



Newport International University

University House
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 Tel: 020 7253 1155 Fax: 020 7251 6610
 E-mail: admissions@niu.org.uk www.niu.org.uk

Please attach
 one recent
 passport photo
 here

APPLICATION FOR ADMISSION

Surname/Family name	Title (Dr, Mr, Mrs, Ms, Miss etc)
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Other Names	Date of birth
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Country of birth	Country of permanent residence	Nationality	Passport No.
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Current Address Tel: e-mail:	Name and Address of Next of Kin/Sponsor Tel:
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Proposed Starting Date:

PROGRAMME OF STUDY

Full-time	Distance Learning	By Research
MBA <input type="checkbox"/>	BBA <input type="checkbox"/>	Doctor of Business Administration <input type="checkbox"/>
MSc in Computer Science <input type="checkbox"/>	MBA <input type="checkbox"/>	PhD in Business Administration <input type="checkbox"/>
	BA in Human Behaviour <input type="checkbox"/>	PhD in Human Behaviour <input type="checkbox"/>
	MA in Human Behaviour <input type="checkbox"/>	

EMPLOYMENT RECORD

Name of Employer	From	To	Position

OFFICE USE ONLY

Decision		
Notes	Date rec'd	
	£Paid	
	Rec. No	

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

Please list all schools/colleges/universities attended and qualifications obtained since the age of 16

Name and address of institution	Dates attended	Qualifications/grades obtained
	From	
	To	
	From	
	To	
	From	
	To	
	From	
	To	
	From	
	To	
	From	
	To	

ENGLISH LANGUAGE COMPETENCY

Is English your first language? Yes No

If not please give details of any examinations or test taken

IELTS Score: TOEFL Score: Other (please give details)

FINANCIAL SUPPORT

Please state how you intend to finance your studies. If sponsored, please state name and address of sponsor

Name of sponsor:

Address

OTHER INFORMATION

Have you applied to Newport before? Yes No

If yes, please state student ID number and/or dates and courses attended

How did you hear about Newport International University?

THIS SECTION TO BE COMPLETED BY DBA/PHD APPLICANTS ONLY

Briefly state your reasons for wishing to pursue your chosen programme of study

When you complete all the core and elective courses you will have to submit a Dissertation. Please provide a brief description of you proposed topic

REFEREES

Please provide the names and addresses of two referees, preferably one academic and one from your present/last employer. If possible, please attach references to this form

First referee:

Second referee

Name:

Name:

Address:

Address:

e-mail:

e-mail:

OFFICE USE ONLY

Reference request sent:

Reference received:

TERMS AND CONDITIONS OF ADMISSION

The term Study Centre means the UK Study Centre of Newport International University, USA. The following terms and conditions of admission are divided into three Sections: Section "A" applies to all applicants. Section "B" applies to all applicants for a full-time course or a Doctoral degree (DBA or PhD). Research-based programmes (DBA and PhD) are considered as full-time). Section "C" applies to applicants for a Distance Learning course.

SECTION A

The following terms and conditions apply to ALL applicants

All declarations made and information provided by applicants in this application form are accepted in good faith. Any false declarations about qualifications held or age of the applicant or failure to produce documentary evidence of qualifications held may render a student liable to exclusion from the course he/she has been admitted to. Applicants who have used fraudulent documentation to gain admission onto a course will render their admission null and void and forfeit any fees or deposits paid.

1. The registration fee is only refundable if an application has not been accepted, or if the course for which an application is made will not run for whatever reason.
2. All details printed in the prospectus and accompanying documents are correct at the time of printing. The Study Centre reserves the right to make changes to the structure and content of courses, including the amalgamation or withdrawal of courses, if deemed necessary. In the event of a course being withdrawn a full refund of tuition fees would be made, unless the student wishes to follow an alternative course.
3. The Study Centre makes every effort to ensure that the information contained in its prospectus is consistent with that appearing on its website (www.niu.org.uk). However, in the event of any difference between printed and website information, the details given on the website will prevail.
4. If the application form has been signed by an agent or representative of the applicant, the terms and conditions of admission will still apply.

SECTION B

In addition to the terms and conditions of admission in Section "A" above, the following conditions apply to students following full-time courses.

1. Enrolling for a course at the Study Centre constitutes a binding agreement on the student to follow the course applied for and to abide by the Code of Conduct, or any course regulations. The Code of Conduct is contained in the Student Handbook, which is given to all students at the beginning of their studies.
2. Students found to have difficulties in following a course due to inadequate language skills, will be required to follow a remedial course in English Language at an associate institution (The City College), until their level of English reaches a satisfactory standard. The admissions department will make all necessary arrangements and notify the student of any additional fees payable for the English course.

3. Students are required to attend classes regularly and punctually. (At the lecturer's discretion, students who arrive late for a class may be refused admission).
4. Students whose overall attendance is less than 50% during a semester or term may not be allowed to take any examinations for that semester.
5. Important notices, such as examination dates and changes to time-tables etc are displayed on the main notice board regularly. Students should check the notice board to ensure that they are aware of any issues affecting their studies.
6. Unless otherwise stated, fees quoted are for tuition only. Examination fees and books are additional costs.
7. The tuition fees are payable in full before a student commences studies. At the discretion of the Study Centre, students may be allowed to pay their fees by instalments, but a surcharge to cover additional administrative costs and interest will be added to the tuition fees. Details of instalment facilities and charges are available on request.

8. Tuition fees or deposits paid are not refundable nor transferable to another student or to a course starting at a later date. However, if you have been refused a visa to enter the UK, you may be entitled to a refund if you have paid 50% or more of the first year's tuition fees, subject to meeting all of the following conditions.

- a) You have informed the University in writing about your inability to start your course on the scheduled date at least two weeks prior to the commencing date of your course.
- b) You provide the University with the original notice of refusal of visa issued by the British High Commission/Embassy, within four weeks of the date of refusal.
- c) You have not and do not intend to appeal against the refusal of visa. If an appeal has been lodged, the fees will be refunded only upon the University receiving documentary evidence that the appeal has been dismissed.
- d) The Letter of Acceptance and receipts for the deposit/fees paid are returned to the University in their original form.

The amount of the refund will depend on the amount of the fees/deposit paid.

- If you have paid £350 or less: You will receive no refund
- If you have paid at least 50% of the first year's tuition fees: You will receive the amount paid, less the sum of £100 and any deferral fees (deferral fee is the charge involved when the original starting date of the course has been deferred at your request).
- If you have paid full fees for one year of study: You will receive the amount paid, less the sum of £50 and any deferral fees (deferral fee is the charge involved when the original starting date of the course has been deferred at your request).

9. The Study Centre reserves the right to demand the payment of a higher than usual deposit, or a full year's tuition fees before it can issue a Letter of Acceptance for visa purposes.
10. Fees and deposits paid are for a course starting on a specific date. Students who fail to take up their course on the scheduled date will not be able to transfer their fees or deposit to a course starting at a later date. However, in special cases but at the absolute discretion of the Study Centre, this may be allowed. If such a transfer is to be allowed a non-refundable transfer fee of £50 will be charged.
11. Students who are late in starting their course for whatever reason will not be entitled to a refund of, or reduction in tuition fees; this also applies where students have not attended all their classes/courses.
12. If a student is required by the Home Office to leave the UK because of poor attendance, or because of any breach of law, tuition fees paid will not be refundable.
13. The Study Centre does not take responsibility for any wrong information provided by unauthorised agencies. Applicants are requested to check with the Study Centre before paying any fees to Agents.
14. The Study Centre reserves the right to terminate a student's enrolment if he/she has been in breach of any of the above terms and conditions.

SECTION C

In addition to the terms and conditions of admission in section "A" above, the following terms and conditions apply to students enrolled on distance learning courses.

A student enrolled on a Distance Learning programme has a right to cancel his/her enrolment at any stage and receive a refund, subject to the following deductions from the amount paid.

1. If the cancellation notice is received within one month of the date of enrolment, the deduction will be £250, or 30% of the amount paid, whichever is greater.
2. If the cancellation notice is received within three months of the date of enrolment, the deduction will be £250 or 40% of the amount paid, whichever is greater.
3. If the cancellation notice is received within six months of the date of enrolment, the deduction will be £250 or 50% of the amount paid, whichever is greater.

Note: The cancellation notice must be made in writing. The cancellation is the date the written notice of cancellation has been received by the Study Centre. The date of enrolment is the date on which the Study Centre has dispatched the study material to the student

DECLARATION

I certify that the details given in this form are true and complete, and that I have read, understood and accept the terms and conditions of admission.

Signed by applicant/sponsor/guardian Date

(If signed by anyone other than the applicant please state name and capacity below)

Name Capacity.....

NOTE: This form must be accompanied by a copy of your qualifications, together with a remittance of £50 in respect of registration fee, or the total tuition fees. Cheques, Bankers Drafts, Postal Orders, etc should be made payable to Inter-Ed UK Ltd and crossed 'Account Payee Only'.