



# REGENT'S COLLEGE LONDON

Inner Circle,  
Regent's Park  
London NW14NS  
United Kingdom  
inbound@regents.ac.uk  
+44 (0) 207 487 7518

## Registration Form for Regent's American College London Study Abroad Programme

PLEASE PRINT CLEARLY IN BLACK INK AND COMPLETE ALL SECTIONS.  
PLEASE PROVIDE A JPEG OF A PASSPORT SIZED PHOTO.

SEMESTER OF STUDY: Fall 20.....  Spring 20.....  Summer 20.....

STATUS: Sophomore  Junior  Senior

WEBSTER STUDENTS ONLY - WEBSTER ID:..... PAYMENT CODE:.....

NAME OF HOME U.S. INSTITUTION:..... CURRENT GPA:.....

FULL NAME:.....  
Last First Middle

SEX: M  F  DATE OF BIRTH: ..... / ..... / ..... NATIONALITY:.....  
Month Day Year

PASSPORT NO:..... EMAIL ADDRESS:.....

CONTACT ADDRESS:.....  
.....  
.....

HEALTH INSURANCE COMPANY: HTH Worldwide ..... POLICY NUMBER: HM-1026-A-10

PARENT/GUARDIAN NAME:..... EMAIL ADDRESS:.....

ADDRESS:.....  
..... PHONE NUMBER:.....

### COURSE REGISTRATION

Number of classes you wish to take:  2  3

Please list **four to six** classes in order of preference. Your registration form will not be accepted unless all 4-6 choices are listed. Please ensure you have checked the days/times to prevent timetable clashes.

Course Number	Course Title	Day / Time	REQUIRED FOR		
			Major	Gen Ed/ Core Curr	Elective
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

ACADEMIC ADVISOR:..... ADVISOR SIGNATURE:.....



**VISA OPTIONS**

I am a:  EU Citizen  
 Non – EU Citizen

**NON EU/EEA Nationals Only**

For non-EU/EEA Nationals there are now two visa routes depending on the length of stay and the student's desire to work during their stay.

**Student Visitor Route**

The student visitor route is aimed at students who wish to undertake a short-term course of study of up to six months in the United Kingdom and who have no interest in the full student visa entitlements.

**Tier 4 (General) Student Route**

The Tier 4 route is for students who are planning to study in the UK for longer than six months, want to work part-time, or undertake a course-related work placement or think they may decide – after entering the UK – that they wish to extend their stay.

For further information on visa options, please visit the United Kingdom Border Agency website:  
<http://www.ukba.homeoffice.gov.uk/studyingintheuk/>

**Please note:** Regent's College is not legally permitted to advise students on immigration matters.

I want to apply for a:  Tier 4 (General) Student Visa  
 Student Visitor Route

**HOUSING**

I would like:  ON CAMPUS  
 OFF CAMPUS (You may incur additional food and transport costs with off campus housing)

Please list your housing preference by indicating your 1st, 2nd & 3rd choice:  
(You can not be guaranteed a particular preference)

Single..... Double.....Triple.....

Please indicate roommate.....

Please indicate any other rooming requirements.....

**CANCELLATION POLICY:** Cancellations must be made in writing to James Barnes - [barnesi@regents.ac.uk](mailto:barnesi@regents.ac.uk). You remain liable for FULL housing fees until and unless the space is re-sold: the later a cancellation is made the less likely you are to receive a refund.

I agree to the terms and conditions of the housing cancellation policy, and confirm that all the information provided above is correct.

STUDENT SIGNATURE:.....DATE:.....

**Regent's American College London (RACL) Health, Medical and Disability Declaration Form**  
**This form must be completed and submitted as part of your application to RACL**

Regent's College welcome students with disabilities and strongly encourages you to disclose any disability or medical condition which may have an impact on your studies. Declaring a disability will not affect your application but will help us put any individual arrangements or facilities in place for the start of your semester at RACL. Support is provided through the Disability Officer at Regent's College.

**Please tick the relevant box(es) below**

- |   |   |
|---|---|
| <input type="checkbox"/> No known disability  | <input type="checkbox"/> Mental health condition (depression, schizophrenia)            |
| <input type="checkbox"/> Social / Communication impairment (Autistic Spectrum Disorder / Asperger Syndrome) | <input type="checkbox"/> Learning difficulty (dyslexia, dyspraxia)                      |
| <input type="checkbox"/> Blind / visual impairment  | <input type="checkbox"/> Physical impairment / mobility issues (Wheelchair user)        |
| <input type="checkbox"/> Deaf / hearing impairment  | <input type="checkbox"/> Other disability / impairment / medical condition (not listed) |
| <input type="checkbox"/> Long standing illness / health condition (cancer, diabetes)                        | <input type="checkbox"/> I do not wish to disclose any information                      |

**Please indicate any additional support you may require**

- Disability documentation enclosed

**Please indicate any health / medical conditions you think we should be aware of (such as allergies)**

- I agree that the information declared may be passed on to other relevant staff members at Regent's College as necessary. This will enable them to liaise with your School to best support you in your studies.

I consent to the information given in this supplement being stored electronically within Regent's College Student Records System. I understand that strict rules on security and confidentiality of data will be observed and the provisions of the Data Protection Act 1998 will apply on use of and access to information. This consent will cover the period of my studies at Regent's College unless it is withdrawn by me in writing.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

- I do not agree that this information may be passed on to any other person

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

# Tuition Payment Codes

Each time you register for classes, you will need to supply a payment code indicating how you will pay your tuition. This code must be entered into the Webster University computer system before your registration can be processed. Please read the information below to determine what your code will be when registering. *Note: If you pay your tuition using more than one method, please include **all** codes when registering.*

**All Financial arrangements must be completed two weeks before classes begin, or you may be dropped from your classes. Reinstatement is not guaranteed and is based on class capacity limits.**

<b><u>If you:</u></b>	<b><u>Your Code is:</u></b>
Pay tuition in full by cash, check, credit card, or are a visiting student,	<b>PD</b>
Pay tuition and prefer to make monthly payments using the Deferred Payment Plan,	<b>TM</b>
Fund your tuition primarily through grants, scholarships, and/or loans,	<b>FA</b>
Are reimbursed by your employer for your tuition,	<b>ER</b>
Note: If your company reimburses a portion of tuition and you pay the rest, your code is ...	<b>ER, PD, TM</b>
Work for a company that pays Webster University directly or are an affiliate student,	<b>DB</b>
Receive partial or full tuition assistance from the Military and Government (Civil Service),	<b>TA</b>
Note: If you receive partial tuition assistance from the military and you pay the rest, your code is ...	<b>TA, PD, TM</b>
Receive tuition assistance from the Veteran's Administration (VA) or Vocational Rehabilitation (VR),	<b>VA or VR</b>
Receive the tuition remission benefit from Webster as an employee, or the spouse, dependent or other designate of the employee,	<b>TR</b>

## **Remember to:**

- Gain approval from your Academic Advisor, and receive signature, stating that your course selection is approved.
- Contact the Business Office, and receive signature, stating that your student account is clear of all holds.
- Pay in full 2 weeks before the term begins, if your payment code is **PD**.
- Complete a TMS application at the time of registration and pay the fee. Students may apply and enroll for the TMS Plan at the Business Office, the Advising Center, or at the site campus, if your payment code is **TM**.
- Complete your financial aid at least two weeks before the term begins, if your payment code is **FA**.
- Submit a letter from the employer to the Business Office verifying employment and tuition reimbursement program at the time of registration or two weeks before the term begins, if your payment code is **ER**.
- Submit a letter/voucher from the employer to the Business Office verifying employment and direct billing program at the time of registration or two weeks before the term begins, if your payment code is **DB**.
- Submit the Tuition Assistance form at the time of registration, if your payment code is **TA**.
- Contact Ann Wagner at 314-968-7446 if you are a St. Louis student and you have questions regarding your **VA** or **VR** benefits. All other students please contact your **VA** representative at your local campus.
- Submit completed Tuition Remission application form to the Business Office two weeks before the term begins, if your payment code is **TR**.
- Contact the Business Office if you have any questions regarding billing by phone at 1-800-981-9803 or fax at 314-963-6105.