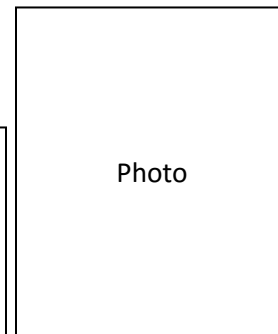




LONDON COLLEGE OF BUSINESS SCIENCES

1 Dock Road, London, UK, E16 1AH,



Admissions Department

1 Dock Road, London, UK, E16 1AH,

Tel: +44 (0) 207 5114 445, Fax: +44 (0) 207 1128 063

Email: info@londoncbs.co.uk

Web: www.londoncbs.co.uk

Student Ref:

Course Title:

Checked by:

Photo

STUDENT APPLICATION FORM

Note: Complete all sections with maximum possible information in CAPITAL Letters. Attach any supporting documents with your application (refer to checklist of supporting documents). LCBS is required to keep student records up-to-date and to fulfill requirement you must provide certain information (please see the Checklist-Section 9). You must inform us any of that information changes whilst you are studying with us.

Section I: Personal Information:

Surname:		Date of Birth:	
Given Name(s):		Nationality:	
Current Address:		Place of birth:	
Postcode:		Passport No:	
Email:		Issue Date:	Expiry Date:
Mobile No:		UK Visa No:	
Home No:		Status:	Expiry Date:

Previous 3 years Addresses

Address 1:	Address 2:	Address 3:
Town:	Town:	Town:
Postcode:	Postcode:	Postcode:

Section 2: Qualifications: (Please attach extra sheet if required-certain level of qualification required for different courses. Please refer to prospectus/course brochure for more details).

Institute	Qualification / Subject	Period		Grade
		From	To	

Section 3: Work Experience (Please attach extra sheet if required).

Name and Address of Employer	Job Title	Period	
		From	To

Section 4: English Language Skills (See Terms & Conditions for the requirement).

Please state your first Language:

What was the medium of Education for your studies (if English is not your first language):

Do you have any English Language Qualification (TOEFL, IELTS, ESOL, etc?) Yes No

If yes give details: Qualifications: Date Awarded: Score:

Section 5: Course Enrolment (Please tick ✓ as appropriate).Course Name: Mode of Study: Full Time Part Time **Section 6: Disability Monitoring**Do you have any Disability (Please tick ✓ as appropriate)? Yes No

If yes please give details:

Do you have any special requirements (Please tick ✓ as appropriate)? Yes No

If yes please give details:

Section 7: FeesWho will pay your fees: Yourself Student Finance

How you will pay your fees (a deposit is required at the time of the application and balance payable before the course start date)

Bank Draft Debit/Credit Card Bank Transfer Cheque Cash For Course Fees a minimum deposit required.
Note: Please make Cheque/ Bank Draft in the name of "London College of Business Sciences Ltd."
Bank Details: HSBC Account No: 22206161 Sort Code: 40 02 44**Section 8: References**

Personal Reference	Academic Reference
Full Name	Full Name
Address:	Address:
Post Code:	Post Code:
Relationship:	Relationship:
Phone No:	Phone No:

Mobile No:	Mobile No:
Email Address:	Email Address:

Section 9: Documents Checklist (Please tick✓).

Your Passport Copy	<input type="checkbox"/>	Academic Certificates	<input type="checkbox"/>
Copy of Visa Issued (if applicable)	<input type="checkbox"/>	2 Passport Size photograph	<input type="checkbox"/>
Copy of Biometric Residence Permit (if applicable)	<input type="checkbox"/>	Personal Statement	<input type="checkbox"/>
Evidence of English Language	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
National Insurance No	<input type="checkbox"/>	CV	<input type="checkbox"/>

Section 10: Criminal Convictions (Please attach extra sheet if required).

Do you have any Criminal Conviction? Yes No
 If yes, please outline details here, including dates of conviction.

Section 11: Personal Statement: (Please attach extra sheet if required).

Section 12: General Terms And Conditions

1. Duly completed and signed LCBS application form and relevant supporting documents be submitted to the college
2. A conditional offer letter will be issued to candidates who have proved their intention to study and passed their initial assessment and interview conducted by LCBS
3. For self-funded students, 50% of the course fee should be deposited with LCBS upon which an Admission letter would be issued. The Remaining 50% will have to be paid by the student at the time of enrolment. LCBS reserves the right to dismiss any student at any time for non payable of fees. No fees will be refunded to any student dismissed for not paying their fees as stipulated.
4. Penalty of 20£ will be levied on any self funded student whose payment by cheque is not honored. LCBS reserves the right to terminate the registration of such students if an alternative arrangement for payment is not mutually agreed
5. LCBS will provide general guidance and pointers to additional resources for potential sources of funding and about typical living cost in London. However the college cannot provide detailed financial advice and accommodation for international students.
6. The course fee includes all costs associated with student recruitment and admissions as well as the cost of tuition. Excerpt of LCBS fee refund is set out below.
 - a) Fees will be refunded fully if a student application is declined by LCBS.
 - b) Any one supporting false information on the application form is liable to suspension or expulsion from the college before or after the enrolment and no fees will be refunded.
 - c) Once a student commences a course for more than 4 weeks and then discontinues for any reason, any fees paid will not be refunded. If fees were not paid the student will remain personally liable for the unpaid fees covering the period they attended college.
 - d) UK/EU students who are funded by SLC but whose tuition fee loan does not cover the full cost of tuition must pay the remainder of the tuition fees either in full before the start of this course or via an installment plan agreed with the college .
 - e) UK/EU students in receipt of SLC funding who withdraw after 4 weeks of commencement prior to their fee being paid by the SLC will be personally liable for payment of tuition fee for the period the attend they attend college
 - f) In the situation where a funded student does not wish to continue receiving financial support from the SLC, the student will be personally liable for the payment of the outstanding balance of the course fee.
 - g) If Sponsor fails to pay some or remaining tuition fee on behalf of a student will be personally liable for payment of the outstanding amount. in case the college may agree an installment payment plan with student to enable a flexible payment method
 - h) Students on government funding will be charged a refundable deposit to cover the cost of their registration with awarding organization. This amount will be refunded after a successful application for student finance and demonstration of adequate interests and commitment of the

course.

7. Students are required to register their course on the date stipulated in their admission letter. Students are not allowed to change, defer or withdraw from the course offered to them without prior written permission from LCBS.
8. Self funding students who have received a discontinued fee are advised that their tuition fee does not include the awarding body registration fee. These students are required to pay their awarding body registration fee within the first month of enrollment.
9. Students must attend all tutorial and lectures as per the timetable. Failure to achieve an attendance level of 80% could lead to disciplinary action including suspension or terminations from registration at LCBS.
10. Any absence should be authorized by LCBS. Any suspensions or terminations will be reported to the regulatory authorities.
11. Disciplinary action will be taken against students for any inappropriate behavior or misconduct which can lead to termination of student registration at LCBS
12. During term time, students will not be permitted to travel overseas for holiday or to attend family functions, etc. Students May be authorized to travel in case of emergencies that are clearly evidence.
13. For any student who wishes to discontinue the course mid-way, tuition and awarding body registration fees paid cannot be transferred to or adjusted for another student or applicant.
14. Students are expected to be fully aware of the course offered to them as well as the facilities and services offered by LCBS.
15. Students are expected to adhere to the awarding body rules and regulations and all amendments thereof.
16. All courses, modules and timetables are subject to change and can vary from time to time. LCBS may change the contents of a course and awarding organization but this would not affect those who are already enrolled and registered on a previous version of the course. For existing course , LCBS will provide ample notice of any significant changes (such as changes in choice of units and time table) as soon as reasonably possible to ensure it does not affect the students ability to complete the course
17. The student agrees to purchase the recommended textbooks and relevant study materials prior to the commencement of the course.
18. The student agrees to submit the contract with employer for the 100 hours teaching practice at the time of enrolment.
19. The student authorize LCBS to disclose his/her registration , attendance and progression details to the relevant authorities including the funding bodies
20. The student LCBS to obtain his/her records and information from any educational institutions previously attended.
21. All LCBS students are expected to submit their course work by the set deadline and failure to comply will attract a penalty
22. Advertised courses will only run when LCBS is able to enroll a minimum of 15 students per course. for this reason , LCBS reserves a right to change a course by providing four weeks' notice prior to the course start date and fees paid will be refunded in full or the applicant will be offered a provision to select another programme of his/her choice where the fees paid will be adjusted accordingly
23. LCBS will provide equality of treatment for all regardless of gender age race ethnicity disability, sexual orientation religion or belief. Students who experience any form of unfair treatment at any stage of their academic journey reserve the right to complain via the college's complaint procedure
24. LCBS will provide a safe and secure physical environment for students studying at the college premises.
25. LCBS will provide good quality academic support and pastoral care delivered by suitably qualified academic and non academic personal to enrich the learning experience of all students.
26. LCBS will encourage student representation and take reasonable action to ensure that the feedback provided is taken seriously and reasonable demands are auctioned in a timely and appropriate manner
27. Students are allowed to appeal against assessment decision in accordance with the colleges academic appeal policy and procedures
28. LCBS will take all reasonable measures to support and provide services for student with disabilities or other special needs only if the need is brought to our attention at the right time
29. LCBS will protect all personal information you provide in line with data protection Act. In formation kept about you will not be disclosed under any circumstances without your consent , unless required buy the judiciary system or for national statics (in case of funded students
30. LCBS will contact you if staff/student have any concerns about your ability to manage your studies and to support and advise you accordingly, referring you to more appropriate support within college when applicable. In situation where the supporting staff is of the view that you may have a serious mental health issues and fitness to study is suspect, LCBS reserves the right to refer you to your local GP with your consent. If you do not consent to be referred to your local GP, LCBS reserves the right to suspend your studies and advice you to see you medical team for further assistance. Your reinstatement will be based on confirmation from your medical team that you are fit to return to college. Please note that the regulatory authorities including funding authorities (for student son funding) will be informed of your suspension on health grounds.
31. LCBS will endeavour to claim the financial awards for qualified students as soon as it is reasonably possible. In case of any delays in receiving certificate s, the college will issue interim completion letters to students. This will; serve as confirmation of a pending award until the original certificate becomes available.
32. LCBS will provide general guidance on career development and employability during you period of the study. However finding suitable employment after achieving the qualification is the sole responsibility of the student.
33. LCBS may invite you to join the college alumni after completion of you course. If you agree to join the LCBS Alumni, your contact details as well as your destination after leaving the college will be kept on our database.

Declaration:

I hereby certify that the information I have given above is correct and complete, and I agree that on admission to the London College of Business Sciences, I will abide by the charter, regulations and terms and conditions of the college. I understand that the information I have provided in this form will be stored and processed on a computer and used in accordance with the terms of the Data Protection Act (1998). I understand that I may obtain details of what information is held, by whom it will be held and used.

Print Name:

Signature:

Date: