

Date of Application:  -  -

### EXECUTIVE MASTERS WITH/WITHOUT DUAL MASTERS (ELECTIVE) OPTIONS:-

<b>EXECUTIVE MASTERS</b>	<input type="checkbox"/> International Business	<input type="checkbox"/> Management Accounting & Finance	<input type="checkbox"/> Hospitality Management
	<input type="checkbox"/> Digital Marketing	<input type="checkbox"/> Healthcare Management	<input type="checkbox"/> Events Management
	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Data Analytics and A.I.	<input type="checkbox"/> Sports Management
	<input type="checkbox"/> Logistics & Supply Chain	<input type="checkbox"/> I.T. Project Management	
	<input type="checkbox"/> Banking & Insurance		
<b>DUAL MASTERS</b>	<input type="checkbox"/> M.Sc in Project Management <input type="checkbox"/> M.A in Strategic Leadership <input type="checkbox"/> M.A in Entrepreneurship		

### PERSONAL INFORMATION (PLEASE WRITE IN BLOCK LETTERS ONLY)

First Name:	<input type="text"/>	Passport Size Photographs
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Contact Number:	<input type="text"/>	
DOB:	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	
Language Spoken:	<input type="text"/>	
E-mail ID:	<input type="text"/>	
Place & Country of Birth:	<input type="text"/>	Gender: <input type="text" value="M"/> <input type="text" value="F"/> <input type="text" value="O"/>
Religion:	<input type="text"/>	
Current Nationality:	<input type="text"/>	
Previous Nationality (if any):	<input type="text"/>	
Marital Status	<input type="text"/>	
Current Address:	<input type="text"/>	
	<input type="text"/>	Landmark: <input type="text"/>
City:	<input type="text"/>	
State:	<input type="text"/>	
Country:	<input type="text"/>	Pin: <input type="text"/>
Full Address in Home Country:	<input type="text"/>	
	<input type="text"/>	Landmark: <input type="text"/>
Home Country Contact Number:	<input type="text"/>	Tel: <input type="text"/> - <input type="text"/>
City:	<input type="text"/>	
State:	<input type="text"/>	
Country:	<input type="text"/>	Pin: <input type="text"/>
Passport No:	<input type="text"/>	Date of Issue: <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Place of Issue:	<input type="text"/>	Expiry Date: <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

## IN CASE OF EMERGENCY, PLEASE PROVIDE 2 CONTACT DETAILS:

Name:	<input type="text"/>
Relationship:	<input type="text"/>
Contact Number:	<input type="text"/> - <input type="text"/>
E-mail:	<input type="text"/>
Name:	<input type="text"/>
Relationship:	<input type="text"/>
Contact Number:	<input type="text"/> - <input type="text"/>
E-mail:	<input type="text"/>

## ACADEMIC INFORMATION

(PLEASE WRITE IN BLOCK LETTERS ONLY)

QUALIFICATIONS	GROUP MAJOR	YEAR	SCHOOL NAME / BOARD / UNIVERSITY	% / CGPA	GRADE / CLASS
Grade 10 or Equivalent					
High School / Grade 12 / A Level or Equivalent					
GRADUATION (for Master's only)					
Any Other (if applicable)					

## DOCUMENTS TO BE SUBMITTED

<input type="checkbox"/> Complete CV	<input type="checkbox"/> Work Experience Letter	<input type="checkbox"/> Copy of Visa / Residence Permit / Emirates ID
<input type="checkbox"/> Degree Certificate (Original & English Translation)	<input type="checkbox"/> Passport Size Photograph	
<input type="checkbox"/> Transcripts (Original & English Translation)	<input type="checkbox"/> Copy of Passport	

- Note:** 1. Submit 4 Attested copies of the applicable Marksheets / Certificates  
2. Attestation: The academic documents will need to be attested from University or concerned Ministry from home country and Ministry of Foreign Affairs in the UAE, as applicable.

## STUDENT ASSESSMENT

Awards / Achievements (if any): Attach supporting documents

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## EMPLOYMENT DETAILS

Do you have any relevant work experience?  
(If Yes, Attach relevant documents)

Yes

No

Type of Employment ?

Part Time

Full Time

**Company Name and Address :**

**Job Title :**

**Job Role :**

**Department :**

**Industry :**

**Duration of Current Employment :**

**Total Work Experience (In Years) :**

## OTHER DETAILS

**How did you first learn about Britts Imperial University College?**

Website

Social Media

Education Consultant

Other

(Please mention in case of other)

# GUIDELINES, INSTRUCTION & UNDERTAKING

Please read these terms & conditions carefully as they shall form part of the relationship between the Student and Britts Imperial University College FZC (hereinafter referred to as & Britts Imperial University College & "BIUC"). It is important that you make sure that you have read and understood all these conditions and confirm that you accept these conditions when you sign this form. The terms and conditions apply regardless of changes made to a student & study programme or as originally stated on the Application form:

## **1. Provisional Application and Admission**

1.1. To admit a student at BIUC, the Admission Form & must be completed, signed by the Applicant and Parent / Guardian (wherever necessary) either physically or digitally. You can send your application directly to email address with all the required documents as per Admission Procedure Guidelines or fill online application form

1.2. If you have filled the application form online, then it is construed that you have read, understood, and agreed to all the terms and conditions uploaded on the terms and conditions section (or a section with a similar name) of the website or that provided at the time of filling the online application form.

1.3 Applicant needs to successfully complete the evaluation process including Interview, English placement test and submit work experience documents if applicable

## **2. Confirmation of Admission from the Awarding Body or the partner University**

2.1 Applicants are advised to complete all the formalities for the said registration process very carefully including timely submission of required Academic Documents.

2.2 Applicants may receive Conditional Confirmation of Admission from the College within 30 days from the date of submission of full set of Admission Documents and student visa application documents where applicable. The applicant is required to sign the Conditional Admission Confirmation Letter. If the candidate follows the procedure for acceptance of offer for admission, then the candidate is assumed to have been admitted and seat will be considered as reserved, and the tuition fees will become due.

2.3 The Awarding Body or the Partner University reserves the right to accept or decline the admission to the study programme at its discretion. The decision of the Awarding Body or the Partner University shall be final and binding on all. If the awarding body or the Partner University refuses to accept the admission of the student after BIUC having given the admission, then BIUC will have to cancel the admission of the student in the said course and may try to register or admit the student another course. If transfer to another course is not possible then Britts Imperial College will refund only the tuition fees for the course that registration was refused by the awarding body or the Partner University and will not refund any other charges that were paid or other personal expenses that the student may have incurred.

2.4 If the student expresses the desire for cancellation of admission or cancellation of student residence visa sponsorship of the college, before the registration is done with the awarding body or the Partner University, the college may at its discretion choose not to register the student with the awarding body or the Partner University if the college feels that further tuition fees may not be received from the student.

If the student later expresses the desire to continue with the admission, then there will be a delay in the completion of the course for the student because they will be registered with the awarding body or the Partner University later when they express their desire to continue with the admission and not cancel.

2.5 In case of Degrees or Qualifications awarded by partner university as a Top Up or upon transfer of credits, the registration of the applicant will be done with the University after the applicant has completed the relevant credits with Britts Imperial College for the preceding qualification. For Instance, if the applicant has registered for MBA with specialization in Events Management with Britts Imperial College for the degree to be awarded by Universidad Catolica San Antonio De Murcia- Spain University (90 ECTS), then the applicant is required to first required to complete 60 ECTS or 120 UK Credits at UK Level 7 with Britts Imperial College and then complete the remaining 30 ECTS with Universidad Catolica San Antonio De Murcia- Spain University. In such a scenario the student will first be registered with Britts Imperial College and UK awarding body like ATHE for Level 7 and then be registered with Universidad Catolica San Antonio De Murcia- Spain after completion of the required UK Credits.

2.6 Note that there is no refund of any charges or fees, upon cancellation of admission by the student and that the full tuition fees for the course are due to be paid before the cancellation of admission or cancellation of residence visa sponsorship can be processed.

## **3. Centre for Examination and Centre for Study**

3.1 The location of the Centre for Examination shall be allotted by either BIUC or Awarding Body or the Partner University and is subject to change as per Awarding Body or the Partner University norms and the applicable regulations. Student shall be given reasonable notice wherever possible.

3.2 The place for delivery of the sessions and lectures will be at the discretion of BIUC and will also be based on your choice of programme. If the programme is a multi-country delivery format programme, then the delivery will happen at designated centres in those respective countries or electronically using technology. The delivery may happen at partner university campuses or centres to maintain the quality of the course and programme and as may be deemed suitable by BIUC.

3.3 The mode of delivery can be online or on campus based on the sole discretion of BIUC based on the circumstances and regulatory requirements or operational convenience of delivery. The application will not be given any refund or cannot claim for change in the structure of tuition fees or any other fees if the mode of delivery changes from on campus to online or vice-versa or to hybrid method of delivery. The change in the mode of delivery will not be held or entertained as any ground for complaint by the applicant.

## **4. Progression to the partner Universities**

4.1 Britts Imperial University College is an accredited academic Centre of prestigious and reputed Universities and Colleges, like Universidad Catolica San Antonio De Murcia- Spain, International University of Applied Sciences - Germany, Eucléa Business School - France and others which are the bodies that quality assures their respective programs and awards the qualifications, degrees and credits to the students. Britts Imperial College's partner University and Colleges will award the degrees to the students.

4.2 Britts Imperial University College is not a autonomous degree granting institution or university. BIUC is the academic center of its partner universities which award the degrees or credits.

4.3 University partners may be able to award degrees of their university and additional dual degree arrangement with their partner university. For instance, International University of Applied Sciences – Germany degrees are recognized by London South Bank university and they award a degree upon completion of International University of Applied Sciences – Germany degrees to students. Britts Imperial College is not to be construed as academic center for the universities which are dual degree partners (Hence Britts Imperial College is not an academic center of LSBU).

4.4 If any education consultant, agent, or employee of the college has mentioned that the college will award the degree then the same is to be construed as a false statement which is not endorsed by the BIUC. It is the onus of the student to bring such matter to the notice of BIUC and seek clarification.

Students must be aware that transfers to any overseas campuses, associated Universities or colleges are subject to the relevant visa requirements set by that country. Tuition fees, scholarships and grants are also unique to BIUC and will not be applicable to the campus or university you will choose to transfer to. BIUC does not guarantee transfer to any university or campus of its partner universities, it will only support the student in the process of transfer. It is at the discretion of the university on the number of credits to be exempted, whether to accept the student admission or not, or to induce incremental entry requirements like English language test score.

4.5 If any education consultant, agent or employee of BIUC or any person claim that the degree will be attested by UAE ministry of Higher Education, then the same is to be constructed as false statement, which is not endorsed by BIUC. It is the onus of the student to bring such matter to the notice of BIUC.

## **5. Cancellation, Fees and payment terms**

5.1 Students are expected to carefully check the applicable fees and other charges applicable for the study programme and make payment on the defined due dates. Failure to do this may result in suspension from the programme, and/or cancellation of Admission and cancellation of student residence visa sponsorship.

5.2 There is no refund of any fees or charges paid upon cancellation of admission, whether the academic year has started or not. The admission cancellation process and / or the residence visa cancellation process will not proceed until the full course/qualification tuition fees and other charges as applicable are fully paid by the student.

5.3 If the student has been provided installment payment flexibility, and there is cancellation of admission after start of the academic year or issuance of the Student Visa entry permit, then the remaining installments of tuition fees become due immediately the same must be paid before the cancellation of admission or cancellation of visa process can begin.

5.4 The cost of travel, transfers, visa, lodging, boarding, airfare, or any expenses other than tuition fees of the programme will have to be borne by the student only, whether in Dubai or any other international location of study.

5.5 The college can facilitate payment of tuition fees or other charges in various installments. The college has the right to hold the original documents of the students including, but not limited to, previous original transcripts, mark-sheets, academic certificates, passport or Emirates ID for safekeeping until the full tuition fees are paid by the student. The student will have to make payment for all tuition fees and other charges due before they collect their Emirates ID.

5.6 For all considerations with respect to tuition fees, the full course enrolled for, will be kept as base for any calculation or consideration and not the installment amounts.

5.7 The Bank charges or remittance charges levied by banks or credit or debit card companies are to be borne by the student and the college should receive the amount of fees in full. If there are any deductions on account of any charges by bank or credit / debit card companies then the same will be shown as outstanding to be paid by student.

5.8 If there is any default or delay in the payment of the tuition fees or other charges due to the college then the college may put on hold the academics of the student. This may result in delay in certification for which the college is not responsible. The college will not release the certificate or transcripts of the student until all the due tuition fees and other charges are paid in full.

5.9 Even if the student can complete the course in less than the target duration or even if he takes more than the target duration, the tuition fees for the course will remain the same and the student is liable to pay the full tuition fees assigned for the course.

5.10 The tuition fees are quoted and to be paid for each level of course, and not as per semester or modules of study. The student cannot ask to pay tuition fees proportionate to the number of lectures attended or proportionate to the number of modules studied or exam appeared for.

5.11 The student visa related fees and charges cannot be refunded once paid by the student. No refund of visa charges or fees will be issued even if the entry permit issued is not utilized by the student to enter the country. Once the entry permit has been issued, the student will be liable to pay all the tuition for the course registered for because a seat will have been blocked by the college.

5.12 Tuition fees, Visa and medical insurance fees or any other fees shall not be refunded once the visa has been applied for, or once the enrollment fees is paid confirming the admission. There is no refund of any money upon cancellation of generated Visa Entry Permit whether used or unused.

5.13 The charges for Entry permit extension for the expired unused entry permit will be USD 350 per extension or renewal of entry permit unused and expired.

5.14 Fees are subject to change depending on the exchange rate at the time of payment. If the tuition fees are paid in a currency other than the currency in which the fees payable were quoted, then the student should ensure that the fees that BIUC receives is the full due amount without any deduction of any bank charges or remittance charges or any other charges whatsoever.

5.15 The tuition fees are always determined in USD or AED equivalent only. If the fees for communication purpose have been conveyed in INR or any other currency, then the tuition fees will be the USD equivalent as on the date of issue of admission confirmation or offer letter.

5.16 In case of any outstanding amount towards the fees or any charges due to the BIUC, the BIUC has the right to withhold the student from appearing for the exams or assignments, withhold their transcripts or other original documents, withhold them from attending lectures and withhold transfer or cancellation of student residence visa or entry permit. The college may classify the student as abscond if there is consistent absence of the student in attending lectures.

5.17 In case of non-payment of tuition fees, BIUC can cancel the student without any intimation to or approval from the student.

5.18 If the student does not pay the Accommodation fees or charges by the due date, BIUC has the right to have the student to vacate the premises or accommodation. If the student does not agree to vacating, then it will be considered as trespassing private property and illegal occupation and the college can have the premises security take stern corrective measures. Student opting for the College & Student Accommodation accept all the terms and conditions.

5.19 In case there is delay in payment of tuition fees or any other charges beyond stipulated due date by the student, a late fee for late payment of up to AED 150 for the first week of delay and then AED 50 for every further week of delay will be levied and the same cannot be contested by the student.

5.20 If there is any cheque bounce then a penal charge of AED 250 will be levied by BIUC.

5.21 In case of any default or delay in payment of fees, the college must register any legal matter with any authority or any courts, then a penal charge of AED 15,000 towards litigation administration will be levied and additionally, the student or the parents of the student will have to bear the legal expenses incurred towards court fees and lawyer fees as billed in actuals by the lawyers or courts.

5.22 As the academic center for various partner universities the student will pay tuition fees to Britts Imperial University College for the program or course enrolled for. Any fees or charges once paid to Britts Imperial University College are non-refundable. The fees can be demanded for refund only when the student visa is rejected by immigration of UAE for a student who wanted to enter into UAE and study on-campus in UAE and the student has not agreed to or started the studies through online format.

5.23 The tuition fees to be paid when transferring to another partner institution campus, is subject to change and subject to the tuition fees offered and quoted by the other institution. Britts Imperial University College will only mention the indicative fees and it cannot be held liable for the indicative fees.

5.24 Upon cancellation of admission or cancellation of entry permit or cancellation of student residence visa, the student will not get any refund for tuition fees, visa charges or any other fees paid. Upon expression of cancellation of admission or cancellation of entry permit or cancellation of residence visa sponsored by the college, the remaining tuition fees for the full course will become immediately due and will be payable before the cancellation can proceed.

5.25 A due process for cancellation of admission or cancellation of residence visa sponsorship must be followed. Cancellation cannot happen only by sending email or verbal or written communication, which is not in, the prescribed form. The prescribed cancellation form must be duly filled and signed by the student, with the signature and consent of the parents or guardian and referring education consultant if any. The cancellation process, upon receipt of the cancellation form in physical at the administration office of the college, may take between 30 days to 60 days for processing.

5.26 If the student cancels the admission with Britts Imperial University College after having accepted the offer for admission, full tuition fees will be due and payable by the student because the student seat will be reserved upon acceptance of admission offer. If the student cancels the admission with Britts Imperial College after having started the lectures and classes, then the remaining tuition fees unpaid will become due and payable immediately. There is no refund of any amount or any installments previously paid.

5.27 Admission is confirmed once the offer for admission has been accepted by the student, subject to clearance of visa process by immigration (for Students opting for Student Visa). For the students not opting for the student visa, the admission is considered confirmed upon acceptance of admission confirmation letter. Acceptance of the admission offer is considered when the student signs the offer letter and deposits the admission application fees or visa fees or part of the tuition fees or enrollment fees.

5.28 The tuition fees due and payable is the full course tuition fees, and not just the installment amounts. Installment amounts are only for flexibility of payment.

5.29 Refund: If after the student enters the UAE, there is a rejection in Visa process due to failure at the stage of medical test in UAE or at any stage, the student will have to move out of the country as per the procedures of the immigration. In such a scenario, the student will have to bear all his expenses of returning to the country. Any fines of overstay or absconding procedure will be borne fully by the students or their guardians. The student will be eligible for refund of the tuition fees already paid but not for the visa charges.

5.30 Tuition fee charges are determined based on enrolment status and not actual attendance. This means that if students stop attending, but do not formally withdraw from or interrupt their studies, they will be liable for tuition fees. Students should contact the Student Affairs Department for the formal process of interruption of studies/deferral of studies.

#### 5.31 Fees for Executive Dual Masters

Accepting the terms & conditions implies that the student has understood and agreed to pay the additional fee of USD 1,000 applicable in case of selection for Executive Dual Masters degree.

### **6. Abiding by laws related to work experience, part-time work, unpaid and paid internships in UAE**

6.1 The student is obliged to follow all the laws and regulations pertaining to internship or work in UAE. The College cannot verify and is not responsible for verifying whether the applicable laws have been adhered to by the student. The college bears no responsibility or obligation for any act of the student that may be in contravention of any law in UAE with respect to work experience, paid and unpaid part time work experience or internships.

6.2 The student must obtain the No Objection letter from the college if they choose to do any internship or work, whether paid or unpaid, while they are studying at the college, to process part time work permit from the relevant ministry or authorities. If the student does not obtain the part time work permit, then it may be construed as illegal work and the college at its discretion may cancel the sponsorship of the visa of the student. NOC issued by the college alone cannot be the basis for part timework or internships undertaken by the student.

### **7. Handover and safekeeping of passport, Emirates ID and other original documents**

7.1 The college will need to take the passport of the student for processing of residence visa of the student. The college is not responsible for any mishap or loss that may occur to the passport during the process whether the passport is with the college or other parties like processing agencies or immigration or other authorities. The college will not be responsible for any damages or compensation in the event of occurrence of any mishap or loss to the original document.

### **8. Academic performance**

8.1 Britts Imperial College reserves the right to withdraw a programme or subjects / modules within a programme at any time, giving reasonable notice wherever possible, and will provide a suitable alternative Programme or subjects / modules wherever possible. Britts Imperial College reserves the right to cancel programme if the minimum recruitment level is not met.

8.2 The student is accepted at Britts Imperial College on the understanding that progression through the relevant programme is conditional upon satisfactory attendance in lectures, practical trainings, activities, internships, workshops and attaining reasonable performance targets and completing the relevant credits.

8.3 Any student found to have misled Britts Imperial College of their qualifications, medical or psychological history, learning difficulties, or suitability for entry will be subject to expulsion from Britts Imperial College without recourse to refund of fees already paid. Should an alternative programme be more suitable, a student may be counselled on to such a programme.

8.4 Students need to earn minimum grades as per the requirements set forth for the programme they have enrolled for, by the Awarding Body or the partner University. The awarding body or the partner University has the final authority on the final grades of the student. The awarding body or the partner University can alter the grades given by Britts Imperial College or may even mark the student fail in some modules (units or subjects) or all of them. The student and Britts Imperial College must agree and accept the grades awarded by the awarding body or the partner University.

8.5 This may lead to resubmission or re sit or retake for assignments or exams and may also lead to delay in the progression of the student to the next academic session and may delay the certification of the student. The student will have to bear the expenses of such resubmission of exams or assignments, or re sit or retake of modules. There will be a cost to re sit an exam and resubmit your assignment. The cost for the same will be informed to you.

8.6 If the awarding body or University rejects or asks for resubmission of assessments, assignments, or exam papers by the student for any reason then the student must, irrespective of the marking or assessment previously done by Britts Imperial College assessors, re-perform the assignment or resubmit the same. The college is not responsible or liable in the case where the assessment done by

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Student's Signature

the assessors of the college is challenged by the awarding body or the partner University and same must undergo a change, resulting in a change in the outcome of the assessment. The student will bear all costs and fees as mentioned in the resubmission/retake /re sit policy.

8.7 If the student does not complete his course work or does not pass exams or clear assignments in time, then the admission cannot be carried forward beyond the stated academic year or course duration. In such scenarios, the student will be considered as de-registered, or admission cancelled automatically upon completion of the academic duration.

## **9. General Conditions**

9.1 Students are required to always carry Britts Imperial University College identification while on campus.

9.2 Students are required to notify Britts Imperial College in writing within 7 days if there is any change in their address or contact details. Students using unfair means in examinations will be liable for strict disciplinary action.

9.3 It is the responsibility of the student to read the important announcements made by Britts Imperial College authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.

9.4 Bullying is totally prohibited in the Institution, and anyone found guilty of bullying and/or abetting ragging, whether actively or passively or being a part of the conspiracy to promote bullying, is liable to be punished in accordance with the regulations and under the provisions of the prevailing penal law.

9.5 A candidate found indulging in drug / alcohol abuse, violence or improper behavior and does not abide by the rules and regulation as are relevant from time to time; he /she will be liable to be expelled and suitable reporting of the same may be done to relevant authorities.

9.6 Britts Imperial College is not responsible and liable for any loss or damage of the students' property; students are advised to insure their property against risks.

## **10. Blended Learning for Future On-Campus Learning Policy**

10.1 If the student has not applied for and paid for the student visa charges and is studying from his home country, then the student is deemed to be studying online or through distance mode.

10.2 If the student has applied for Student Visa, and in case the student is unable to enter UAE due to the travel restrictions, the student may be able to commence the studies online. In case the student must undertake studies online due to any restrictions, the student cannot claim for any refund of fees paid or reduction of fees.

## **11. Administrative Fees for Re-assessment (Re-sits)**

11.1 For those students who do not submit coursework or assignments as per the deadline or attend an examination on the specified dates or alternatively do not pass their required assessments (Assignments, coursework or examinations) in the first attempt will be offered a second attempt at an administrative fee of AED 1500 per module will be applied. This fee is payable prior to the deadline for such reassessment and is non-refundable. The fee for re sit or resubmission will vary depending on the University or awarding body the student is registered with and the final re sit or resubmission fees will be communicated to the student by the finance department at the time of application for re sit or resubmission.

11.2 Students who change their programme of study must pay the latest tuition fees for the 'new' programme. Students will not be allowed to change the program once the lecture delivery has begun.

11.3 Students, who interrupt their studies without prior and explicit approval from Britts Imperial College, must pay the latest tuition fees at the time of returning to studies along with any other outstanding balance.

11.4 If a student receives a 'Fail' grade in any module and subsequently, upon receiving approval from the Programme Leader, repeats the module or alternatively enrolls for a compensating module, the student will pay the tuition fee for the module as per the most recent fee rate.

## **12. Student Visa Application & Charges**

12.1 Britts Imperial College can process Student Visa for International and Local students studying on any of our academic programs.

12.2 Student visas are issued for duration of 12 months at a time; hence a student may require 2 or 3 or more renewals depending on their course duration of study at Britts Imperial College.

12.3 The process normally takes up to 60 days and typically applications undergo a security check by UAE government authorities (which may occasionally result in delays beyond the control of College). You are advised to apply as early as possible if you require a Student Visa.

12.4 For expat students residing in the UAE who wish to apply for student visa, and for all international students, Student Visa cost of USD 1100/ AED 4100 must be paid along with admission form (i.e., after acceptance of application form by College). This cost includes the cost of student visa, medical check, medical insurance in the UAE and Emirates ID residence card.

12.5 The college may safekeep the original passport for the further processing related to student's residence visa, medical insurance, and other formalities or during the due's clearance process.

12.6 There is no refund of any fees or charges paid upon cancellation of admission. The admission cancellation process and / or the residence visa cancellation process will not proceed, at the discretion of the college, until the full course/qualification tuition fees and other charges as applicable are fully paid by the student.

12.7 Student Visa will not be renewed until the student clears the total outstanding. If there any government charges due to delay in student visa renewal, student will be liable to clear all such dues before the college can process for the renewal of student visa.

12.8 Student Visa will neither be renewed not canceled until clearance and payment of any outstanding amount towards tuition fees or any other charges due to the college, by the student, at the discretion of the college. If delay in clearance of this outstanding amount leads to delay in student visa renewal, then any late fees or penalty charged by the authorities will have to be borne by the student and paid before student visa renewal starts.

12.9 Upon expiry of the student visa, if the same is not renewed then it will not automatically cancel but will need to be cancelled by paying the visa cancellation charges of AED 1500 in country and AED 2000 for outside country cancellation.

12.10 The college can cancel the student visa of the applicant upon any disciplinary matter or upon the indication or fear of any defamation of the college, or indecent behavior towards the college or its personnel or public in general. The college can unilaterally, without the consent of the student, cancel the student visa of the student if it has any hint or apprehension of inappropriate behavior or breach of policy of the college or a fear of illegal activities or absconding by the student. The student will have to leave the country within 15 days of cancellation of the student visa. If the student does not cooperate in the cancellation procedure, then the college can lodge

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Student's Signature

complain with any regulatory authority as deemed fit and take legal action against the student including but not limited to imposing AED 15,000 as legal charges.

12.11 In general, once the student residence visa sponsored by the college has been issued, the college will not cancel its sponsorship of the student visa or cancel the student visa, before the expiry of the tenure of the visa as per the college policies, or until the full tuition fees are paid. If in exceptional cases, it is considered to cancel the student residence visa, then the cancellation will be processed only after the full course tuition fees and other charges are paid. The above policy is applicable immediately after the entry permit has been issued irrespective whether the visa has been stamped on the passport or is yet to be stamped.

12.12 The student will have to inform the visa department of the college to cancel the visa upon expiry of the student visa tenure if the student visa is not being renewed. The cancellation charges for visa are to be paid even if the visa has naturally expired and is not being renewed, irrespective of whether the programme is completed or not.

12.13 The cost of student visa cancellation is AED 1500 for in-country cancellation and AED 2000 for outside country cancellation which the student will have to bear. If the student visa is not being renewed, then too, the visa needs to be cancelled upon its expiry.

12.14 The Student Visa is a 1-year duration visa, which will have to be renewed 15 days before its expiry if the student is continuing to study for the second year. Any penalty on account of delay in renewal of visa will be borne by the student and will be shown as outstanding to be paid by the student.

12.15 If the student does not change the status, after cancellation of visa, the penalty and fines related to the same will be borne by the student and an additional penalty of AED 5000 will be levied by the college.

12.16 If the college has to register an abscond case against the student with the immigration authorities then a penal charge of AED 7,000 will be levied to the student and the cancellation of visa or lifting of abscond case will not be done until the same is paid along with other outstanding dues, in full by the student.

12.17 The student visa cannot be renewed if the student is not paying the tuition fees for the further year or not progressing to the further academic year.

12.18 The cost of student visa renewal, inclusive of medical insurance is USD 1100 or AED 4100.

### 13. Student Visa Deposit

13.1 If a student visa deposit has been taken from a student before coming or after having joined the College, then the same will be of 2 categories. Firstly, If the student has signed the living expenses disbursement letter, then it means that the deposit will be reimbursed back to the student in monthly payments depending on the number of months and amount mentioned in the letter. Otherwise, the student visa deposit is not supposed to be refunded back to the student till the time of completion of tenure as a student with the College or the termination of student visa sponsorship. The student visa deposit can be adjusted or appropriated and or utilized towards outstanding tuition fee or any other charges including but not limited to accommodation charges, late payment penalty, fines or any other charges. The student cannot ask for the refund of deposit if any amount is pending and the refund will be made only after adjusting towards the outstanding amount. In case of deposit amount fully getting utilized towards adjusting outstanding fee or any other charges and there is still outstanding fee or other charges then the college can claim the same outstanding amount from the student. If the student cancels the admission, then the student visa deposit will be refunded only after cancellation of visa and confirmation that the student has flown back to his home country. Any outstanding amount or other charges will be deducted, and the refund will be processed in 60 working days of the finance department of Britts Imperial College approving the deposit refund calculation.

### 14. Student Visa Renewal

14.1 The Student Visa renewal process is for those students who are already sponsored by College. Students who are required to renew their visa under the College's sponsorship must initiate the process with college admin office at least one month before the expiration date. The process takes approximately 15-20 days and student's presence will be required during the entire renewal process. If the student visa is not being renewed then after expiry of the visa, it needs to be cancelled and the cancellation charges for cancellation of the visa will have to be paid by the student.

14.2 A Visa renewal form needs to be filled along with signing the visa terms and conditions and student undertaking forms Student Visa renewal charge:

14.3 The Student Visa Renewal fees of AED 4,100 (USD 1,100) is inclusive of: Visa renewal fees, Medical fees, Emirates ID and Medical Insurance

### 15. Student Visa cancellation

15.1 Students who wish to defer, interrupt, or withdraw from their studies are required to cancel their visa immediately by personally submitting their original passport and emirates ID card to the Britts Imperial Colleges admin office. This procedure also applies to graduating students. So students whose visa is expiring and will not be renewed for any reason, need to compulsorily cancel their visa. The student visa cancellation paper will not be shared with the student until and unless all fees outstanding is fully paid by the student including the visa cancellation charges. Upon cancellation of the student visa, student is supposed to submit the status change or immigration stamped country exit paper as desired and advised by Britts Imperial University College admin officer. Failure to do so will authorize Britts Imperial College to charge a penal AED 5,000 to the student and take legal recourse.

15.2	Visa Cancellations Charges	AED	USD
	Entry Permit Cancellation	1200	330
	Residence Visa Cancellation - if in country	1500	410
	Residence Visa Cancellation - Out of UAE with Passport	2000	550
	Residence Visa Cancellation - Out of UAE without Passport	4400	1200

15.3 Please note that visa charges are set by Government Authorities and may be subject to change. All charges are inclusive of VAT. \*Fees are subject to change dependent on the exchange rate at the time of payment.

### 16. No Surety, Guarantee or Assurance of Paid Internship, Part-time Jobs or Full Time Jobs

16.1 Britts Imperial College does not guarantee, assure, or take the responsibility of providing any paid or unpaid internships or full-time or part-time jobs. College's placement department helps the students in meeting various opportunities or internships and placement but does not guarantee or assure any job or placement.

16.2 All Students are enrolled for education and earning the qualification. Student's intension should be to study and gain the Qualification and not of employment by the means of education or student visa.

\_\_\_\_\_  
Student's Signature

## **17. Medical provision**

17.1 Britts Imperial College is unable to refund fees when the student is absent (from Programmes) due to illness or injury or other emergency, unforeseen event or change in personal circumstances. The Fee Payer is therefore advised to arrange adequate insurance to provide cover for the refund of fees in such cases of illness or injury or other emergency, unforeseen event or change in personal circumstances.

17.2 If, because of illness or injury or other emergency, unforeseen event or change in personal circumstances, a seat/place at College is cancelled, or a student is withdrawn from a Programme, then the full course fees will apply.

## **18. Grounds for expulsion**

18.1 The student must abide by Awarding Body, the partner University and College's rules, as set out in the Prospectus, Circular & Guidelines or announced by the Head of College from time to time.

18.2 College reserves the right to require a student's withdrawal including immediate withdrawal from a Programme, or part of a Programme, for a serious or aggravated disciplinary or behavioral matter including continued or repeated misconduct, or if it is considered by the Head of College that such a withdrawal is in the best interests of the student or the study group.

18.3 If a student indulges in malice intent towards the college or defamation of the college using any means, or indulges in disciplinary breaches, then the student can be immediately rusticated and admission and student visa can be cancel without any prior intimation.

18.4 If the college feels that they students will breach any law or policies of the college, then the college can cancel the student visa of the student without any prior intimation.

18.5 In the event of a student's temporary or permanent exclusion from a Programme, or expulsion from college, no refund of tuition or other charges for the current academic year, deposit, will be made.

18.6 Students are required to maintain appropriate levels of attendance and may be expelled should this fall below the required level.

18.7 It is important that College is made aware of any welfare or medical conditions or disabilities. If a student arrives at Britts Imperial College with a pre-existing condition which was not declared at the time of application, College reserves the right to either ask the student to leave College or to send the student for private medical or psychological treatment or for tests, which will be at the student's expense.

18.8 The student is liable for any breakages, loss or damage caused by the student to the premises in which the student is being taught, live (student accommodation) or at the place of work.

18.9 College may impose a reasonable penalty or fine for other forms of misconduct such as contravening health & safety regulations or infringing College policies or may also cancel the student visa or admission without any prior intimation or explanation.

## **19. Personal property**

19.1 College does not accept responsibility or liability whatsoever, including liability through the acts, omissions or negligence of its employees, agents or assignees for the student's personal property, and the student is advised to take out personal insurance to cover any loss or damage to personal property which may occur while the student is at College although the Student, Parents or Guardians for the student should take independent advice on the content of such policies before committing themselves.

## **20. Publicity**

20.1 By enrolling with Britts Imperial College, the Student, Parents or Guardians consent to the reasonable use of the student's details and academic achievements, including images or recordings of the student howsoever made, for promotional purposes.

## **21. Liability**

21.1 College shall not be liable for either death or personal injury suffered by any student though utmost care will be taken by the College. Parents and the student agree to notify Britts Imperial College of special dietary needs, allergies, or other medical conditions where special arrangements must be made. Parents and students also agree that Britts Imperial College may administer any non-prescription medication or first aid as is deemed appropriate and to seek medical, dental, or optical treatment when required.

## **22. Reservation of rights**

22.1 College reserves the following rights: a) to alter the content, nature, and venue of a Programme / Examination at any time b) to alter the details of any published information at any time c) to alter method of payment if deemed necessary at any time.

## **23. Practical Training on Real Events**

23.1 By enrolling with Britts Imperial College, the Parents or Guardians for the student consent to the student participating in Practical Training on Real Events, College organized excursions, internships, interviews, or other activities at colleges premises and to be given first aid or urgent medical treatment during the activity or College trip.

## **24. Emirates ID related information**

24.1 As per the immigration rules of the United Arab Emirates, students who have a Student Visa are required to have a valid Emirates ID card. The Emirates ID card is applied for along with the Student Visa.

24.2 The college will need to take the passport of the student for processing of residence visa of the student. The college is not responsible for any mishap or loss that may occur to the passport during the process whether the passport is with the college or other parties like processing agencies or immigration or other authorities. The college will not be responsible for any damages or compensation in the event of occurrence of any mishap or loss to the original document.

24.3 Please be aware that the release of the student & Emirates ID, takes 30-60 days and students are advised to keep a copy of their Emirates ID.

24.4 Students also need to be aware that the Student Visa cannot be renewed or cancelled without their Emirates ID card. If the card is lost, students are advised to visit any Emirates ID Centre to obtain a & Person Search Certificate & to confirm that they did hold an Emirates ID card. This certificate will then need to be submitted to the Visa once, along with the other required documents, to renew or cancel the Student Visa.

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Student's Signature

24.5 No NOC shall be processed until the Emirates ID of the student has been issued by issuing authority. For further information, please visit the EIDA website at [www.id.gov.ae](http://www.id.gov.ae).

## 25. Schedule of other charges

25.1 Below is the current schedule of other charges which will change from time to time and will be updated by the college. The items mentioned below are indicative and not exhaustive. For any additional service or request to the college, the student should check the charges or administrative fees for the same.

Return Cheque Charges	AED 250
NOC for Work Experience from College	AED 50
Letter from College for Student NOL Card	AED 50
UK NARIC/Equivalence fees	£ 124 + VAT (48 hours), £ 175 + VAT(24 hours)
WES Approval Fees	AED 160
Certificate & Transcript validation (upon request)	AED 1000
NOC for Bank Account Opening	AED 100
Bonafide Student Letter	AED 100
Court fees and lawyer charges	AED 15,000
Litigation admin expenses	AED 5,000

### **DECLARATION TO BE READ, UNDERSTOOD & SIGNED BY THE STUDENT**

I, Mr./Mrs./Ms. \_\_\_\_\_ admitted as a student at Britts Imperial University College (hereinafter referred to as "BIUC" or "BIC" or "College" or "Britts Imperial College"), the holder of passport number \_\_\_\_\_ and a national of country \_\_\_\_\_, do hereby undertake the following:

1. I have read all the detailed guidelines, terms and instruction mentioned in the above pages and paragraphs and agree unconditionally to all the terms.
2. I, hereby, declare that the entries made by me in the Admission Form are complete and true to the best of my knowledge and based on records. I have neither withheld any information nor furnished fraudulent information. Should it however be found that any information furnished therein is fraudulent, incorrect or untrue in material at any time during the pursuit of the course, I realize my selection or admission to the course is liable to be cancelled and I am liable for criminal prosecution. Further I also agree to forego my seat and fees paid thereof to College, unconditionally and I will not move any court of law in this connection.
3. I, hereby, undertake to present the original documents for verification immediately upon demand by the concerned authorities of the college.
4. I am aware of the total tuition fees mentioned in the Admission Confirmation and the cancellation policy of the College. Student Visa charges are applied for every renewal annually. Currently the Student Visa charges are USD 1,100 or AED 4,100 for a one-year resident visa of a student and student Visa Deposit is USD 900 or AED 3,300 (if asked to deposit). The student visa cancellation charges are AED 1500 in country cancellation / AED 2000 out of country with passport or AED 4400 out of country without passport cancellation and will be borne by me, whether cancellation before or upon expiry of the visa.
5. I, understand that once the admission is confirmed, I am not eligible for any refund of tuition fees, visa charges or any other fees.
6. I, undertake and understand that until I pay full tuition fees and all due charges to the college, I am not eligible for transcripts or results or certificates awarded by the college or its accrediting awarding bodies or any of the partner universities and I agree not to claim the same or register any complaint for the same. I understand that late payment of fees will incur a penalty of AED 150 on the first week and additional AED 50 each week until the outstanding balance is settled. Please note that the late payment fee is applicable to the overdue amount on the student accounts and is not restricted to just tuition fee outstanding amounts.
7. I understand that upon non-payment of accommodation charges for student accommodation, I am not eligible to stay at the accommodation and agree to pay the fine as mentioned in the Student Accommodation Policy and vacate the same immediately upon non-payment. If I fail to comply with the same, then I authorize the college to take necessary actions for vacating myself and my belongings from the premises at my risk and take necessary legal action. I forsake any rights for complaints and compensations in this regard. I understand that gender segregation must be maintained at all times in the student accommodation and I can be expelled, student visa and admission cancelled if I breach any of the accommodation policies.
8. I, hereby, promise to abide by the admissible rules and regulations, concerning discipline, attendance, etc. of college, and to follow the Code of Conduct prescribed for the Students of the college, as in force from time to time and subsequent changes/modifications/amendments made there to acknowledge that, the College has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
9. I undertake to maintain decent level of attendance and submit the assignment as per the given deadline and recommended by the college from time to time, during my period of study. In case of failure to maintain attendance and academic related submissions, I understand and acknowledge that the college has the right to cancel my admission and relinquish the sponsorship of residence visa, take punitive action against me, as may be deemed fit and proper including classifying as abscond case with immigration and other authorities for deportation proceedings. The college can initiate abscond proceedings and I shall be liable to bear AED 7,000 towards expenses of abscond proceedings.
10. I hereby declare that I will not indulge in, defamation of the college or any person or firm associated with the college on any forum including on digital and social media or instigation of current or prospective students against the college through any channel or mode. I declare that I will not indulge in any activity that leads to tarnishing the reputation of the college or any loss of admission or any loss whether tangible or intangible. I will not indulge in bullying or any abuse whether verbal, digital, mental or physical. I authorize the college to cancel my student visa and take disciplinary action including cancellation of admission and legal action if found indulging in any such activities.

\_\_\_\_\_  
Student's Signature

11. I also declare that I am not suffering from any serious/contagious ailment and/or any psychiatric/psychological disorder.
12. I hereby declare that I shall be solely responsible for my involvement in any kind of undesirable / interdisciplinary activities outside the campus and shall be liable for punishment as per the law of the land and authorize. I further understand that College shall in no way provide any support to me and will not be held responsible for my any such action.
13. I hereby undertake to inform College, about any changes in the information submitted by me, in the Admission Form and any other documents, including change in addresses and phone nos.from time to time.
14. I hereby undertake to inform College, if I take admission at any other University or Education Institution and I agree to complete the College formalities for the same.
15. I grant the College, the right to take photographs of me during my course of study at College. I authorize College its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that College may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content. The right of use of these photographs will continue to remain in existence after the completion of my course.
16. I accept and agree to produce the Emirates ID, Passport, or other ID documents in original to the college or other authorities when asked for.
17. I agree that I will make the full payment of all due tuition fee installments or other charges like medical insurance, accommodation or transportation fees before taking possession of Emirates ID and Passport.
18. In case of any cancellation of sponsorship of my residence visa, I undertake to exit the country once within the time period stipulated by immigration or 15 days whichever is earlier. In such cases I undertake to handover the passport to the college for processing and understand that it shall be handed over back to me on the airport at the time of flying out of the country for exiting within the time stipulated by immigration.
19. I undertake to pay all the fines that are levied to me by any authority including but not limited to immigration, RTA and I agree to let the college hold any of my documents, including transcripts, certificates, and results, until I pay all such fines or reimburse the college if it has paid the fines on my behalf.
20. I undertake to inform the college about any paid internships that I opt for and shall seek a no objection letter from the college. In case I do not abide by the laws and regulations of UAE with respect of work and internships, I absolve the college from any liability that may occur on account of the same.
21. I hereby acknowledge that College has taken necessary steps and precautions for COVID19 to sanitize all the areas of the college, accommodation & transportation. If I contract COVID19 or its symptoms due to any reason during my educational program, I will not hold College responsible for any consequences and absolve them from any claims with respect to the same. I agree to be treated, hospitalized or quarantined according to the guidelines of the health authorities if found COVID19 positive at my own cost.
22. I undertake that I will not hold the management, or any person related to College responsible and absolve them from any claims, for any mishap, bodily injury, illness, material loss or loss of life which may occur due to any reason, or any act of God, or any act or conduct by myself. No Surety, Guarantee or Assurance of Paid or Unpaid Internship, Part-time Jobs or Full Time Jobs
23. I hereby understand Britts Imperial College does not guarantee, assure, or take the responsibility of providing any paid or unpaid internship or full-time or part-time jobs. College's placement department helps the students in meeting various opportunities or internships and placement but does not guarantee or assure any job or placement.

I have read and understood all the above terms and conditions

**Date:**

**Place:**

**Student Name & Signature:**

**Parents Name & Signature:**

**Name of Education Consultancy (if any):**

**Name & Signature of Education Consultant :**

**FOR OFFICE USE ONLY**

**Intake:**

**Admission:**

Approved

Rejected

\_\_\_\_\_  
**Head of Academics**

\_\_\_\_\_  
**Campus Director**