



London College of

Business & Finance

Application 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 9

Student Declaration: PLEASE READ SECTION 9 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 given within 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.

Signed _____ Date _____

Print Name _____

SECTION 10: College Policies

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. Deception/Fraud:** If the applicant or anyone acting on the applicant's behalf has used fraudulent measures to gain enrolment at LCBF the applicant will be entitled to a 50% refund.
- 6. 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.
- 7. 3rd Party Payments:** - Students must send a signed letter to confirm that they agree the refund amount to be paid to a 3rd party. The letter must include name, company name, address, and bank account details.

TERMS AND CONDITIONS OF ENROLMENT

If you enroll on the London College of Business and Finance website, these terms and conditions apply to you. If you do not agree to the terms and conditions do not complete the enrolment procedures, by enrolling you accept that you agree and you are subsequently bound by these terms.

- 1) Once the student has enrolled with the college it is the student's responsibility to register with the awarding body for the course.
- 2) It is the student's responsibility to ensure at all times that their personal details held by the college are up-to-date and accurate.
- 3) To make admission decisions the College is required to hold information about you which may be classified as 'sensitive personal data' under the Data Protection Act 1988. Due to the nature of the application process, by signing the enrolment form and providing the documents for your application you accept that we will hold your information on file, which will remain confidential to the College.
- 4) Where examination fees are applicable the college will collect the payment from the student and pay it to the awarding body. It is the student's responsibility to ensure that financial and academic deadlines set by the College.
- 5) A student may defer their course start date if they are still overseas awaiting their student visa approval, provided that the College is informed of the delay no later than two weeks after the scheduled course commencement date the student has booked for. An administration charge of £75 will be applied by the College per deferral. A maximum of one deferral will be allowed. College has the right to refuse deferral for visa students where the college has strong reason to believe that the student has entered the UK on a student visa and has not arrived at the College.
- 6) The College reserves the right to dismiss any student at any time for behaviour which is deemed to be unprofessional, inappropriate or disruptive to other students. No fees will be refundable for any student dismissed under this section.
- 7) Any student under 18 years of age at the time of enrollment must be supported by a parent or guardian.
- 8) The College maintains the right to make changes to the timetable, courses, tutors, fees or venues, without prior notice. Any alterations should not affect your subjects or qualifications substantially, however if you are unhappy with the alterations prior to your arrival at the college you will be eligible for a refund of course fee's paid.
- 9) At the discretion of the college we reserve the right to reschedule courses if the College deems there to be insufficient enrollments. The student will then be offered a transfer or an alternative course.
- 10) If for reasons outside of the College's control the a class or course is cancelled, the class will be rescheduled
- 11) The College is not liable for loss or damage to student belongings when on college property.
- 12) Payment: A students place at the College will not be held unconditionally without receiving the payment
- 13) Course Transfer: Any student who wishes to change course, must put their request in to the Admin team within the first 3 weeks of the course. The final decision will be made by the head of the department.
- 14) Certificates: Where a student passes a course and is entitled to a certificate, the College reserves the right to withhold the certificate where course fees are still outstanding.
- 15) Non-Payment of Fee's: The College maintains the right to terminate a student's enrollment at any time during the length of the course who have defaulted on agreed payment installments.

SECTION 11

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 submit a minimum payment of 80% of the course fees to secure your place at the college. The outstanding balance needs to be paid prior to commencement of your course. If a candidate has been unsuccessful in obtaining a visa to study in the UK at LCBF, then we will refund the money paid less an administration charge of £200.
- ** Please return the application form to admissions@lcbf.co.uk, along with any supporting documents.

COMPULSORY CHECK LIST

Minimum requirements for admission:

- 1) Enrolment Form**
- 2) Passport Copy**
- 3) 2 Colour Photos**
- 4) Educational Certificates**
- 5) English Qualifications (If any)**
- 6) English Placement Test**
- 7) Equal Opportunities Form**