

BeeZee Institute of Beauty therapy

Student Registration – Admission/Enrolment Procedure

For you to be accepted as a student of the College, you must complete the Application form for Admission and the following **pre-requisites**:

- Three passport size photographs
- Attested photocopies of qualifications/certificates (originals must be shown during the admission procedure)
- Proof of work experience (where applicable)
- Sponsor's letter (where applicable)
- Non-refundable Registration fee of **GBP 250.00**

**The completed application form should be returned to
Admission Office
BeeZee Institute of Beauty Therapy
23 - 33 The Parade-High Street
Watford - Hertfordshire
WD17 1LQ**

1. Letter of Acceptance

Once your Application for Admission is received and processed, the College will forward a letter of Acceptance stating the course, tuition fee and the course commencement date. Offer will be made subject to the payment of the course fees. Overseas applicants may process their foreign exchange through their Central Banks using letter of acceptance.

2. Certificate of Enrolment

When the College receives the full fees or at least **50%** of the applicable fees, a certificate of enrolment/CAS number will be issued including confirmation that a place has been reserved for you on the course. **Fees may be paid** by cash, bank draft and credit/debit card or by direct money transfer to the College bank account. **PLEASE NOTE:** A surcharge of **10%** (based on the remaining balance of tuition fee) is applied when the balance is paid after the commencement of the course.

3. Visa Application

Once an applicant has secured a place with the College, he/she must visit the British Embassy/High Commission in his/her country in person and apply for a

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student visa. British Consulate requirements for a student visa vary from country to country; however, the following are expected from applicants:

- Certificate of enrolment/ letter of acceptance/CAS Number
- A valid passport
- Proof of availability of funds to cover cost and living expenses in the UK
- Original copies of your previous certificates

MAINTENANCE

Students are expected to maintain themselves while studying in the UK. Therefore, it is important to make specific financial arrangements to meet living expenses.

There are many other benefits and matters of interest and most of them are outlined in our website.

We have a team of highly qualified lecturers and small classes made up of people from different parts of the world.

Please Note: As per the latest changes in UK student immigration. Institutions will have specific, defined responsibilities to report visa students who do not attend class and will be directly answerable to UKVI for maintaining correct and verifiable records of student number. Specific staff named in the application will be expected to report student if ten normal contacts are missed, and student remains untraceable for ten working days since the last missed contact. Since student is accepted as a visiting student under the control of immigration, UKVI will maintain a vigilance and follow up on these requirements closely. For latest updates and information please visit www.ukba.homeoffice.gov.uk

Study in UK

UKCOSA: The Council for International Education provides advice and information to international students studying in the UK on a range of practical matters such as immigration and visas and working during or after studying <http://www.ukcosa.org.uk/pages/advice.htm>

Everything an international student needs to know about studying in the UK: lifestyle, levels of study, courses, institutions and application procedures for all study levels you can find on the following website: www.studyuk.hobsons.com

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Rules & Regulations

1. Students must attend classes as directed by the College during term time. Where attendance falls below accepted level by the College, students are either suspended or may not be allowed to take examinations.
2. Absence of three days or more must be supported by a medical certificate from the student's doctor.
3. Students must have sufficient funds to support their studies. Books and other relevant materials must be purchased before commencement of the course.
4. Students are expected to conduct themselves responsibly within and outside of the College. Misbehavior could result in a student being suspended.
5. Fees are payable in advance of course commencement unless prior arrangements have been made. The College requires a minimum deposit of 50% of the fees and the balance should be paid before the end of the first term. Students wishing to pay fees by installments will have to pay a 10% surcharge on the remaining balance.
6. The College expects all students to pay their fees on time. Students who fail to comply may be suspended from College without notice.
7. The College will only provide necessary documents for Visa extension to students who have paid their fees fully. Students who pay fees by installments may not be issued with such documentation. In such an event, the College will handle the Visa Extension application. Students must provide all necessary documents in terms of policy.
8. Students must make it a point of duty to be punctual to classes. Persistent late comers will be suspended from the College.
9. Heads of Departments and Course Leaders will provide students with the necessary advice on how to get registered with the external professional Examination Bodies. The onus is on the student to ensure that he/she is registered to enable him/her to take such examinations.

Students from overseas are required to comply with United Kingdom Home Office regulations.