

**THE LONDON COLLEGE OF
INTERNATIONAL BUSINESS STUDIES**

APPLICATION FORM 2011

1. PERSONAL DETAILS

Title (Mr/Ms//Mrs etc):

Family Name:

Given Name(s):

Date of birth: Country of birth:

Nationality: Passport number:

First language: Other languages:

2. CONTACT DETAILS

Street address:

Town/City:

Post code/ZIP Code:

Country:

Telephone number (Home): Telephone number (Mobile):

Email:

Fax number (if available)

3. PRIOR EDUCATION

What is your highest qualification/level of education?

At which establishment did you obtain this qualification?

Have you ever attended a course similar to the one you are applying for at LCIBS? Yes No

If YES, please give brief details:

So that we can consider your application, you will need to provide us with copies of your educational certificates
(We can only consider your application when we have received copies of your educational certificates)

4. ENGLISH LEVEL

If English is not your first language, have you taken any English language exams? Yes No

If YES, please state exam, grade and year taken:

If NO, please state your estimated English level:

You will need to provide evidence of your English language ability (if English is not your first language)

5. WORK EXPERIENCE

Do you have any work experience? Yes No

If YES, please give brief details below. (You may continue your answer on a separate sheet if necessary or, if you prefer, send a copy of your CV with your application form).

.....

.....

.....

6. YOUR LCIBS COURSE

To apply for a course, please complete either **PART A** or **PART B** below. Please complete **PART A** for all courses except Tailor-Made Courses. Please complete **PART B** if you are applying for a Tailor-Made course.

PART A (for all courses except Tailor-Made Courses)

Course you wish to apply for:

Course code:

Do you wish to do a Subject Exchange? (see prospectus page 17) Yes No

If YES, please give details:

PART B (for Tailor-Made Courses)

If applying for a Tailor-Made course, please list your chosen subject(s) below:

- 1 7
- 2 8
- 3 9
- 4 10
- 5 11
- 6 12

7. COURSE TIMINGS

Which of the following is your preferred study-mode? (please tick ✓ one box)

Full-time Part-time

Start date: End date:

8. REASONS FOR APPLYING

Please explain briefly below why you wish to complete the course you have applied for. (You may continue on a separate sheet if necessary).

.....

.....

.....

9. MEDICAL CONDITIONS

Do you have a medical condition or disability which may affect your studies? Yes No

If YES, please give details:

10. DECLARATION

Please sign below to confirm (a) that the information you have given is accurate (b) that you have read and understood the terms and conditions on the final page of this application form including those on cancellations and refunds and (c) that you agree to abide by all the college's rules & regulations.

Signed Date

TERMS AND CONDITIONS

WAYS TO APPLY:

- Complete and submit our [online](https://www.lcibs.org/admissionsoff/OnlineApp.htm) application form at <https://www.lcibs.org/admissionsoff/OnlineApp.htm>
- OR complete our paper-based application form and [email](mailto:admissions@lcibs.org) a scanned copy to admissions@lcibs.org
- OR [fax](tel:+442072421005) a completed application form to + 44 (0)20 7242 1005
- OR [post](mailto:admissions@lcibs.org) the completed form to The Admissions Office, LCIBS, 14 Southampton Place, London, WC1A 2AJ, UK

Before we can consider your application, we also need to receive copies of your educational certificates and evidence of your English language ability. You can email, fax or scan the relevant documents to us using the contact details above.

DEADLINE FOR APPLYING: There is no formal deadline for applications. However, once a course is full, no further applications for that course will be considered. To be sure of a place, you should therefore submit your application to us as far in advance of the course start date as possible.

AFTER APPLYING: When we receive your application form and supporting documents, we'll decide whether we can allow you to enrol on your chosen course. If we need to discuss your application with you, we may invite you for an interview. If you're in another country, we'll arrange for your interview to be conducted by telephone. We may also write to you for further information about your application.

ENROLLING / RESERVING YOUR PLACE ON A COURSE: If we decide that we can allow you to enrol on your chosen course, the next step is for you to make a payment to the college in order to enrol and reserve your place:

- **Students in the UK and students outside the UK who do not require a visa to study in the UK:** If your total course fees are less than £1,000, you'll need to pay your course fees in full in order to reserve your place. If your total course fees are more than £1,000, you will need to pay a deposit of £1,000 in order to reserve your place. The deposit is part-payment of your course fees. The rest of your course fees will be due 1 calendar month before your course start date, unless you have made special payment arrangements with the college. Please also note that you may be asked to pay a deposit larger than £1,000 in order to reserve your place.
- **Students outside the UK who require a visa to study in the UK:** If your total course fees are less than £2,500, you'll need to pay your course fees in full in order to reserve your place. If your total course fees are more than £2,500, you will need to pay a deposit of either £2,500 or 50% of the total course fees (whichever is the greater amount) in order to reserve your place. The deposit is part-payment of your course fees. The rest of your course fees will be due 1 calendar month before your course start date, unless you have made special payment arrangements with the college. Please also note that you may be asked to pay a deposit larger than £2,500 / 50% of the total course fees in order to reserve your place.
- **Students enrolling 1 calendar month or less before the course start date:** If allowed to enrol on a course 1 calendar month or less before the course start date, you will need to pay the full course fees in order to reserve your place, unless you make special arrangements with the college.

We're not able to reserve you a place until you've made the required payment. When we receive your payment, a place on the course will be reserved for you. We will confirm to you in writing that a place on the course is reserved for you and that we have received the required payment.

STUDENTS REQUIRING VISAS: If you need a visa to study in the UK and you have enrolled on a [Diploma](#) course, we will issue you with a Confirmation of Acceptance for Studies (CAS) after you have made the required payment detailed above. A CAS is what you will need from the college to make a Tier 4 General Student Visa application. If you need a visa to study in the UK and you have enrolled on a [Certificate](#) course, we will issue you with a [Student Visitor Letter](#) after you have made the required payment detailed above. A [Student Visitor Letter](#) is what you will need from the college to apply to come to the UK as a Student Visitor. The college does not issue CAS to students enrolled on Certificate courses; we issue CAS only to those enrolled on Diploma courses. Students attending Certificate courses are required to use the Student Visitor route to study in the UK.

CANCELLATIONS AND REFUNDS:

- In the unlikely event that we cancel your course, we shall refund any course fees you have paid in full.
- If you cancel your course 1 calendar month or more before your course start date, and you have paid a deposit, we will keep your deposit.
- If you cancel your course 1 calendar month or more before your course start date and you have already paid more than the deposit, we will refund the course fees you have paid **less the deposit**. To obtain a refund in this way, you must ensure that we receive your cancellation in writing 1 calendar month or more before your course start date. If you require a visa to study in the UK, please also note that, unless your visa application is refused, you will not receive a refund if you have already used your CAS or if we have already issued you with a Student Visitor Letter.
- If you cancel your course less than 1 calendar month before your course start date, or if you cancel your course on or after your course start date, we will keep all course fees you have paid.
- If you are not able to start your course because your visa application is refused, we will refund all course fees you have paid **in full**. To obtain a refund in this way, you must ensure that we receive written evidence of your visa refusal before your course start date. If we do not receive written evidence of your visa refusal, we will not refund your fees. If we receive written evidence of your visa refusal on or after the course start date, we will refund your course fees at our discretion.
- If your visa application is refused wholly or partly because you were found to have used forged or falsified documents as part of your visa application, you will receive no refund. You will also receive no refund if your visa application is refused because you attempt to use a Student Visitor Letter to apply for a Tier 4 General Student Visa.
- We will make any refunds due to the person or organisation that paid your course fees to this college.

GENERAL: We try to ensure that your course is as described in our brochure. In some circumstances, however, it may be necessary to make minor changes to the course content, schedule or classroom hours. We also reserve the right to cancel a course in exceptional circumstances. While we will also endeavour to provide to students all welfare and support services as detailed in our prospectus and website, we cannot be held responsible in the unlikely event that circumstances beyond our control prevent us from providing any of these services.

COLLEGE RULES AND REGULATIONS: To ensure the smooth running of the college, you will be expected to abide by all the college's rules and regulations while you are our student. Full details of all college rules and regulations will be provided to you when you begin your course. In accepting our offer of a place on a course, you are agreeing to abide by all our rules and regulations. We reserve the right to curtail, without refund, the tuition of any student who is in serious or repeated breach of college rules and regulations. We also reserve the right to curtail, without refund, the tuition of any student who does not attend lessons regularly or punctually.

DATA PROTECTION: The information you provide on your application form is protected by the Data Protection Act 1998 and will be used by the college only in connection with your enrolment, attendance and progress on your chosen course. However, students requiring visas to study in the UK should be aware that information about their enrolment, attendance and progress on their course may also be passed to the UK immigration authorities for purposes connected with immigration.

APPLICANTS WITH A MEDICAL CONDITION OR DISABILITY: Applicants with a medical condition or disability which may affect their studies are kindly asked to indicate this on the application form. A medical condition or disability does not preclude consideration for a place on a course at the college, though wheelchair users should note that the layout of the college building unfortunately does not allow wheelchair access to most parts of the college, and that adjustments to enable wheelchair access are regrettably not feasible. More information on this can be obtained from the college if required.

INSURANCE: LCIBS cannot accept responsibility for loss or damage to your personal property while you are attending your course. You should also note that, if you cannot complete your course due to injury or illness, we cannot offer a refund or a place on another course. For these reasons, we recommend that you take out suitable insurance cover. Please contact the admissions office if you would like details of a suitable insurance policy.