

# Admissions Process

## Short Immersion Programme

### Step 1: Application

The admissions process for entry is as follows.

Go to [www.padworth.com/admissions-2/admissions-process/](http://www.padworth.com/admissions-2/admissions-process/) and complete the Registration Form by clicking on "[Start Your Application](#)"

Applications should include:

- A Registration Fee of £150
- A copy of the applicant's Passport, together with a copy of their Birth Certificate
- A stamped copy of the applicant's most recent School Report from their current school
- A Character Reference from a teacher, tutor or coach
- Copies of any relevant University of English Language Assessment or IELTS examination certificates, if available

The College will either request a Skype interview with the applicant or decline the application.

### Step 2: Offer of a Place and Acceptance

After successfully completing the application process and submitting all supporting documents, we will offer a place.

Applicants will be sent the College Offer Pack, which includes an Offer Letter, Acceptance Form and the College's Terms & Conditions. Fees must be paid in full 8 weeks before the start of the course.

A signed copy of the Acceptance Form should be returned together with details of any payments made.

On acceptance, applicants will be sent the following documents:

- Medical Questionnaire
- Guardianship Form
- Travel Information Form
- Parent Handbook
- Student Handbook
- Dress Code Guidelines

The completed Medical Questionnaire, Guardianship Form and Travel Information Form must be completed and returned to the College before the applicant's arrival.

Should the applicant require a visa to attend the College, please contact Tom Griffiths, Registrar at [admissions@padworth.com](mailto:admissions@padworth.com) for further information. Please note that the College requires payment of the first term's fees in full in order to issue any supporting documentation for a visa application.

The College will contact applicants before their arrival to finalise induction arrangements.

### Format of Documents

The Application is to be completed in English and all documents must be in English. In most cases, unofficial translations are sufficient. School reports may require an explanation if no legend is provided. Please upload documents in **PDF format!**

**Note:** Submission of the application does not constitute acceptance and the offer of a place. Please submit all necessary supporting documents. We will only process the enrolment once all documents have been submitted in the correct format and the Registration Fee has been paid.

### Contact Admissions

Please contact our Admissions Office for further information, for any questions or queries and for any support.

Contact Person:	Tom Griffiths, Registrar
Admissions Hotline:	+44 (0) 7599 841352
Email:	<a href="mailto:admissions@padworth.com">admissions@padworth.com</a>
Skype Name:	Padworth College
Website:	<a href="http://www.padworth.com">www.padworth.com</a>