



City Gate House, 246-250 Romford Road, Forest Gate, London, E7 9HZ

Dear Students,

Thank you for your enquiry about Excel College, London. Please find enclosed a copy of our course directory. Our directory includes a list of academic and work related courses that you can study at Further or Higher Education levels. I've also enclosed an application form for you to complete and return to the address on the application form. Please include any relevant information about your educational history to date.

If you have any questions or would like help with filling out your application form you can:

- call our Admission Team on 00 44 208 221 4674
- email us on [info@excollege.co.uk](mailto:info@excollege.co.uk)
- view a list of our courses and print out an application form from our website [www.excollege.co.uk](http://www.excollege.co.uk)

Once you've been accepted on a course you will need to pay a minimum deposit of 50% of the total tuition fees and the balance to be settled in maximum of five instalments.

If your visa is not granted you'll receive a letter explaining why your application has been refused and on production of this letter your deposit will be refunded.

We do deduct £350 from your deposit to cover administration costs. If you're already in the UK you can pay your deposit directly at any of the HSBC bank branch and bring the teller counterpart to us, the account details are as follows:

Bank: HSBC

Branch: Stratford, London

Account Name: Excel College

Sort Code: 40-06-30

Account Number: 21814397

IBAN: GB49MIDL40063021814397

OR come with your cheque, bank draft or cash to  
Excel College, City Gate House, Forest Gate, London, E7 9HZ

Students who are abroad will have to send a banker's draft to:-

Excel College  
246-250 Romford Road  
Forest Gate  
London  
England  
E7 9HZ

Once you have returned your application form, you will receive an acceptance letter. As soon as we receive your deposit we will issue the Certificate of Registration, which you will need, to apply for a visa. You will have to meet certain requirements to prove that you can afford to support yourself and pay your tuition fees. The British Embassy will issue you with an application form and ask for bank statements to support your application.

If you require student accommodation, please inform the Admissions Office in writing. Please do not hesitate to ask any questions that you have about the college or the courses, I will be very happy to make your enrolment to the college as informative as possible.

I look forward to hearing from you.

Best regards

**Signed**

Admissions