



London College of Business & Finance

Enrolment Form

Please complete the form using CAPITAL LETTERS. Fill in all sections - see section 9 for guidance

SECTION 1

Personal Details

Mr/Mrs/Ms/Miss _____

First Name/s _____

Surname _____

Date of Birth _____

Passport No. _____

Nationality _____

Full Address _____

Home Telephone No - _____

Mobile Telephone No- _____

Email Address _____

SECTION 2

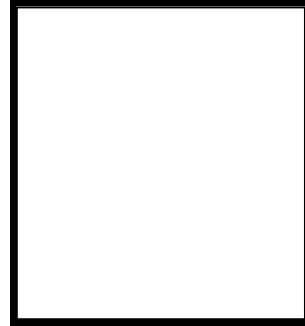
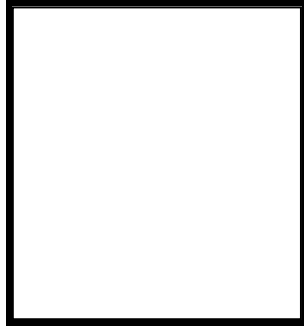
Course Details

Title of course you wish to apply for: _____

Month and year that you wish to start the course: _____

SECTION 3

Enclosures



Please remember to include photocopies of any certificates of qualifications that will support this application.

SECTION 4

Previous Education

Institution	From	To	Qualification	Subject	Grade

SECTION 5

English Skills

Please indicate any English qualifications that you have or are currently undertaking.

Institution	From	To	Qualification	Subject	Grade

SECTION 6

Statement in support of your application

Use this space to tell us why you want to undertake your chosen course and what you hope to gain from it.

SECTION 7

Student Declaration: **PLEASE READ AND SIGN THE DECLARATION**

I hereby certify that the information I have given is correct and complete, and I agree that on admission to the London College of Business and Finance, I will abide by the charter and regulations of the college. I understand that the information I have provided in this form will be stored and processed on a computer and used in accordance with a registration held at LCBF, under the terms of the Data Protection Act (1998). I understand that I may obtain details of what information is held, by whom it will be held and used, and how it will be used upon application to the LCBF Data Protection Officer.

Print Name: _____

Date: _____

Sign Name: _____

SECTION 8: Payment information

To enroll on any course offered by the college, the student is required to place a fee deposit as specified on the conditional offer letter.

REFUND POLICY

All requests for refund must be made in writing by the applicant addressed to the London College of Business & Finance, Administration office and should clearly state the following:

- * Details of the applicant to include reference number & course details.
- * Total fees deposited and the reason for request of tuition fees.
- * Applicants bank details including swift codes to receive refund.
- * All supporting and relevant documents to be returned to the college.

The following rules will apply under the given circumstances:

1. Student refused visa: - In such an event the student is required to submit to the college a refund request letter with information stated above, along with the original visa refusal letter from the British High Commission. The student would then receive a refund less £200 admin charge and any bank charges for the transfer. Refund processed within 4 weeks of receiving request letter along with supporting documents.

2. Student obtained visa but wishes to cancel his course prior to arrival to the UK/ Student arrives at the airport in the UK but is deported: - In such an event the student is required to approach the British High Commission to cancel his visa and obtain a letter from the High Commission to state that the visa has been cancelled. The applicant is then required to submit a refund request letter as stated above along with the original visa cancellation confirmation letter from the High Commission. The applicant will be entitled to a 50% refund of the deposit paid. This will be processed within 6 weeks of receiving request letter along with supporting documents.

3. Student arrived to the UK: - Once the student has arrived in the UK, the student is NOT entitled to a refund. The student is required to attend classes; failure to attend will result in the student being reported to the authorities.

4. Student enrolling in the UK: - Students enrolling in the UK are not eligible for a refund under any circumstances.

5. Withdrawn students: - International students who obtain confirmation of acceptance of studies (CAS) and subsequently wish to withdraw from the course will be entitled to a 50% refund. The college will have to receive confirmation from the relevant High Commission to confirm that the student has not applied. Students enrolling locally are not entitled to a refund.

** Refund requests due to circumstances outside the student's control will be taken into consideration and dealt with according to the situation.

SECTION 9

Guide for completing the application form

- 1. Personal Details:** Please give your title, full name and surname.
- 2. Course Details:** Please specify the exact title of the course. The month and year of entry are when you wish to start the course.
- 3. Enclosures:** Please attach two passport sized photographs. Please photocopy and attach any relevant educational certificates and/or a letter of experience to your application.
- 4. Previous Education:** Please state the full titles of the qualifications you have obtained and any examinations you are currently taking.
- 5. English Skills:** Please give the details of any English courses undertaken and attach supporting photocopies of certificates.
- 6. Statement in support of your application:** Please use this section to tell us why you wish to apply to study your chosen course at LCBF. This should help us to understand the reasons for your application.
- 7. Student Declaration:** All applicants must sign and date the declaration. We are unable to process any unsigned application forms.
- 8. Payment:** Once a member of our admissions team has processed your application, and we are satisfied that you are an eligible candidate for the course based on our screening procedures, you will receive a conditional offer letter. You will then be required to make a payment towards the course fees to secure your place at the college.

** Please return the application form to **admissions@lcbf.co.uk**, along with any supporting documents.

Documents to submit with your application form:

- 1) Academic Certificates
- 2) Passport Copies
- 3) Equal Opportunities Form
- 4) English Placement Test
- 5) English Certificates if applicable