

LONDON SCHOOL OF COMMERCE

MBA *Part Time*
APPLICATION FORM

LSC
London

1. Personal Details

Title: Mr : Mrs : Ms: Other (Please Specify) : _____

Surname: _____

First Name: _____

Gender: Male: Female:

Nationality: _____

Date of Birth: _____

2. Address Details

Home Address:

Town / City : _____
County / State : _____
Post Code : _____
Country : _____

Tel : _____

Mobile : _____

Email : _____

Fax : _____

Contact Address (if different):

Town / City : _____
County / State : _____
Post Code : _____
Country : _____

Tel : _____

Fax : _____

How did you hear about the course?
Friend : Media (Adverts / Exhibitions etc.) : Internet: Representative :
Please briefly give details :

Official Use Only

Student ID No. : _____

Ref. No. : _____

3. Education

Name of School, College or University	Course Completed	Grade(s)	Dates of Study	
			From	To

4. Employment History

Name and Address of Employer	Position	Dates of Employment	
		From	To

If you require additional space, please continue on a separate sheet.

5. Statement of Purpose

Please give a brief explanation below (no less than 200 words) why you have chosen to study the MBA *Part Time* course.

6. References

Please give the names and contact details of 2 references, these may be either professional or academic.

Referee 1
Address: _____ _____
Town / City : _____
County / State : _____
Post Code : _____
Country : _____

Tel : _____

Mobile : _____

Email : _____

Fax : _____

Referee 2
Address: _____ _____
Town / City : _____
County / State : _____
Post Code : _____
Country : _____

Tel : _____

Mobile : _____

Email : _____

Fax : _____

To be completed by non-EU nationals.

7. Passport Details

Passport No. : _____

Place of Issue. : _____

Date of Issue. : _____

Date of Expiry. : _____

Issuing Authority. : _____

8. Visa Details

When did you first arrive in the UK : _____

Current UK Visa Number. : _____

Visa Issue Date : _____

Visa Expiry Date : _____

Issuing Authority. : _____

9. Terms & Conditions

Terms and Conditions of Students of LSC (MBA Part Time)

1. Attendance

Students are expected to maintain 100% attendance.

2. Code of Conduct

Disciplinary action will be taken against any student for inappropriate behaviour or breach of our code of conduct and could lead to exclusion/termination from the programme. Students are required to fully complete the required preparation for teaching sessions and fully participate in group discussions and tasks.

3. Programme Fees and Refund Policy

If a student would like to accept their place on the course, a minimum deposit must be paid in advance or the fee in full. The course fee includes all costs associated with recruitment and admission. 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) Once the student has commenced the course, fees will not be refunded.
- c) In the event of withdrawal from the course, the student will be liable for a fee of £1,650 which is non-refundable, plus a pro rata fee on the balance to the date of withdrawal. Any fees that have been paid over and above the fee liability to the date of termination will be refunded.

4. Deferrals

The student agrees not to defer or change his/her programme start date without prior written authorisation from LSC.

5. Published course content

All courses and modules offered by LSC may be subject to changes and may vary from time to time. We reserve the right to change the course content without any prior notice to the student.

6. Equipment / Textbooks

The student is expected to access the recommended reading for all study modules prior to their commencement of the course.

7. Documents Supplied by Student

All documents and information supplied are true, authentic and correct.

If any document supplied is incorrect, fraudulent or misleading, the student will automatically be terminated from the course.

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 : _____

Kindly return the completed application to:

MBA Part Time, London School of Commerce, Chaucer House, White Hart Yard, SE1 1NX, United Kingdom

Tel: +44 20 7357 0077 | Fax: +44 20 7410 1163

mbaexec@lsclondon.co.uk www.lsclondon.co.uk