



London School of Commerce
 Chaucer House, White Hart Yard
 London SE1 1NX, United Kingdom
 Tel: +44 (0)20 7357 0077
 Fax: +44 (0)20 7410 1163
 Email : info@lsclondon.co.uk

<p>OFFICIAL USE ONLY</p> <p>Reference Number:.....</p>
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1. Personal Details

Surname (as on passport):

First Name (as on passport):

Male: Female: Nationality:Date of Birth:

Passport number:..... Date of issue:..... Date of expiry:.....

2. Contact Details (if applicable)

Permanent Address	Correspondence Address (if Different)
.....
.....
.....
.....
Tel: (including country and area code)	Tel: (including country and area code)
Fax: (including country and area code)	Fax: (including country and area code)
Email:.....	

3. Course Details

Please select the English Course that you would like to study at LSC

Academic English 6 Months

Academic English 8 Months

Other

4. Have you previously applied to LSC or its affiliated colleges? Yes No

If yes, when?

5. Do you have any friends or relatives currently studying at LSC or its affiliated colleges? Yes No

If yes, give details:

6. How did you hear about the college?
 Friend Media (Advert, Exhibitions etc) Agent Website Representative

Give brief details of the above source:

7. Education

Please choose a qualification you hold and tick the box:

Higher/Secondary School Certificate <input type="checkbox"/>	Post-graduate degree <input type="checkbox"/>
GCSC/A-Level/BTEC (or equivalent) <input type="checkbox"/>	Other <input type="checkbox"/>
Undergraduate degree <input type="checkbox"/>	If other, please give details:

8. Who will pay your tuition fees? (please tick appropriate box):

Yourself Family member (Parents) Sponsor/Your Employer

The following documents must be submitted with your application form:

- Copy of passport
- Relevant attested photocopies of your educational qualifications.

Please provide official English language translations of these documents where appropriate.

Terms and Conditions [1 of 2]

THESE TERMS AND CONDITIONS ARE A PART OF THE SCHOOL REGISTRATION REQUIREMENTS AND ARE TO BE AGREED TO BY ALL STUDENTS WHO ARE REGISTERED ON ANY ACADEMIC PROGRAMME AT THE SCHOOL

The following terms and conditions are the explicit responsibilities of each student while he/she is registered at the School and are not the responsibility of a third party. Please ensure you have read all pages of the agreement in full before signing this document:-

1. Personal details requirements:

- I agree to inform the School immediately and without ANY delay, of changes to my personal details while I am a student of the School (All students are required to note that this includes: ANY changes to your contact and personal details including your residential address, your telephone number, your mobile number, your next of kin, your personal status, any other change, etc.)
- I agree to provide the School with any changes to my Passport details.
- I agree to inform the School of any significant changes in my personal circumstances (including financial circumstances)
- I agree to immediately inform the School if I am found in breach or violation of any governmental laws (including: Civil, Criminal, Immigration, or other government laws or regulations).

2. Visas and Immigration requirements (for International students):

- I understand and agree that I am required to read and comply with the immigration and student visa rules, regulations and guidelines.
- I understand and agree that if I submit, or have submitted, any false or forged documents, or certificates, or bank statements to the School or commit any similar act the School may report this to the relevant authorities and any fees paid to, or financial commitment made by me to the School can be forfeited to the School.
- I understand and agree that the School can disclose my personal academic attendance record and academic progression details to the relevant authorities and also to parents and sponsors.
- I understand and agree that travel involving a return to my home country or any other country during scheduled term time is NOT permitted except in the event of exceptional mitigating circumstances. In this event, I understand and agree that I must inform the School prior to leaving the country. I understand and agree that if I travel overseas at any period without a letter of authorization from the School for the immigration authorities, I may be detained at passport control.
- I confirm that I give my express consent and permission for the School, its officers or representatives to contact immigration authorities and to receive information in relation to my immigration status and history in the country and request that you clarify any queries they may have about my visa status in the country.

3. Misrepresentation and providing false or misleading information:

- I understand that if I have deliberately provided misleading information, or misrepresented or falsified in any way the information which I have used to support my entry to the programme of study for which I am registered, or to which I am applying, or if I have provided any such information in support of my application to study at the School, or to the Immigration Authorities, or in any way in support of my Visa application, then the School reserves the absolute right to terminate my studies forthwith and require me to leave the School premises immediately.
- I understand that if I have submitted any misleading or falsified work as a part of the academic work which I submit for assessment for my programme of study then the School may terminate my studies forthwith subject to the school academic regulations.

4. Registration requirements:

- I understand and agree that I am required to register for the programme of study to which I have been admitted on the day and date indicated in the offer letter which I have received and that if there is any delay to my arrival into the country due to valid reasons, then I may be required to start and be admitted to and register for the programme at next available cohort entry and commencement date. I understand that all such deferral of entry to a programme is (i) subject to prior agreement by the School (ii) subject to the absolute discretion of the School and (iii) may not be guaranteed. Other causes of delay in registration for the programme of study (private, personal problems, home sickness, problems with accommodation etc.) will mean that students will not be registered.
- I understand and agree to the School reserving the absolute right to capture and store my photographic, biometric and any other required details for administrative purposes and college documentation, including student photo ID cards, attendance and academic records and other records required by immigration authorities.
- I also give full permission for the school to contact my prior institutions of learning, for the purpose of verification of my previous academic qualifications.
- I agree to inform the School immediately if I decide to defer, suspend my studies or withdraw from the course.
- I understand that I am required to be at least 18 years of age at the point of registration.
- I understand that the School will only run a programme if there is sufficient demand and that if an insufficient number of students are enrolled on a course, the School reserves the right not to run the programme and in this event you may be offered an alternative course.

5. Attendance and absence from study:

- I understand that travel involving a return to my home country or any other country during scheduled teaching semesters/term time is NOT permitted except in the event of exceptional mitigating circumstances. In the event of any mitigating or extenuating circumstances arising I understand that I must inform the School prior to leaving the country or absenting myself from the School and programme.
- I understand that during teaching semesters/term time that there is no leave of absence given for overseas national holidays or attendance at family functions etc.
- I understand that if I travel overseas at any period without a letter of authorisation from the School for the immigration authorities, I may be detained at passport control.
- I understand and agree that I cannot change, defer or withdraw from the programme of study offered, without prior written permission from the school.

Terms and Conditions [2 of 2]

6. Academic requirements:

- (a). I understand and agree that
 - (i). I am required to and will attend all teaching sessions delivered as a part of the programme to which I have been admitted (including lectures, seminars, tutorials, and all other teaching sessions) as these are stated on my timetable and
 - (ii). that I will meet and comply with all assessment submission deadlines and undertake all required academic work for all programme assessments and examinations in whatever form these are required.
- (b). I understand that I must attend all lectures and maintain a high level of attendance throughout the course, and that failure to do so could lead to disciplinary action, including termination of my studies and exclusion from the programme of study. I understand that any leave or absence from study must be approved, in writing, by the School prior to the leave or absence being taken by me.
- (c). I understand that it is my responsibility to be fully aware of the subjects that are offered on my programme of study and the facilities and services offered by the School in support of my study and that it is my responsibility to ensure that I make use of these facilities and learning opportunities.
- (d). I understand that programmes and modules could be subject to change and could vary from time to time and that the School reserves the right to change the curriculum of the programme and that in the event of a programme being withdrawn a suitable alternative will be provided with an alternative institution/university if required.
- (e). I understand and agree that I will be required to purchase recommended textbooks and a personal laptop/computer for all study modules prior to the commencement of the course.
- (f). I understand that the School reserves the right to withdraw an offer, cancel or defer any course even after making an offer. All offer letters are valid subject to visa being granted.
- (g). I understand that the School reserves the right to withdraw sponsorship at any time even after an offer letter or visa has been issued.

7. Progression on the programme

- (a). I understand that to progress academically while a student, I am required to meet the assessment progression requirements for the programme. I understand that the regulations only permit a maximum number of assessment failures and that if I exceed the maximum number of failures, then my registration is liable to be terminated and I will be asked to leave the programme.
- (b). I understand that I cannot be adrift of more than 4 months from the scheduled course completion date eg: a 12 month course cannot exceed 16 months.

8. Fees and costs:

I understand that the academic fee which I am required to pay includes all costs associated with recruitment, admission and the cost of my tuition and that if I am paying fees by installments, then I am required to fully comply with and meet all the installment plan specifications indicated in the offer letter.

9. Refunds:

Details of the School fee refund policy are set out below:

- (a). Fees will be refunded in full, if a student's application is declined by the School.
- (b). In case of fee refund due to a visa refusal (for overseas students), there will be an administration charge of £1,500 which will be deducted.
- (c). There will be no refund if the Tier 4 visa (for overseas student) is refused due to fraudulent documentation or false information provided during the visa application.
- (d). In the case of overseas students, once the 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.
- (e). Once a student has commenced the course, fees will not be refunded.
- (f). In the event of termination from the course, a student will be liable for a fee of £1,650 which is non-refundable plus a pro rata fee on the balance on the date of termination. Any fees that have been paid over and above the fee liability on the date of termination will be refunded.
- (g). In the event of a withdrawal of visa sponsorship (i.e. withdrawal of CAS), the maximum refund payable is up to £1,000, at the sole discretion of the school.

10. Code of behavior and conduct

- (a). I understand and agree that if in the opinion of the School I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress the School has the absolute right to terminate my registration at any time and require me to withdraw from the programme and the School premises.
- (b). I understand that formal disciplinary action may be taken against students for any inappropriate form of behavior or conduct which could lead to exclusion/termination from the course
- (c). I understand that I and all students are expected to conduct themselves with integrity in their academic and public activities at all times and must behave in a respectful manner and that any student who contravenes this could have their registration terminated.

11. Liability of the School:

I understand that in the event of any dispute between me the applicant and the School, the liability of the School will be restricted to the value of the course fee paid by me the applicant.

12. Acceptance of terms and conditions

I understand that I am accepting and agreeing to the Terms and Conditions indicated above. I understand that the Signature of this application by the applicant / student indicates full acceptance of the terms and conditions of the School 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. I confirm that I have read and understood all of the terms and conditions of this document (2 pages).

Applicant's signature as per passport: _____ Date: _____

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), scan or courier the application as soon as possible

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