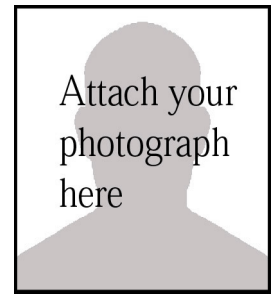




# LONDON COLLEGE OF MANAGEMENT

616 Mitcham Road, Croydon, CR0 3AA, UK  
Email: [admin@l-c-m.co.uk](mailto:admin@l-c-m.co.uk) Web: [www.l-c-m.co.uk](http://www.l-c-m.co.uk)



## APPLICATION FORM

### PERSONAL DETAILS

Title	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
First Name	_____	Middle	_____	
Surname	_____	Date of Birth	_____	
Nationality	_____	Telephone	_____	
Mobile	_____	Email	_____	
Country of Birth	_____	City of Birth	_____	
Address	_____ _____			

### OVERSEAS STUDENTS ONLY

Passport No.	_____	Place of issue	_____
Valid Until	_____	Date of issue	_____
Issuing Authority	_____		
Address	(Overseas address: if different from above) _____ _____ _____		
Telephone	_____	Fax	_____

### LEARNING SUPPORT

Do you have a learning difficulty or disability?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you have a medical condition or health difficulty that may affect your attendance including pregnancy?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

If 'yes' for any of the above two questions, please give details of your requirements below:  
\_\_\_\_\_  
\_\_\_\_\_

### ENGLISH TEST RESULT

Only enter UK BA approved English language test result

Reading	_____	Writing	_____
Speaking	_____	Listening	_____
Name of test	_____	Date	_____



**SPONSER**

If someone other than yourself is paying for your tuition fees, please provide details.

Title	_____	Name	_____
Mobile	_____	Email	_____
Telephone	_____	Relationship	_____
Address	_____		
	_____		

**EMPLOYMENT / TRAINING**

If you are using your previous training or experience as an entrance qualification for your course.

Name and Address of Employer	Position and Responsibilities	Date (From-To)

**REFERENCES**

Give two references, if you are using your previous training or experience as an entrance qualification for your course.

Title	_____	Title	_____
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
	_____		_____
Telephone	_____	Telephone	_____
Email	_____	Email	_____
Relationship	_____	Relationship	_____
	_____		_____

## HOW DID YOU HEAR OF US?

Search Engine  Advertisement  LCM Student  Agent \_\_\_\_\_ Other \_\_\_\_\_

## DECLARATION

No application will be considered if this declaration is not signed by the applicant.

I declare that the statements made by me are correct to the best of my knowledge and belief.

I have read and understood and agree to be bound by the college's terms and conditions, disciplinary regulations and the refund policy described below.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Refunds Policy

1. Registration fee of £350 is included in the tuition fee and is non-refundable.
2. Tuition fees (less £350 registration fee) are refundable under this contract only in the following circumstances:
  - Cancellation of course by the college
  - Withdrawal notified to the college more than four weeks before the start of the course (not applicable to overseas students).
  - A student who has applied from overseas and has been refused a visa to enter the UK, with the exception of his/her application falls under Refund Policy 3 below. We require:
    1. Original Visa refusal letter from the British High Commission
    2. A declaration letter from the student requesting a refund
3. No part of the tuition fee is refunded, if your visa application is refused based on fraudulent document(s) or false representations have been made or false documents or information have been submitted (whether or not material to the application, and whether or not to the applicant's knowledge), or material facts have not been disclosed, in relation to the application or one or more documents in relation to the application that cannot be verified. This is applicable to all the overseas students whether the application is made in the UK or overseas.
4. No part of the tuition fee is refunded, if your entry, entry clearance or leave to enter is refused by an Immigration Officer or by any government authority for any grounds.
5. No part of the tuition fee is refunded if you have been expelled from the college for poor attendance or non-compliance of Tier-4 UK BA rules, or reported to the UK BA for not enrolling within the enrolment period or expelled due to a disciplinary procedure.

## Admissions Policy and Terms and Conditions

1. The College shall seek to admit all prospective students who meet the minimum established entry requirements and who are considered to have a reasonable chance of success in the program for which they apply.
2. All requests for admission to the College must be made by completing the College's application form.
3. Students will only be accepted on the courses mentioned in the College curriculum. Please refer to <http://www.l-c-m.co.uk/courses.html> for updates on all the courses currently offered by the college.
4. All candidates must attend a short interview carried out in English language. An initial assessment test in English language (approx 30 minutes) provided by the College is to be attempted by all candidates.
5. The college requires its students to comply with college regulations, as at time of registration and as they may be amended from time to time during the period of study.
6. All documentation submitted in support of an application must be in the English language or be accompanied by a certified / attested translation.
7. If an applicant submits false or deliberately misleading information in support of an application, the applicant will be disqualified from the admissions process. If the applicant has enrolled, the School may, at its sole discretion, terminate the student's enrolment.
8. In compliance with UK BA regulations the applicant bears the responsibility to prove their identity through their passport photo page, provision of recent photos, and verification of their permanent residential address. Additional verification may be required by either LCM or the British High Commission if an applicant's identity remains unverified. Applicants who are unable or unwilling to verify their identity will not be issued visa support documentation or enrolled in the College.
9. The receipt date of all applications will be acknowledged through an e-mail sent to the applicant, in the case of independent applications, or to the representing agency in the case of agency generated applications.
10. Assessment of applications will be done by the Academic Director or the Registrar or their designee.
11. Students are required to pay fees on time and in full. Upon enrolment, full fees for the course or with courses lasting more than one year, full fees for that year of the course, are due. An arrangement to pay in instalments may be made and will be governed by the terms of that arrangement, which includes penalties for late payment and for cancellation of the arrangement if payments are not made as agreed. Failure to pay fees is a disciplinary offence.
12. LCM and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law.
13. The contractual relationship between the student and the college shall be governed by and construed in accordance with the laws of England and Wales.
14. The College will report to the UK BA of any applicants or representatives who, in the judgement of the admissions office of LCM, abuse or violate immigration laws or operating guidelines.

15. Students are required to register with and pay examination fees to external examination boards or professional bodies when this is required for their course, and to abide by the regulations of those external bodies.
16. Applicants must be registered with the awarding body at the time of submitting the application to the British High Commission.
17. Students are required to behave appropriately to college staff and their fellow students; must not damage college property or property in the care of the college; must not behave in such a way as to bring the name of the college into disrepute. Infringement of rules on behaviour is a disciplinary offence.
18. Students are required to abide by disciplinary procedures and penalties. Students are entitled to a written statement giving reasons for any disciplinary decision against them, and to appeal against that decision.

Disciplinary penalties include:

- ◆ Formal written warnings
- ◆ Administrative charges
- ◆ Payments for damages
- ◆ Suspension
- ◆ Termination of contract
- ◆ Expulsion

### **Confidentiality**

The college is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1998.

### **Equality of Opportunities**

The college is committed to ensuring that the admissions process will be open and transparent and that no individual or group receives less favourable treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour, nationality, ethnic or national origin.