



LEADERS COLLEGE LONDON

STUDENT ADMISSION FORM

Email or post the completed application form with all the required documents etc. to the College. All forms are available on www.leaderscollege.co.uk.
Email: info@leaderscollege.co.uk
Postal address: Leaders College, 103 Wigham House, 16-38 Wakering Road, Barking, London, IG11 8Q, United Kingdom
Phone: +44 (0) 208 689 7009 **Fax:** +44 (0) 208 594 6466

FOR OFFICE USE ONLY

Date received:
Reg. No:
Course:
Comment:

PERSONAL DETAILS BLOCK CAPITALS IN BLACK PLEASE

Title:	First Name:	Middle Name(s):	Affix two passport-size photos here
Last Name:			
Gender:	Date of Birth:	Nationality:	
Ethnicity:	Passport No:	Passport Expiry Date:	
Home Address (permanent):		Address for Correspondence (if different):	
Tel:		Mobile:	E-Mail:

Disability and special needs Please mention any disabilities or medical conditions that might necessitate special arrangements or facilities

Next of Kin <i>(this section must be completed)</i>	Full Name	Relationship to applicant
Contact Address	Tel No	
	E-mail	
	Fax No	

ENGLISH LANGUAGE COMPETENCE

Applicants should indicate their command of English below by ticking one box for each of the four skills: listening, speaking, reading and writing. Before being granted a visa Tier 4 student applicants must be at least level B1 in English in the Common European Framework of Reference for Languages (search "CEFR" on the Internet for details) and they must be at least level B2 before they can begin studying for a level 6 diploma or above. Most applicants will have to establish their level of English by doing a UKBA-recognized test before a visa can be issued. Applicants should include any formal English qualifications in the section called Academic and/or Professional Qualifications Already Obtained on the next page.

	native	fluent	intermediate	survival	beginner
listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COURSE APPLIED FOR

Title of course applied for _____

Start Date _____ Preparing for which qualification? _____

ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS ALREADY OBTAINED Please list qualifications in order, starting with the most recent. Include any English language qualifications with result details if available. Certified copies of all certificates and all available transcripts should be attached (or scanned and attached if sent by email). Continue on a separate sheet if necessary.

Date obtained mm/yy	Subject	Qualification	Issuing institution

WORK EXPERIENCE Please list in order, starting with the most recent. Continue on a separate sheet if necessary.

From mm/yy	To mm/yy	Employer	Full/Part Time	Job Title	Duties Performed

REFERENCES

Please mention the names and contact details of two referees from whom you have requested a reference. One of these referees should be from an academic institution that the applicant has attended or from the applicant's most recent employer if (s)he has no formal academic qualifications. Referees should complete the reference form on www.leaderscollege.co.uk and email it to info@leaderscollege.co.uk or post it to LCL at the address on the form. Applicants should inform their referees about the title of the course they wish to follow.

Name		Name	
Position		Position	
Known in what capacity (tutor, manager, etc)		Known in what capacity (tutor, manager, etc)	
Address		Address	
Tel No	Fax No	Tel No	Fax No
Email		Email	

STATEMENT OF PURPOSE

Please write 100-250 words explaining why you wish to follow the course applied for and what you intend to do afterwards.

PATRONAGE SECTION (IF A RECOGNIZED PATRON UNDERTAKES TO PAY THE APPLICANT’S FEES, THE PATRON MUST COMPLETE THIS SECTION, SIGN IT AND STAMP IT WITH THE ORGANIZATION’S OFFICIAL STAMP)

Name of patron organization		Organization address for correspondence	
Nature (business, NGO, registered charity etc)			
Reason for patronage			
Name of contact in the patron organization			
Email			
Tel no	Mobile no	Fax no	

By signing below, (write the name of patron organization) undertake to pay Leaders College London the current tuition fees for (write the name of the student) according to the admission terms and conditions printed below.

Signature with patron organization’s stamp
 Name (IN CAPITAL LETTERS) Date

Checklist of items to send to LCL by email (info@leaderscollege.co.uk) or by post to Leaders College, 103 Wigham House, 16-38 Wakering Road, Barking, London, IG11 8Q, United Kingdom

- The completed application form (by email or by post)
- Two passport-sized photographs, each with name and signature on the back (by post only)
- Certified copies of all qualifications, certificates etc.(or scans of certified copies sent as attachments)
- A photocopy of the photo page of the applicant’s passport (or a scan sent as an attachment)
- Reference letter(s) or a scan if sent by email. If referees are writing directly to the College, tick this box
- Patronage signature (scan if by email). If applicant is intending to finance him/herself, tick this box

NB The documents scanned must be brought to Leaders College when the applicant comes to register in person.



Before signing the application form at the foot of page 4 the applicant is strongly advised to read the Terms and Conditions of Admission overleaf.

TERMS AND CONDITIONS OF ADMISSION

ALL PROSPECTIVE STUDENTS SHOULD READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE SIGNING THIS DOCUMENT. THE TERMS AND CONDITIONS APPLY TO ALL STUDENTS STUDYING AT LCL. THESE TERMS AND CONDITIONS FORM AN INTEGRAL PART OF LCL POLICIES AND PROCEDURES WHICH ARE AVAILABLE FOR CONSULTATION ON THE COLLEGE WEBSITE. BY SIGNING BELOW THE APPLICANT UNDERTAKES TO ABIDE BY LCL POLICIES AND PROCEDURES IF (S)HE ATTENDS A COURSE AT LCL.

1. No applicants will be admitted to the College unless the College is satisfied that:

- 1.1. their previous education or experience will have made them suitable for the proposed course
- 1.2. their main intention is to attend the whole of the course applied for and to fulfil all the assessment requirements for the qualification associated with that course
- 1.3. they can meet the College tuition fees in full

2. Throughout their studies, applicants from outside the European Economic Community are required to comply with all UKBA regulations covering Tier 4 students, particularly with regard to attendance. Failure to do so may lead to summary exclusion without any refund.

3. To cover the cost of opening and maintaining the applicant's records; and to cover the cost of communicating with the applicant and with any bodies or persons relating to the applicant incurred before, during or after the applicant's studies at the College, the first £250 of the applicant's initial payment for each course is not refundable in any circumstances.

4. Tuition fees are a package which includes:

- 4.1. the actual tuition fees
- 4.2. either a textbook or online access to course materials
- 4.3. use of the College facilities including the library and access to the Internet etc.

5. The tuition fees do not include stationery, photocopying, printing, student membership of the relevant award body and exam fees. The student will be required to meet all conditions specified by the awarding body (such as minimum attendance). The College will assist students in registering with awarding bodies but no fees collected for payment to awarding bodies is refundable if a student fails to comply with the requirements of the awarding body.

6. Tuition fees cover one advertised course only. They are not refundable or transferable to another course once the course has started.

7. The College must receive tuition fees to cover the complete course before the applicant is admitted to the course

unless other arrangements have been agreed in writing beforehand.

8. The College reserves the right to terminate all tuition for applicants who have not paid their tuition fees to cover the term or semester before the term or semester begins. In such instances the College is obliged to inform the UKBA of the circumstances. This may result in the student being sent home.

9. On termination of each course, the student loses all rights to use and/or represent the name of the College in any way.

10. The College reserves the right to recover unpaid tuition fees through legal action using external sources. The student will be liable to pay the costs incurred by the College to engage such bodies to recover the tuition fees in addition to the tuition fee itself.

11. Students who have the College's permission to absent themselves from classes in order to attend pressing matters will still be liable to pay the tuition fees for the term even if their attendance falls below the required levels.

12. The College has no responsibility for or influence over the issuing or renewal of visas. Such decisions are entirely in the hands of the United Kingdom Border Agency and applicants are personally responsible for fulfilling the requirements.

13. The College gives no refunds when the UKBA/BHC/Embassy refuses to approve visa applications because students provide misleading information, certificates that cannot be verified with the issuing body or certificates issued by institutions not recognised by the UKBA.

14. Students whose applications for a visa have been refused and who are appealing may request a refund of tuition fees but this will only be processed after the appeal decision has been published.

15. The College does not offer any immigration services. Students requiring immigration services are advised to contact the OISC for registered legal advisors with offices near the applicant's place of residence, or to visit the nearest Citizens Advice Bureau.

16. Refunds will not be made for non-attendance of scheduled classes.

By signing below

- I apply to study at Leaders College London
- I confirm that I have read and understood the Terms and Conditions of Admission
- I accept all the terms and conditions as laid down in this document
- I acknowledge that the presentation of misleading information or of unverifiable documents will be sufficient grounds for instant exclusion without any reimbursement

Name (IN CAPITAL LETTERS)

Signature Date

Last Review Date: 050112 Next Review Date: 010912