



London School of Commerce
Chaucer House, White Hart Yard
London - SE1 1NX, United Kingdom
Tel : +44 20 7357 0077
Fax : +44 20 7410 1163
Email : info@lsc london.co.uk

Ref. No :
Student ID No
(Official use only)

Application Form

Please complete the form in BLOCK LETTERS (* indicates compulsory fields)

1. COURSES: Please select the course for which you are applying

MBA (12 months) [] BA (Hons) Business and Management Studies []
MBA (16 months) [] BSc (Hons) Computing []
MSc Information Technology [] PhD []
MSc International Hospitality Management [] Other (please specify) _____
MSc International Tourism Management [] _____

Pre-sessional English (Please tick one of the above boxes for the main course)

English Course Duration: 1 term [] 2 terms [] 3 terms [] n/a []

2. PERSONAL DETAILS: (AS PER PASSPORT)

SURNAME: * _____
FIRST NAME: * _____
GENDER: * FEMALE [] MALE []
COUNTRY OF BIRTH: * _____ CITY OF BIRTH * _____
NATIONALITY: * _____ DATE OF BIRTH * _____

3. PASSPORT DETAILS:

PASSPORT NO: * _____ DATE OF ISSUE: * _____
DATE OF EXPIRY: * _____ PLACE OF ISSUE: * _____
ISSUING AUTHORITY * _____

4. ADDRESS:

OVERSEAS ADDRESS

ADDRESS LINE 1 *

ADDRESS LINE 2

ADDRESS LINE 3

CITY *

COUNTRY *

STATE

PINCODE / POSTCODE *

EMAIL *

TEL

Country code City code Phone No.

STUDENT'S MOBILE NUMBER

Country code Mobile No.

PARENT'S TEL

Country code City code Phone No.

PARENT'S MOBILE NUMBER

Country code Mobile No.

FAX

Country code City code Fax No.

UK ADDRESS (IF APPLICABLE)

ADDRESS LINE 1

ADDRESS LINE 2

ADDRESS LINE 3

CITY

COUNTRY

POSTCODE

EMAIL

TEL

Country code City code Phone No.

STUDENT'S UK MOBILE NUMBER

Country code Mobile No.

5. Have you previously applied to LSC or its affiliated colleges? Yes No If yes, when?

6. Do you have any friends or relatives currently studying at LSC or its affiliated colleges? Yes No If yes, give details:

7. How did you hear about the college? Friend Media (Adverts, Exhibitions etc) Website Representative
Give brief details of the above source

8. EDUCATION:

Please list all the relevant qualifications you have obtained since GCSE's grade for which the results are known. Please attach the relevant attested photocopies of your educational qualifications. Please provide official English language translations of these documents where appropriate.

Name of School/College/University Attended	Course Completed	Grades / Overall Percentage	Date of Study	
			From	To

9. ENGLISH SCORE: IELTS _____ PTE _____ TOEFL _____

10. PENDING RESULTS:

Please list any examination you have taken for which the results are still pending. Please also list any examination you will be taking in the near future.

Name of School / College / University Awarding Body	Course / Title of Exam	Date of Exam	Expected Results Date

11. EMPLOYMENT AND TRAINING DETAILS:

Please enclose a brief job description of each position you have held for more than 6 months

Sr. No.	Name and Address of the Employer	Your Position	Dates	
			From	To

12. REFERENCES:

At least one should be an academic referee. Please do not nominate a school marketing representative, or anyone related to you, as a referee. Students applying for Masters degree programmes should also submit recently written references.

REFEREE 1			REFEREE 2		
NAME *			NAME *		
_____			_____		
ADDRESS LINE 1 *			ADDRESS LINE 1 *		
_____			_____		
ADDRESS LINE 2			ADDRESS LINE 2		
_____			_____		
ADDRESS LINE 3			ADDRESS LINE 3		
_____			_____		
CITY *			CITY *		
_____			_____		
COUNTRY *			COUNTRY *		
_____			_____		
STATE			STATE		
_____			_____		
PINCODE / POSTCODE *			PINCODE / POSTCODE *		
_____			_____		
EMAIL			EMAIL		
_____			_____		
TEL			TEL		
_____			_____		
Country code	City code	Phone No.	Country code	City code	Phone No.
_____	_____	_____	_____	_____	_____
FAX			FAX		
_____			_____		
Country code	City code	Phone No.	Country code	City code	Phone No.
_____	_____	_____	_____	_____	_____

13. WHO WILL PAY YOUR TUITION FEES: (Please select appropriate box)

Yourself Family Member / Parents Sponsor / Your Employer Bank Loan
Scholarship

14. Please indicate the reasons as to why you have chosen to study the course indicated in section 1, at LSC.

Please complete this section in not less than 200 words

15. STUDENT QUESTIONNAIRE

To be completed
by the student

Full Name: _____ Course Applied For: _____

1. What made you choose London School of Commerce as your higher education institution?

2. What is your career objective on completion of the course?

3. Were you fully informed by your counsellor / representative about LSC and the programmes offered? Yes No

4. Are you aware of your fee structure and instalment plan? Yes No

5. Are you aware that as per the Tier 4 student visa guidelines you are required to demonstrate funds which includes first year of your tuition fees and nine months of living expense i.e £7200 if applying from outside UK or 2 months of living expense i.e £1600 if you are applying within the UK for a continuous period of 28 days? Yes No

6. Are you aware that the fee paid will only be refunded in the case of your visa being refused? Yes No

7. Are you aware that attendance is compulsory and you should maintain a minimum of 90% attendance throughout your study at LSC. (Failure to achieve this can lead to your registration on the course being terminated.) Yes No

8. Are you aware that you cannot change or defer the course without prior written permission from the school? Yes No

9. Are you aware that the fee mentioned refers only to the tuition fee and that it does not cover any expenses incurred as a student? Yes No

10. Are you aware that you should have sufficient funds to cover your living expenses for the entire duration of your study period? Students are not allowed to work part-time or full-time as per the UKBA guidelines. Yes No

11. Are you aware that there is a resit fee for the students who do not clear their modules in the first attempt? Yes No

12. Are you aware that you are required to purchase necessary core text books and a laptop / personal computer for study purposes? Yes No

13. Were you a previous student at LSC or any of its affiliated colleges? Yes No If yes, give details

14. Have you ever been refused a visa to any country (including UK)? Yes No
If yes, briefly indicate the reasons for the refusal:

15. Are you aware that LSC will inform the relevant immigration and Home Office authorities of your registration, attendance and progression details? Yes No

Applicant's signature as per passport: _____

Date: _____

16. Only to be filled by UK resident overseas students:

When did you first arrive into UK: _____ Current UK Visa No: _____

Visa Issue Date: _____ Visa Expiry Date: _____

Number of Visa Extensions: _____ Passport No.: _____

Passport Issue Date: _____ Passport Expiry Date: _____

Academic courses attended within the last 12-36 months

Institution Attended	Course Attended	Results	From	To	Attendance Rate

Terms and Conditions of students of LSC

1. The student agrees to attend all tutorials and lectures specified in the timetable and also agrees that if he/she fails to achieve an attendance level of at least 90%, this could lead to disciplinary action including termination from the course. Any absence of leave should be approved in writing by LSC prior to the leave.
2. If a student has submitted any false/forged documents/certificates/bank statements the College will report the same to the Home Office and any fees paid will be forfeited. The UK Border Agency would refuse your student visa with a 10 years ban on any future application.
3. Disciplinary action will be taken against students for any inappropriate form of behaviour or code of conduct which can lead to exclusion/termination from the course.
4. The student has fully read and understood the UK Border Agency Tier 4 (general) student visa rules, regulations and guidelines on the official website of UKBA (<http://www.ukba.homeoffice.gov.uk/employers/points/sponsoringmigrants/eligibility/tierstudents/>)
5. During the term time, students will not be given leave of absence for overseas national holidays or attendance of family functions etc.
6. The student is fully aware of the subjects that are offered on his/her course and is fully aware of the facilities and services offered by LSC.
7. The student agrees that he/she cannot change, defer or withdraw from the course offered, without prior written permission from LSC.
8. Your course fee includes all costs associated with your recruitment and admission and the cost of your tuition fee. When students are paying fees by instalment they must comply with the instalment plan specified in the offer letter. LSC's fee refund policy is set out below:
 - (a) Fees will be refunded in full, if the student's application is declined by LSC.
 - (b) In the case of overseas students, if the student's visa is refused, all fees will be refunded in full.
 - (c) In the case of overseas students, once a student has obtained a visa, but does not commence the course, £1,650 of the initial deposit paid will not be refunded. Any deposits paid in excess of £1,650 may be refunded at the sole discretion of the School.
 - (d) Once the student has commenced the course, fees will not be refunded.
 - (e) In the event of termination from the course, the student will be liable for a fee £1,650 which is non-refundable plus a pro rata fee on the balance to the date of termination. Any fees that have been paid over and above the fee liability to the date of termination will be refunded.
9. The student agrees not to defer his/her semester or change his/her course without the prior written authorisation of LSC.
10. All courses and modules are subject to changes and can vary from time to time. LSC/University of Wales Institute, Cardiff (UWIC) reserves the right to change the contents of the course without any prior notice to the student. In the event of the selected course/options or degree programmes being terminated or not conducted, a suitable alternative will be provided for the student with an alternative institution/university if required.
11. The student is aware that the maximum number of failures permitted on a Masters programme (eg. MBA, MSc etc) is four modules and Bachelor's programme (eg. DF, BABMS, BSc etc) is eight modules. If the student exceeds the maximum permissible failures, their registration is liable to be terminated at the School. Where students study pre-sessional English, the student will not be permitted to extend the duration of study by more than one additional semester as a result of failure.
12. The student agrees to buy the recommended textbooks for all study modules prior to the commencement of the course.
13. The student agrees to buy his/her personal computer or laptop prior to the commencement of the course.
14. The student agrees to register for the course on the date mentioned in his/her offer letter. If there is any delay in his/her arrival into UK due to valid reasons (subject to prior approval of LSC), the student may be asked to start the course in the next available date/term. The student will not be registered under any other circumstances (personal problems, home sickness, accommodation problems etc).
15. The student agrees for LSC to disclose his/her details to the relevant immigration, Home Office authorities, parents and sponsors of his/her registration, attendance and progression details.
16. Signing this application indicates acceptance of the terms and conditions of the London School of Commerce (Division of St. Piran's School (GB) Ltd) by the student.

I confirm that to the best of my knowledge the information given in this form is correct. If accepted on this course, I agree to abide by the above terms and conditions.

Applicant signature as per passport: _____ Date: _____

For Office Use Only Other Comments:	NPM			
	NA1		NA2	
	CA1		CA2	

Kindly return the completed application to:

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Note: In view of postal delays overseas students are advised to

FAX (+44-20-74031163) or courier the application as soon as possible