreement between ARCH and the Applicant regarding the behavior of the Applicant while attending the ARCH Courses.

"Confirmation Enrollment Email" means the email sent by ARCH to the Applicant confirming the Applicant's enrollment in the requested ARCH Courses.

"Course Fees" means the amount due by the Applicant for participation in the ARCH Courses.

"The Programme" means The University of London International Foundation Programme.