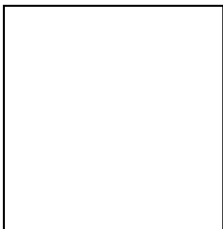




# Admissions Form



PLEASE COMPLETE IN CAPITALS

## I - General Information

a. Program Type: Postgraduate Undergraduate Professional

b. Program Title

c. How did you hear about us?

New spaper Radio Website Friend Student (Please Specify)

## II - Personal Information

First Name Middle Name Family Name

Name Required on the Certificate/Diploma

Title

Dr. Mr. Mrs. Ms.

Birth Date (dd/mm/yyyy)

Nationality

Gender

Male Female

Passport No.

## Courier Address

Street

Town / Emirate

PO BOX

Country

Mobile Phone

Emergency Contact Name/Number

Preferred Email (all correspondence will be sent to this address)

## III - Academic Background

Have you completed:

High School Trade Diploma Undergraduate Postgraduate/Professional

## VI - Declaration

"I hereby declare that the information provided in this application form, along with the enclosures is valid. The admission to the Courses, University progressions are further subject to the terms and condition of the respective universities and awarding bodies and may be subject to change. Attestation protocols by the authorities may change in future. I understand that these changes are beyond the control of Capital College, and I will not hold Capital College responsible or liable to such changes which may occur in future. I understand that as a student who wishes to enroll for the course it is expected from me to confirm the regional accreditation, attestation status from the relevant bodies of the respective countries prior to enrolling for the course. I am fully aware and have understood and verified the details provided by the Capital College through the sources available and am fully satisfied and confirm acceptance to the same."

Student Signature  
Passport Signature

Parent/Guardian Signature  
Passport Signature

Date

## VIII - Items for Submission with the Application Form

Complete Application Form 3 Passport Sized Photographs  
Academic Certificate Copies Registration Fee  
Updated Resume Passport Copy w/ Visa  
Signed Declaration Form

## Admission:

Capital College does not discriminate on the basis of age, sex, religion or disability for admissions into its programs. Capital follows the law of the land and of the awarding body it operates in association with.

**General Refund Policies:** Specific program refund policies are available on their brochures – the College general policies are that should a student wish to withdraw from the program, the following procedure needs to be followed:

- The intention to withdraw / claim refund must be made in writing to the College manager..
- Refund of fees (registration fees not included in fees) will be made in the format below:
  - 2 weeks before the start of program 75%
  - On the day of the start of program (before the program) 50%
  - After one class sessions 25%
  - After two class sessions 00%
- The registration fees are non-refundable and non-transferable unless Capital College decides not to run the program at all. Delay by two weeks to make a viable batch size is acceptable by the student.
- In case of proven medical condition supported by MOHs certificate confirming nonattendance of the program by the student, 10% or balance fee will be refunded, whichever is less Private clinics certificates will not be accepted only government hospitals.
- Processing time for refunds is 15 working days. Classes missed, if any, prior to receiving the application for refund, while sessions are being run are counted as classes taken while counting the refunds. All refund cases will be treated alike and no exceptions will be made in any case.
- There are no refunds if Capital College chooses to relocate its campus within the same city.

**Release of Qualifications:** Capital College will release the student's qualifications only upon them completing all the necessary assessments and clearing their dues. The qualifications are issued by the respective bodies and Universities at their time frames. Student understands that Capital does not control the same.

**Attestation of Qualifications:** Capital College will assist the students with information on agencies who conduct attestation of qualifications issued by the respective awarding body / University as the case may be. Capital will not perform any attestation service on behalf of the student. The students are advised to check the accreditation of the University prior to enrolling for the programs by the authorities. Capital College will not be responsible for the partner University losing or changing its accreditation body or for the modification in policies of the UAE authorities.

**Student Update of Information:** Student must inform Capital College of their change in contact information as the case may be. Capital will accept no liability if the student fails to receive updated information and the message was not communicated.

**Visa:** Capital College offers visa to qualifying students. Students who fail to qualify by the regulations of the Authorities will be reimbursed the amount paid less the amount used in applying for the visa and administration charges of Capital College.

## FOR OFFICIAL USE ONLY

Student ID:

Course Code:

Documents Received:

YES  NO

Referred By:

Enrolled By:

C-Part.....

C-Full.....

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Conditions of Enrollment

- Students are required to attend at least 80% of lectures of their course and complete all assessments and submit written work as required by lecturers and tutors on time.
- If a student does not submit his/her work by the deadline set, the submissions will not be marked and students will receive a "0" / "fail" for that work. Any exception to this rule is at the discretion of the Capital College Manager. Delayed work will receive a maximum of a Pass grade at best.
- Capital College reserves the right to expel a student if he/she has disruptive behavior to the general conduct of the Capital College. Any refund of fees will be at the discretion of the Capital College.
- Classes will be held as scheduled and as explained to the students by the Capital College Manager or Officer of Admissions and Administration prior to registration. However, should classes be lost due to public holidays or other unforeseen circumstances, there may be more classes than those scheduled to cover up for the loss. In such event, students are required to attend the extra classes as necessary in order to complete the program as scheduled.
- Enrollment for a course, together with the payment of the required deposit, creates a binding agreement to follow the course and to pay the full fee. Installments are offered to ease the payment for the student; and does not suggest payment by milestone completed.
- In the event of cancellation of enrollment by the student, for whatever reason, the following apply:-
  - Cancellation must be made in writing.
  - The registration fee is not refundable.
  - Where a cancellation is received after commencement of the course refund will be at the discretion of the College and the college refund policy as stated above.
- If students change their course of study during the term no refunds will be given where the revised course involves the same, more or a fewer subjects or results in a lower fee.
- Courses will take place only if justified by demand and college has full discretion to cancel courses if not enough people are registered.
- Where students are studying towards an external qualification the Capital College will solely be responsible for tuition only as a Study Centre. Students will be responsible to meet all the requirements set in by the external body / University. The admission to the courses, University progressions are further subject to the terms and condition of the respective universities and awarding bodies and may be subject to change. Attestation protocols by the authorities may change too. Capital College will not be responsible or liable to such changes, which may occur in future. The student understands that as a student who wishes to enroll for the course is expected to confirm the regional accreditation, attestation status from the relevant bodies of their respective countries prior enrolling to the course. Admitting for the course confirms that the student is fully aware and has understood and verified the details provided by the Capital College officials through the sources available and is satisfied and confirm acceptance to the same.
- The Capital College Prospectus is correct at the time of printing but subject to alteration without prior notice.
- While course start and end dates are not expected to change the Capital College reserves the right to alter dates in order to facilitate or improve the provision of the course and its examinations. Those changes will in no way affect the other terms and conditions of a student's contract with the Capital College.
- The Capital College reserves the right to inform a student's sponsor(s) of the academic or attendance performance of the student but only if requested by the sponsor(s).
- All changes of contact or address must be immediately notified in writing to the Admissions Office. Capital College will not be responsible for any loss to the student due to lack of updated information.
- The Capital College reserves the right to inform a student's sponsor(s) of the academic or attendance performance of the student but only if requested by the sponsor(s).
- The Capital College reserves the right to place a student arriving late for his/her intended course, onto a course which commences at a later date. Such students may request a refund for the course but the registration fees will continue to remain non-refundable. If the classes have started for the earlier term and the student is delayed in joining for any circumstance except created by the Capital College will be considered for refund as per Capital College Refund Policy where the number of days absent while the course was being run will be counted as if the student had 'attended' and refund will be calculated accordingly.
- Irrespective of any information provided verbally by the staff or agents of the Capital College, all applicants and students will be subject to the conditions stated herein, and regulations provided in the Student Manual or on Capital College website.
- In the event of closure of the Capital College through an Act of God, War or Political or Industrial unrest that may cause temporary cessation of class schedules, the Capital College will endeavor to ensure students recommence studies at one of its associated Capital Colleges.
- The Capital College will not be responsible for any mail or money sent to students who use Capital College as an accommodation address for mail that they may receive.
- False information on the application form may render the student liable to expulsion.
- While every effort is made to ensure that course information material provided by the Capital College is correct, the Capital College will neither be liable for any error in its publications nor for changes in the courses, syllabuses, regulations or exemptions made.
- Any monies received by the Capital College from the student's parent, guardian or sponsor on his or her behalf will, after clearance through the bank, used by the Capital College, be paid to the student only and not to any other person and will be paid via a non-negotiable crossed cheque.
- While student's files are treated as confidential, the Capital College will not be liable for any information requested by the government departments or any of their divisions with a written request stating explicitly the use of the same.
- The Capital College reserves the right to change the location of its centre(s) or part thereof within the cities in which centers may be located or add additional centers. This change will not form a reason for refund.
- Students must abide by any Rules and Regulations of the Capital College.
- In the event of discrepancy/ambiguity on the general terms and conditions the Capital College Management's decision will be final & upheld.

For any queries feel free to contact Capital College on [study@capitalcollege.ae](mailto:study@capitalcollege.ae)

I, \_\_\_\_\_, have read and understood the Conditions of Enrollment with Capital College and will abide by the same.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_