

The Designers Studio: International Student Enrolment Form



Section 1 | Student personal details (as stated on passport)

Family name	Given name/s
Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/Not specified
Date of birth D D / M M / Y Y Y Y	Country of birth
City of birth	Nationality
Passport number	First language

Section 2 | Student contact details

Contact details outside United Arab Emirates

Address Unit No. /Name	Level	Street name	Street No.
Suburb & city	State	Postcode	Country
Email:	Mobile phone		

Overseas Representative Details (if applicable)

If you are applying through an agent, you should ensure that your agent is registered with The Designers Studio to avoid delays in your application.

Agent	Counsellor name
Country / Office	Contact number
Email	

Emergency contact details

Contact full name	Relationship to you
Email:	Mobile phone

Contact details in United Arab Emirates

Unknown - I will provide these details prior to commencement of my course

Address No. and street name		
Suburb	State	Postcode
Home phone	Mobile phone	

Section 3 | Previous studies

Have you previously studied in the UAE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you transferring from another education provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you complete your course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a release letter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What is your highest completed qualification?

Section 4 | English proficiency

English is my first language. Go to Section 5

ESL test Preply test

Other (please specify) _____

Score

Date taken

Section 5 | Program selection

Diploma in Interior Design: Professional Practice 7157-13

Course	Cost	Deposit 50%	Intake 2023/24
Diploma in Interior Design (Bronze)	AED 28,000	AED 14,000	January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/>
Diploma in Interior Design (Silver)	AED 45,000	AED 22,500	January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/>
Diploma in Interior Design (Gold)	AED 65,000	AED 32,500	January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/>
Diploma in Interior Design (Platinum)	AED 110,000	AED 55,000	January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/>

Diploma in Fashion Design 7160-22

Course	Cost	Deposit 50%	Intake 2023/24
Diploma in Interior Design (Bronze)	AED 20,000	AED 10,000	April <input type="checkbox"/> June <input type="checkbox"/>
Diploma in Interior Design (Silver)	AED 37,000	AED 18,500	April <input type="checkbox"/> June <input type="checkbox"/>
Diploma in Interior Design (Gold)	AED 47,000	AED 23,500	April <input type="checkbox"/> June <input type="checkbox"/>
Diploma in Interior Design (Platinum)	AED 102,000	AED 51,000	April <input type="checkbox"/> June <input type="checkbox"/>

Section 6 | Declaration of financial capacity

I declare that I am aware of and understand my financial obligations relating to studying in the UAE and with The Designers Studio. I confirm that I have access to the funds to cover all costs associated with my study and living expenses whilst in the UAE.

How will your studies be funded?

Self-funded Private sponsor Home-government Other

* Please be advised that The Designers Studio reserves the right to ask for additional evidence of financial capacity.

*5 days per week for 1 month with option to submit portfolio after 6 weeks

Section 7 | Conditions of enrolment

Indemnity | By signing this form, I am agreeing to indemnify and keep indemnified The Designers Studio and all its employees and agents in respect to any loss, damage or injury suffered by myself or to my property, resulting from any breach of this agreement or negligent act, error or omission in connection with the performance of this agreement by any third party, The Designers Studio or its employees and agents. Neither I nor any of my executors will make any claims against The Designers Studio, its employees or agents for any loss, damage, injury or death that occurs on The Designers Studio studio, any premises rented by The Designers Studio or at any recreational or educational event organised by The Designers Studio.

Course progress | Students must maintain satisfactory course progress for each study period, please refer to The Designers Studio student handbook policy for more information.

Overseas health cover (OHC) | This is the responsibility of the student

Contact details | Students are obligated to inform The Designers Studio in writing within 48 hours of any change in address or contact details.

Orientation | It is a legal requirement that all students must attend their scheduled orientation.

Student conduct | Where a student fails to adhere to The Designers Studio 's student code of conduct or policies and procedures reserves the right to suspend or cancel the student's enrolment.

Compassionate and compelling circumstances | Students may apply to the provider for deferment or suspension of their studies if they have good reasons for doing so. The Designers Studio will choose to grant or decline such requests by assessing the documents and evidence presented.

Design Kit | Students will be provided with a Design Kit from The Designers Studio that contains all the equipment and resources to complete the course.

Section 8 | Refund policy

I understand my application to cancel my enrolment may require up to 7 working days to process. A fee of 10,000 AED (per course) will apply for the cancellation of the enrolment. Where the cancellation of enrolment has been initiated by The Designers Studio, the student is allowed 20 working days to access our internal complaints and appeals process to refute the decision.

Students may not be eligible for any fee refund if they have not met the terms and conditions stated below.

- a. | All requests for course cancellation and fee refunds prior to commencement must be submitted in writing to info@thedesigners-studio.com
- b. | All requests for course cancellation and fee refunds after course commencement should be submitted via email.
- c. | Where a student defaults, the student is unable to obtain a visa, or there is no written agreement in place between The Designers Studio and the student, students may apply for a refund of their unspent pre-paid tuition fees. No refund is eligible for other student defaults such as the breach of student visa conditions, failure to pay the fees, misconduct, or failure to commence their course without valid reason.
- d. | In the event that The Designers Studio defaults, students will be eligible for a refund of their unspent pre-paid tuition fees. Provider default includes:
 - i. Where The Designers Studio is unable to deliver a course or program. In such cases, students will be offered a suitable alternative place at no cost disadvantage. Where this is not possible, The Designers Studio will provide students with a refund of their unspent pre-paid tuition fees.
 - ii. Where The Designers Studio is unable to complete a program once it has started.
 - iii. Where The Designers Studio is unable to complete the course because of a sanction imposed upon it.
- e. | Student refunds due to provider default will be processed within 14 days after the default date. All other refunds will be made within 4 weeks of the submission to The Designers Studio.
- f. | Refunds are subject to deductions, including any outstanding fees to the School, such as international bank transfer fees or fees relating to the re-issuance of CoEs. The following table details the status of items of student refund.

Refund conditions	Deposit refundable	Tuition fee refundable
Visa refusal prior to commencement	AED 5000	100% of prepaid fees
Cancellation more than 7 days before start date	(dependant on course selection)	50% of prepaid fees
Cancellation less than 7 days before start date	Not refundable	100% of prepaid fees
Cancellation after the start date	Not refundable	100% of prepaid fees

- g. | Students who have commenced their course (according to the date stated on their current CoE), and subsequently wish to cancel their course will forfeit the full balance of their fees for that course.
- h. | Refunds will be made only to the student enrolled in the course with The Designers Studio, or to a designated person with written consent from the student.
- i. | All fees must be paid, and will only be refunded, in UAE Dirhams.
- j. | Those cases in which a student seeks a refund of fees paid to The Designers Studio due to individual circumstances beyond the control of the student which have been detrimental to the student's studies should be discussed personally with The Designers Studio management. In such situations, each case shall be judged on its own merit.
- k. | Students unsatisfied with the fees refunded to them, or with The Designers Studio's refund policy, may at no extra cost to the student access The Designers Studio's internal complaints and appeals process.

Section 9 | Complaints and appeals

- a. | Students may lodge a complaint or appeal for any grievances by following the The Designers Studio complaints and appeals policy.
- b. | Students wishing to access the formal complaints and appeals process must first access the informal complaints and appeals process. All formal complaints must be made in writing and submitted to The Designers Studio management via email. To access our complaints and appeals form, students may find it on our website or approach one of our student services staff at the reception area for a copy.
- c. | Upon the receipt of the formal complaint or appeal, the managing staff member will make reasonable efforts to investigate, resolve and put appropriate corrective/preventive action in place within 7 working days from receipt of the written complaint.
- d. | The student will be given an opportunity to present their case to the panel; they may choose one person to accompany them to this meeting as a support person. If applicable, the relevant staff member involved in the complaint and appeal will also be given an opportunity to present their case to the panel, they may choose one person to accompany them to this meeting as a support person. The complaints and appeals panel will then discuss and assess the complaint and appeal, to try an objective and fair decision. The person managing the complaint and appeal will then communicate the final decision, in writing, to all parties within five working days of making its decision. The complaints and appeals process may take up to 20 working days.
- e. | The decision or outcome of the student's complaint or appeal will be communicated to the student in writing.

Section 10 | Privacy statement

a | As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.

Our company collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by the company within its legal and moral boundaries
- Protected against any unauthorized or illegal access by internal or external parties

Privacy Waiver

I hereby authorize The Designers Studio to provide information regarding my application and study to my

Parents Educational Counsellor None

Other (name and relationship to student) _____

Application checklist

- Complete all sections of this enrolment form
- Print, sign and scan this enrolment form
- Email this enrolment form to info@thedesigners-studio.com and attach the following:
 - A certified copy of your current passport
 - A copy of your highest qualification certificate and transcript (if applicable)
 - A copy of your English language test result (if English is your second language)
 - Your motivational statement

Section 11 | Student declaration

I have read, understood and accept all the terms and conditions of enrolment including any information, policies and procedures and information that may be found on The Designers Studio website, <https://www.thedesigners-studio.com> I hereby agree to be bound and adhere to all applicable standards of conduct, laws, regulations, policies and procedures of The Designers Studio, and acknowledge that failure to do so may result in the suspension or cancellation of my enrolment. By submitting this application, I declare that all information and documentation provided in support of it is accurate and true. I acknowledge that submission of false, incorrect, incomplete or misleading information may result in the delay or cancellation of my enrolment.

Student full name (please print)

Student signature

Date D D / M M / Y Y Y Y

*Must be signed by the applicant, not the applicants representative

Next steps

1. | You will receive an email to confirm that we have received your application.
2. | We will request a video call via Zoom to discuss your application. (internet access required through computer, tablet or mobile phone)
3. | If successful you will be issued with a Letter of Offer and be given a hyperlink to pay your predeposit (5000 AED).
4. | Upon receipt of your signed Letter of Offer and payment we will issue you with a Confirmation of Enrolment (CoE) so that you can begin the visa application process.

Office use only	Date processed	Processed by	Position
<input type="checkbox"/> Zoom interview booked		Date	Time
<input type="checkbox"/> Approved		<input type="checkbox"/> Refused - please refer to refusal letter for reason	

Version 1 | Term 23/24 | Approved by Anam Clarke, CEO