



Attach passport sized photograph here

Instructions: Please complete this form in **CAPITAL LETTERS** using **Black** or **Blue** ink

For Official Use Only

Date Received - - Application No

Course Options

Course Option 1	<input type="text"/>
Course Option 2	<input type="text"/>
Course Option 3	<input type="text"/>

Information about You

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (Please state)
Family Name	<input type="text"/>				
First Name	<input type="text"/>				
Date of Birth	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Nationality	<input type="text"/>		
Correspondence Address	<input type="text"/>		Permanent Home Address (if different)	<input type="text"/>	
Telephone	<input type="text"/>		Mobile	<input type="text"/>	
Email	<input type="text"/>				
NI Number	<input type="text"/>				
Passport Number	<input type="text"/>		Expiry Date	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

UK Residency Status

Have you been resident in the UK for the last 5 years?

YES NO

If yes, can you provide evidence to prove that you have been in the UK for this period

YES NO

If no, date of entry to UK

- -

From which country

Please state the addresses along with the duration at which you have stayed for the last 5 years:

Address

Post Code

From

- -

To

- -

Address

Post Code

From

- -

To

- -

Address

Post Code

From

- -

To

- -

*Please use extra sheets if required

Will you be applying for Student Finance to pay the tuition fee?

YES NO

If yes, have you checked if you are eligible for Student Finance for the duration of your course?

YES NO

Criminal Convictions

(If there are any)

Disabilities and Special Learning Requirements

Disabilities

If you have any disabilities or medical conditions we should know about, please give details.

Learning Requirements

If you have any specific learning requirements, please give details

Education History

Name of Qualification and address of the recent College / University	From	To	Mode
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>

Please submit a copy of all previous qualifications (including transcripts and final certificates) obtained previously that you would like to be considered when we assess you for entry onto your chosen course. If available, this must include your highest level of study being used for entry onto your chosen course.

English Language Proficiency Certificate

Is your mother tongue English (Native English Speaker)? YES NO (if YES go to the section 8 Work Experience)

Please note that it is mandatory for you to possess minimum English Language proficiency equivalent to Common European Framework of Reference (CEFR) level B2 to study the Undergraduate/HND Programmes

Please choose from the following that applies to you:

- **Have you studied the final two years of school in English?** YES NO
- **Have you recently completed a qualification in English?** YES NO

English Language Proficiency Qualification / Score if applicable:

IELTS TOEFL Other

Work Experience

Please give brief details of any work experience you have done. Please include training schemes, part-time and full-time employment and voluntary work.

Please ensure that you submit a copy of your CV with this application form. Your CV must clearly show what you have been doing since you last studied (employment history)

Referees

Please provide the names and details of two persons who may be contacted regarding your academic work and/or employment

1st Contact

2nd Contact

Name	<input type="text"/>
Relationship	<input type="text"/>
Phone	<input type="text"/>
Address	<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Interests and Hobbies

We would like to know more about you and have left this space for you to write briefly about your spare time interests, career plans and what you hope to achieve in the future. Please add an additional sheet if required.

The Course and Your Future

Please tell us why you wish to take this course and what you plan to do in the future. Please try to fill this section in as best as you can as it does help us. You can use separate sheet if necessary.

Declaration

I understand that the information given on this form can be used for any matter related to my application for a programme of study, and for marketing and research purposes either by the College or by organisations employed by the College to undertake such work.

I give my consent to the processing of data on this form on the understanding that the information I have supplied will be used only for the purposes set out above, and my consent is conditional upon the College complying with its obligations and duties in accordance with the College's registration under the Data Protection Act.

Signature of Applicant

Date

 - -

Next of Kin Details

Please provide details of two persons:

1st Contact

2nd Contact

Name

Relationship

Phone

Address

Checklist

Student Documentation Checklist

CV

Proof of Work Experience (if applicable)

Proof of address

Next of kin details

Proof of National insurance number (NI)

Passport Size Photo

Passport copy

Proof of English Language Proficiency

Educational documents

Proof of 5 Year Address History

Notes of Guidance to completing this Application Form

These notes are intended to help you complete the Student Application Form and to ensure that your application can be processed efficiently.

1. If applicable, applicants are advised to send all correspondence via email or by post via reputable courier.
2. In any future correspondence, please quote your Name and DOB for our ease of reference.
3. In order to assist the College in making a decision on your application, please provide all relevant original documents (e.g. certificates, transcripts, results, predicted grades, academic/work references). To avoid delays in the selection process, please ensure that relevant references accompany the form, or are forwarded as soon as possible by your referees.

Terms & Conditions

Personal Details Requirements:

- 01 I agree to inform the College immediately and without any delay, of changes to my personal details while I am a student of the College. All students are required to note that this Includes: Any changes to your contact and personal details including – your UK residential address, your telephone number, your mobile number, your next of kin, your personal status or any other change where this effects my legal right or capacity to continue with studies.
- 02 I agree to provide the College with any changes to my Passport or status details.
- 03 I agree to inform the College of any significant changes in my Personal Circumstances (Including financial circumstances)
- 04 I agree to immediately inform the College if I am found in breach or violation of any UK Laws (Including - Civil, Criminal, Immigration, or other UK Government law or regulations). I agree that my enrolment at the college may be suspended pending the result of the legal action.
- 05 I understand that the College is registered under the Data Protection Act 1998 and 2018 (GDPR) and information given on this form will only be used in accordance with the terms of the registration. The information on this form will be stored in an electronic and paper format and will be used for all purposes relating to admission and studies at the College. Data will at all times be processed in accordance with the Data Protection Acts above.

Misrepresentation and providing false or misleading information:

- 06 I understand that if I have deliberately provided misleading information or falsified in any way the information which is used to gain entry to the programme that the college reserves the right to terminate my study forthwith and require me to leave the college immediately.

Registration Requirements:

- 07 I agree to pay the relevant non-refundable registration fee for the awarding body when requested.
- 08 I understand and agree that if I enrol late due to a valid reason then I may be required to defer admission, commencement and registration for the programme to next available intake. I understand that all such deferrals are subject to prior agreement by and subject to the absolute discretion of the College's academic management and that entry may not be guaranteed. I understand and agree that the college reserves the right to take a decision not to register after the registration deadline.
- 09 I understand and agree the College reserves the right to keep my photographic and any other required details for the administrative purposes and college documentation including student photo ID Card, attendance, academic records and other records that may be required from time to time by law.
- 10 I have no objection to the College contacting my prior institutions of learning for the purpose of verification of my previous academic qualifications and verifying references provided
- 11 I will inform the college immediately if I decide to defer, suspend my studies or withdraw from the course.
- 12 I understand and agree that London College of Business Studies reserves the right not to run any programme due to an insufficient number of learners enrolled. However, I may be offered an alternative course.

Attendance and Absence from Study:

- 13 I understand that full course attendance is expected and that any absences should be evidenced wherever possible. I agree to abide with the College's Attendance Policy (available on the website) and I have to inform the college prior to absence wherever feasible and provide appropriate evidence of extenuating circumstances if any.
- 14 I understand and agree that without prior written permission from the college I cannot change/defer or withdraw from the programme of study offered.
- 15 I understand that any leave of absence from the study must be approved by the college prior to leave

Academic Requirements:

- 16 I understand and agree that I have to attend all the lectures sessions delivered as part of the programme and that I have to submit all the assignments, coursework or other assessed work by the submission deadlines.
- 17 I understand and agree that if my attendance fails to meet the college's requirement this will lead to disciplinary action and may culminate in the termination of studies and exclusion from the programme of study. In this event, all relevant authorities will be notified.

- 18 I understand and agree that it is my own responsibility to be fully aware of the course content and the facilities and services offered by the college to support my studies; and it is my responsibility to ensure the best uses of those facilities and learning opportunities.

Progression:

- 19 I understand and agree that I will be required to demonstrate progress academically by achieving all the assessment criteria of the units taught.
- 20 In the event of consistent assessment failures, I understand and agree that the College reserves the right to reconsider continued enrolment on the course. The College will consider reasonable alternatives, but may ultimately terminate enrolment.

Fees & Costs:

- 21 I agree to abide with the College's Fee Policy (available on the website). I understand that the payment of the tuition fee is my personal liability. Following my enrolment at the College, if I have applied for Student Finance to fund my tuition fee and I continue to study at the College while I wait for the outcome of my application, I understand that, irrespective of the finance application outcome, I will be personally responsible for my tuition fees as per the Fee Policy.
- 22 In case of paying tuition fee through Student Finance, if any re-assessment of a student loan entitlement occurs during the course and Student Loans Company will no longer pay for my tuition fees or withdraw full funding, previously paid to the College, then I myself have to ensure that my tuition fees are paid.
- 23 I understand that the all fees will be paid in a timely manner. If I am paying fees by instalments then I am required to fully comply with and meet the instalment plan specification.
- 24 I understand and agree that academic/tuition fees are separate from awarding organisation fees and that these are non-interchangeable
- 25 I understand that if I withdraw after enrolling, any outstanding fees for the Academic Year will become payable immediately as per the Fee Policy.

Refunds:

- 26 By accepting the admission offer I also accept the Refunds and Compensation Policy (available on the website). I understand that if for any reason a course is cancelled, I will be offered suitable alternative course or tuition fees refunded (please see Refunds and Compensation Policy available on the website). In the event of a difference of fees between the former and the new course, the difference will be paid or refunded accordingly.
- 27 I understand that, once I have commenced the course, fees charged, as per the Fee Policy, will not be refunded. If I am suspended or expelled by the College due to misconduct, no fee will be refunded. Please refer to are Refunds and Compensation Policy available on the website
- 28 I understand that I may be allowed to pay tuition fees in instalments and I must abide by the given instalment plan.
- 29 No interest is paid on a refund of any fees/deposit.
- 30 The College reserves the right to modify its fees and amend refund policies

Code of Behaviour and Conduct:

- 31 I understand and agree that if I am found to be disruptive or participate in illegal or similar activity, the college has the right to terminate my enrolment at any time and require me to withdraw from the programme and the college premises.
- 32 I understand that inappropriate behaviour or conduct may be subject to disciplinary action which may lead to termination from the course.
- 33 I understand that all students are expected to conduct themselves with integrity in their academic, public and other activities at all times and must behave in a respectful manner, and that any student who contravenes this could have their registration terminated.
- 34 I understand and agree that if I engage in any academic malpractice or misrepresentation I will be subject to the disciplinary proceedings of the college and that these may result in the termination of enrolment
Acceptance of Terms and Conditions
- 35 I understand that by submitting the application for admission at LCBS as an applicant I agree to full acceptance of the terms and conditions of London College of Business Studies.
- 36 I accept to provide documentary evidence in support of any statement made on the application form when requested by the College

Signature of Applicant

Date

Please return the completed form to:



277 Cranbrook Road,
Ilford
IG1 4TG
United Kingdom

Email: admin@lcbs.co.uk
Tel: 0208 988 3460