

8. English Language Proficiency

Is English your first language? (Please tick box)
Have you taken IELTS / TOEFL / TOEIC or other tests?

Yes No
Yes No

(If Yes please attach evidence)

9. Employment

Employer's Name and Address	From Month & Year	To Month & Year	Position Held	Full-time Or Part-time	Brief Outline of Duties

Continue on separate sheet if necessary

10. Personal Statement

Please explain why you wish to study the selected course, your plans after completing the course and your reason for choosing LCC (approximately 500 words).

Continue on separate sheet if necessary

11. Marketing

How did you hear about us?

Advertisement Professional Body Prospectus Internet
Recommendation Leaflets Friends / Relatives Any others (please specify)

12. Criminal Convictions

Do you have any criminal convictions? Yes No

If yes, please attach details about your offence and conviction, including dates and court convicted at.

13. References (Please include name and address of two referees.)

Referee 1 (Academic referee)	Referee 2 (Employer / Others)
Name:	Name:
Contact Details:	Contact Details:
.....
.....
Tel: Mobile:	Tel: Mobile:
Email:	Email:
Organisation:	Organisation:
Position:	Position:

14. Data Protection Act (1998)

The Data Protection Act (1998) does not permit us to give information about an application to any person other than to the person who made the application.

15. Terms and Conditions & College Regulations

Enrolment Procedure:

- Complete the application form and send it with the following -
 - Certified copies of original certificates and transcripts
 - One passport size photograph
 - Certified copies of international passport with photo page for international student (not in the UK) and copies of international passport with photo page and copy of a valid visa (in the UK)
- All students are required to attend an interview and produce original documents for assessment and verify application details.

Refund and Cancellation:

Provided that notice is given in writing to the college at least 4 weeks before the course start date our refund policy is as follows -

- A minimum course deposit of £150.00 is non-refundable and any accommodation, transfer and insurance, etc charges incurred. All other fees may be refundable subject to these terms & conditions.
- All original documents must be returned along with the Visa Refusal letter (copies are not acceptable). Please allow a minimum of 3 to 4 weeks in order to process refund.
- No refunds will be made where the college's facilities are used to obtain travel permits / visas.
- No refunds can be made once you have started your course. Refunds are made at the discretion of London Camden College.

College Rules and responsibilities

- All students are required to attend classes regularly and on time during the period for which they have enrolled.
- The college reserves the right to alter dates, fees, cancel courses and any published materials (prospectus, brochures or web site) without prior notice. The college also reserves the right to vary, amend or introduce regulations, terms, policies and procedures without prior notice, within reasons. This does not affect student's statutory rights.
- The College reserves the right to exclude students whose conduct or behaviour is disruptive or whose attendance is unsatisfactory.
- The college reserves the right to assess applications, offer admissions or reject applicants as it deems appropriate, in line with course entry requirements. Accordingly, the college may ask applicants to provide additional information where necessary.
- Students are responsible for the registration and payment of examinations fees. Students are advised to obtain insurance cover for their travel and stay in the UK.

Payment

Payment may be made by banker's draft or bank transfer in £ Sterling, cheque payable to: "London Camden College"

BANK NAME	: HSBC	IBAN	: GB43MIDL40063081774085
ACCOUNT NAME	: LONDON CAMDEN COLLEGE	BIC	: MIDLGB142R
BANK ACCOUNT NO	: 81774085	BANK ADDRESS	: 15 THE MALL, STRATFORD, LONDON
BANK SORT CODE	: 40-06-30		

16. Declarations

Please sign and date the declaration below:

I have read and agree to abide by the terms of this agreement and college regulations, policies and procedures as above, which I accept as a condition of this application.

I also confirm that, to the best of my knowledge, the information given and all documents attached with it are true and valid. I have sufficient funds to pay the fees & can accommodate myself throughout the course duration.

Signature of Applicant: Date:

FOR OFFICE USE ONLY (Interviewer)

	Excellent	Good	Average	Below Average	Not Known
Intellectual / Academic ability					
Fluency and communication in English	Oral				
	Written				
Comprehension					

Any other relevant information:

Interviewer's Name Signature Date

FOR REGISTRY / FINANCE USE ONLY

Course Title Offered

Course Level: (Certificate, Diploma, etc.) Course Code

Tuition Fees Status (Home / International) Total Tuition Fess

Fee Received (Yes / No) Payment Methodod:

Accommodation And Airport Pick Up (If required):

Accommodation Fee Received (Yes / No) Airport Pick up Fee Received (Yes / No)

Processed BySignature Date

ANY FURTHER COMMENTS

COMMENTS: