



Application Guidelines for Local Students

Thank you for your interest in Thames College of Further and Higher Education (Pvt) Ltd. These notes are designed to help you complete your application for admission to the College.

THINGS TO CONSIDER BEFORE YOU START COMPLETING THE FORM

- This application form is available in both paper and electronic format. The paper form can be scanned and emailed as an attachment or post/handover to the relevant address (**Thames College, No 153 1/1, High Level Road, Nugegoda, Sri Lanka**). The electronic form should be saved to your computer as you complete it, and then emailed as an attachment or printed and posted to us.
- You must complete the application form **yourself** and in English. You should complete **all sections** as fully as possible. If you miss out any important information, the Institute may not be able to process your form and your application will be delayed. If you fail to provide the information required by the Institute, or provide false or misleading information, the Institute reserves the right to reject or withdraw your application, revise your fees status or cancel your registration.
- If you are completing the application by hand, it should be completed in **BLOCK CAPITALS in BLACK INK**. If Institute staff cannot read your application, then this may lead to mistakes being made in your offer letter.
- If you are completing a paper application form you should keep a photocopy of your completed form so you can remember the information you have included in it, in case you are asked to attend an interview. If you are completing the electronic version you should save a copy on your computer for future reference.

Application Deadline

- We strongly recommend that you apply as early as possible to allow enough time to complete all the preparations you need to make for studying at Thames College. After receiving an offer it can take several weeks to arrange your finances and it is important that you attend for our orientation session.
- Please note, we cannot guarantee that applications received after these dates will be processed in time for you to start your chosen course.
- Please check the course information on our website or contact the Institute as there are some courses which may have an earlier deadline and some courses may close admission earlier if all places are filled. If you wish to benefit from an early payment discount, you need to have made your fee payment by the Early Payment deadlines.

SECTION 1: PERSONAL DETAILS

- Enter your **Title** (for example Mr/Miss/Mrs/Dr)
- Indicate your **Sex** (Male or Female)
- Enter your **Date of Birth** in the following format: **Day/Month/Year**
- Give your **Surname/Family name and your First/Given names**

It is important that the names you give are the same as those on official documents such as your National Identification Card (NIC). If you receive an offer of a place, the Institute will send you a letter addressing you by the names you provide on your form and these details will also be used for other internal documentation purpose such as job placements etc.

- Please give your **Home Address**

The Institute will always use your home address in any offer letter. If you prefer the Institute to send correspondence to a different address please provide a correspondence address separately.

- Please enter your **Personal Email Address** in **BLOCK CAPITALS**.

It is essential that you provide your live personal email address as we will send important information regarding your course, college, application, accommodation and enrolment details to this email address.

SECTION 2: COURSES APPLIED FOR

Please specify in order of preference the courses for which you wish to be considered.

SECTION 3: EDUCATION QUALIFICATIONS

Give the names of the three most recent educational establishments you have attended, including the current one if appropriate. **List the most recent one first.** You should include all qualifications for which you have received an award. If you do not have enough space, then please continue on a separate sheet clearly marked with your full name, date of birth and the course for which you are making application.

You should include copies of your academic qualifications/transcripts with your application form. These **MUST** be in **ENGLISH**. If the originals of these documents are in your own language, then you must include a certified translation.

SECTION 04: EMPLOYMENT HISTORY *(if applicable)*

If you have any work experience which is relevant to your application please give the names and addresses of your most recent employers (if any) and briefly describe your work. Please also attach a CV/resume or summary describing in more detail the nature of the work undertaken, positions held and responsibilities.

SECTION 05: PERSONAL STATEMENT

Please include your reasons for your choice of course at Thames College, what you hope to do in your future career and explain how the course is relevant to your plans. Also mention any achievements/experiences you feel would be relevant to your application. These may include social, sporting and other interests. If you lack relevant formal qualifications, you should use this space to outline any relevant experiences that may be taken into account.

SECTION 06: HOW DID YOU HEAR ABOUT US

Please tick the appropriate check box

SECTION 07: PAYMENT DETAILS

Who is paying your fees?

If your fees are being paid by an official sponsor please give the name of your sponsor. Those students who are receiving Government Funds should tick the **Gov Funds** box.

Payment Methods

- i) Directly to the College
- ii) Direct Payment to Bank:

Bank Name : Hatton National Bank PLC
Branch : Nugegoda
Payee : Thames College of Further and Higher Education (Pvt) Ltd.
A/C No : 027010410007

- Students must provide proof of their payments (such as deposit slips) to the institute to get their **offer letter**.

SECTION 08: GUARDIAN DETAILS

Please provide the correct contact information of your guardian to contact in an emergency purpose.

SECTION 09: CHECKLIST

This section is used to confirm the documents you have included in support of your application and to remind you to complete key sections of your application form. Please tick the relevant boxes to confirm the documents you have submitted and that you have provided the information required.

Please do not send any original documents with your application unless requested by the Institute. If you are applying electronically please submit scanned copies of your original documents which are scanned at a resolution of 150 dots per inch (dpi).

SECTION 10: DECLARATION

By inserting your signature in this section, you are confirming that you have completed the application form yourself and that the information you have given is correct and complete and that you agree to abide by the rules and regulations of the Institute.

IMPORTANT NOTE

The Institute undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the Institute interfere with its ability to provide such services, the Institute undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The Institute does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of the Thames College, this notice shall be a term of any contract between you and the Thames College. Any offer of a place made to you by Thames College is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

THE DATA PROTECTION

The information that you give on your application form will be used for the following purposes only:

1. To enable your application for admission to be considered.
2. To enable the Institute to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable the Institute to initiate your student record.

If you apply to the Institute via an intermediary such as an agent, representative or educational institution the Institute will communicate with you about your admission via the intermediary. The Institute also reserves the right to pass information about your admissions and enrolment status and about your programme attendance, and to send a copy of your offer letter to the intermediary which referred your application (Section 08).