

London College of Business

APPLICATION FOR ADMISSION

(Please read the College Prospectus before completing this form)

Please complete this form in **BLOCK** capitals using **black ink**

Main Campus and Head Office
6A Monteaale Court, Wakering Road,
Barking, Essex IG11 8PL
info@lcbuk.org www.lcbuk.org
Phone:(+44) (0) 208 591 2222
Fax: (+44) (0) 208 594 2333

Birmingham Campus
18 Digbeth
Birmingham B5 6BJ
info@lcbuk.org www.lcbuk.org
Phone:(+44) (0) 121 643 2942
Fax: (+44) (0) 121 643 2303

Photograph

Starting Date: _____

Surname

Middle name(s)

First name(s)

Date of birth (dd/mm/yyyy)

Nationality

Country of Origin

Gender:

Male

Female

Address (in London)

Address (overseas)

Telephone

Passport No.

Mobile No

Passport Exp Date.

E-mail address

Date of entry to UK

Please indicate the campus where you would like to study

(if you do not indicate the campus, college administration will assign it for you and you will have no rights to change it.)

Barking Campus

Birmingham Campus

Course Title: (Please state the course for which you wish to apply)

MBA in Business Administration*

Specialisation Pathway (please choose one)

- Finance
- Information Systems
- Hospitality Management
- Business Analysis
- Logistic and Supply Chain Management
- Public Administration
- General / No specialisation

BA (Hons.)in Business Administration*

Specialisation Pathway (please choose one)

- Finance
- Information Systems

APC / APD (Advanced Professional Certificate / Diploma Edexcel Programme Level 7)

HND (Higher National Diploma Edexcel Programme Level 5)

HNC (Higher National Certificate Edexcel Programme Level 4)

Who will pay your fees? Please tick as appropriate

Parents Family Member Employer(Please attach evidence) Self

Name

Address:

Telephone (including country and city code) :

Fax:

Educational Qualifications: (Please list all schools, colleges, universities or other training institutes you have attended)

No	Calendar year		Grade or %age	Name of School/College/University	City	Country	Certificate/Diploma/Degree
	From	To					
1							
2							
3							
4							
5							
6							
7							
8							

Examinations to be taken/results pending:

Title	Examining Board/Institution	Result Date	Subjects Taken

English Language Proficiency:

Have you taken the TOEFL or IELTS?

Yes

No

If "YES" then what was your score?

Date passed:

If "NO" then will you complete this prerequisite, if needed, before your departure?

Yes

No

Work Experience (if any/ if necessary add additional page):

Job Title	Name of organisation	Full/Part-time	From	To

Student Agreement / Declaration

(The Application Form will not be valid and taken under consideration for enrolment if the student applying for enrolment does not sign the Student Agreement / Declaration page)

1. These Terms and Conditions will form an essential part of any contract between London College of Business and student offered a place of study at the London College of Business.
2. London College of Business restrict the right to cancel any course in its offer if the minimum number of students set by the Academic Board for particular programme is not met.
3. It is the responsibility of the student to familiarize himself with all policies, rules and procedures existing in the College. All mentioned documents are available in College library and Administration office.
4. LCB has strict attendance policy. Students who do not comply with the Attendance Policy will have their enrolment terminated without the right for refunds.
5. If it is discovered that a false statement has been made or significant information has been omitted from student application form, LCB may withdraw or terminate the student's admission at the College.
6. Before admission, a student must provide satisfactory evidence of ability to pay all academic fees, cover maintenance expenditure and pay any other dues.
7. Tuition fee are due in full, or if agreed with the College authorities may be paid in instalments.
8. In case of students who require visa letter (for new visa or extension of existing one) issued from the college full fee for the programme must be paid before such letter will be issued.
9. No Certificates, Diploma or degree will be issued to student unless full amount for the completed course is paid to the College.
10. Student will not be allowed to sit the exams unless fee for completed semester is paid in full. (That is equivalent of min 50% fee if paid in instalments).
11. No any kind of letter from the college will be issued to student if there is any outstanding amount on his/her account.
12. Fee once paid is non refundable after enrolment. Management may consider refunds at its discretion, when student makes an application for refund before the start of any semester, at least two weeks in advance.
13. It is sole responsibility of the student to inform College administration of any changes of address, email address, visa status, health problems or any kind of disability.
14. The College cannot accept responsibility, and any expressly excludes liability, for loss or damage to students' property including without prejudice to the generality the transfer of computer viruses to students' equipment. Students are advised to insure their property against theft and other risks.
15. The College does not accept responsibility, and expressly excludes liability for damage to student physical property or intellectual property through the negligence of its staff or agents or for the consequences of any modification or cancelation of courses as set out in our website.
16. This terms and conditions are not exhaustive they serve the purpose of general information. It is students' responsibility to familiarise him/her self with full regulations existing in the college.
17. All refunds are subject to administration fee of £150.00

Name of the Student _____

Signature _____

Date _____