

# Application Form

ALL SECTIONS OF THIS FORM MUST BE COMPLETED AND SENT WITH:

- Official Transcripts from educational institutions attended
- Two supporting references (at least one should be academic)
- Personal Statement
- Four (4) recent passport-size photograph
- Documentary evidence of your English Proficiency (e.g. IELTS, TOEFL)

Please Attach  
your passport size  
photograph here

Please complete the form in **BLOCK capitals and black ink.**

## PERSONAL DETAILS

**1**

Title (Mr, Mrs, Ms, Miss, Other)	Full name (as shown on Passport)		
Surname/Family name	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Marital Status
Current Nationality	Country of Birth		
Passport no	Date of Birth <span style="float: right;">DD / MM / YYYY</span>		
Date of visa expiry	Date of Passport expiry		
Home Address (Permanent Overseas Address)	Term-time Address (UK Address with post code)  Post code		
Telephone No:	Telephone No:		
Mobile No:	Mobile No:		
Fax No:	Fax No:		
E-Mail:	E-Mail:		

## PROPOSED COURSE (Please tick the course for which you are applying)

**2**

BA (Tourism & Hospitality) Route OTHM	<input type="checkbox"/>	Master of Laws	<input type="checkbox"/>	CAT	<input type="checkbox"/>
BA (Business Management) Route ABE	<input type="checkbox"/>	MBA	<input type="checkbox"/>	ACCA	<input type="checkbox"/>
BSc (Information Technology) Route ACP	<input type="checkbox"/>	ACP	<input type="checkbox"/>	Diploma (Business Administration)	<input type="checkbox"/>
Bachelor of Laws	<input type="checkbox"/>	ABE	<input type="checkbox"/>	Diploma (Information Technology)	<input type="checkbox"/>
Pre-Masters	<input type="checkbox"/>	OTHM	<input type="checkbox"/>	EAP (English for Academic Purposes)	<input type="checkbox"/>

Date of proposed enrolment

April       July       September       January       200

## Office use only

Student Ref.		Local <input type="checkbox"/>  Overseas <input type="checkbox"/>	Note:
Student ID			
Student file no.			

### QUALIFICATIONS ALREADY HELD/ TO BE OBTAINED

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Please enter details of all courses attended since leaving school starting with most recent/ current place of study. If you are a graduate of, or about to graduate from a university outside the UK please provide certified transcripts of your complete academic records.

Dates		Full or Part-time	University or College attended	Degree or other qualifications obtained/ to be obtained	Class of Degree or GPA
From	To				

If your first language is not English please indicate your proficiency by completing the section below. Please send copies of the official test results with this application form.

Language proficiency	Score	Date
IELTS		
TOEFL		
OTHERS (please specify)		

### WORK EXPERIENCE

4

Please give details of previous and present employment. Do not include temporary or short-term appointment unless they are particularly relevant.

Dates		Name of organization/employer	Post/ Occupation
From	To		

### FINANCE

5

How do you purpose to finance your study here? LCLM requires you to pay any fees charged in connection with your Programme of study.

Self                       Other (Please Specify) .....

If you are not self-funded, please give the name and address of the person/company responsible for paying your fees.

Name:	
Address:	
Postcode:	Phone:
Fax:	E-mail:

## PERSONAL STATEMENT

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Please give any information which you believe will support your application (Please attach a separate sheet if you need more space).

## EQUAL OPPORTUNITY STATEMENT

7

Please tick the box below which most describes the ethnic group you belong to

- Bangladeshi                       Indian                       Chinese                       Pakistani  
 White                       African                       Others (Please specify) \_\_\_\_\_

Please state any physical or other disabilities, which may necessitate special arrangements or facilities.

## REFERENCES

8

At least one of them should be an educational referee.

REFEREE 01

Name:

Address:

Telephone no:

E-mail:

REFEREE 02

Name:

Address:

Telephone no:

E-mail:

Rehabilitation of offenders Act

You are required to state that whether you have any criminal convictions, excluding spent sentences (as defined by the rehabilitation of offenders Act 1974) or motoring offences for which a fine and/or three penalty points were imposed, by ticking the "yes" box on the application form. Have you ever had a criminal convictions? Yes  No

TERMS AND CONDITIONS

Please read these terms and conditions and sign / date below:

1. The college requires students to attend all lectures and classes and to submit written work and attend all tests and examinations and to work hard and diligently throughout the course.
2. Enrolment for a course, together with the payment of the required deposit, creates a binding agreement to follow the course and to pay the full fee.
3. In the event of a cancellation, for whatever reason, the following apply:
  - (i) Cancellations must be made in writing and will only be considered to have been made on the date on which they are received by the registrar.
  - (ii) For cancellations which are received more than eight weeks before the course commencement date an administrative charge of £250 will be deducted from the deposit and any balance held will be refunded.
  - (iii) For cancellation received less than eight weeks before the course commencement date the deposit will not be refunded, the balance of any fees will be refunded.
  - (iv) Where cancellations are received after the course commencement date, for whatever reason, no refund will be given. In addition, any balance of outstanding fees on the student's account must be paid in full. Overseas student should note that where a statement has been sent to the Home Office to support a student visa application, the college must notify the Home Office of any cancellation.
  - (v) For students who are not successful in obtaining a visa a full refund will be granted on the receipt of a written request and a copy of the official visa refusal letter issued by the relevant British High Commission /Embassy.
4. An offer of a course place is for a specific intake. Fees paid will not be carried forward if you transfer to the next intake unless your reason for seeking such a transfer is that:
  - (i) You were unable to register in time for the intake you expected to join because delays were experienced in securing a visa; or
  - (ii) You are required to take an English language programme previously referred to.
5. Where students change their course of study during the term, no refund will be given for the revised course if it involves fewer subjects. Additional fees will be payable for the revised course if it involves an increased number of subjects to that for which original enrolment was accepted.
6. The college reserves the right to cancel a course with four weeks notice prior to the commencement date for the course whereupon any fee will be refund in full.
7. The college reserves the right to withdraw a subject up to four weeks after the publish commencement date where it considers that it is not viable, whereupon an alternative subject will be offered or a pro-rata refund of the course fee given.
8. For leading to qualification awarded by the Association of Computer Professionals, The Association of Business Executives, The Organisation for Tourism and Hospitality Management, The University of Greenwich, University of Hertfordshire, London South Bank University, Limkokwing University, University of London (External), student must agree to bound by the relevant awarding bodies regulation and subsequent amendments made there to form time to time.
9. Anyone supplying false information on the application form is liable to suspension or expulsion from the college.
10. The Directors reserve the right to require a student to leave a course at any stage if the student does not fulfill the above requirement. If students continual presence would in the opinion of the directors be detrimental to the well-being of staff, other students of the college generally or if a student does not meet his or her financial obligation. Any fee refunded to an excluded student is wholly at the discretion of the directors.
11. The contractual relationship between a student and the college shall be governed by, construed in accordance with the laws of England and Wales.

DECLARATION

I certify that the information given above is correct and hereby undertake, if admitted as a student of London College of Law and Management (LCLM), to observe and comply with all ordinances and regulations of the college.

I understand that it is my responsibility to obtain the relevant documentation requested by LCLM and authorise LCLM, where necessary, to obtain further information from the appropriate educational institutions and referees.

I understand that this information will be retained on a database for administrative and regulatory purposes.

I understand that admission to LCLM is conditional upon my acceptance and compliance with the rules and regulations of LCLM as now established or hereafter revised.

I agree to abide by the rules and regulations of LCLM.

Signature

Date   /   /

Please send your application to:

London College of Law and Management  
16-18 Whitechapel Road  
London E1 1EW

Tel: +44(0) 207 539 3739, Fax: +44(0) 207 247 2896  
E-mail: info@lclm.org.uk, Website: www.lclm.org.uk

Office use only

Date Received	Approved	Student Ref. No	Signature	Date	REMARKS
Start	End	Award	Decision		