



Application Form (Short-term Study Visa)

Personal Details

Mr. Mrs. Miss Ms. Other.

First Name

Middle Name

Surname Name

Date of Birth (DD/MM/YYYY)

Gender (tick one) Male Female Other

Please affix one (1) passport size photograph here.

Email :

Telephone:

Postal Address:

Country:

Nationality:

Post Code:

City:

Passport: / ID No

Expiry Date:

Date of Issue:

Country

Telephone Number

Mobile Number

Commencement Dates: Jan / Feb Mar / Apr May/ Jun Sep / Oct

Course Durations: 1 Month 3 Months 6 Months 11 Months

PARENTS / GUARDIAN or NEXT of KIN

Please note that this can be any member of your family, who is either in your home country or in the intended country of your destination.

Name: Relationship:
Address: Telephone:

Courses (Please tick box[✓] to select the course you wish to undertake)

General English : Beginners Intermediate Advanced
IELTS: B1 of CEFR B2 of CEFR
Cambridge English KET PET FCE
ESOL: Level 1 Level 2 Level 3
Pearson Test of English **Business English:**

Educational Qualifications

School Examinations Taken / To Be Taken

| Year | Examination Body | Subjects Taken | Level | Grade Obtained |
|------|------------------|----------------|-------|----------------|
| | | | | |

Accommodation

Will you be living with friends or relatives in the UK, during your course ? (Please tick as appropriate)

Yes No

If the answer to the above question is 'YES', Please provide the name and address of the relative or friend in the space below:

Name Relationship

Address

Do you require the college to help in searching for accommodation for you?

Yes No

If 'YES' please indicate the type of accommodation you require.

Single Room Double Room

Please note that if you require the college to help in searching for your accommodation, a fee of £100.00 is chargeable.

Disability

1. Do you have a disability ? No Yes (Please tick as appropriate)

If 'No' please skip **No. 2** and proceed to the next section.

2. If 'YES' please give details of your disability

Where did you hear about LCBL courses?

Agency Referral e.g. Job Centre Plus

Employer Recommendation

Friend / Word of Mouth

Newspaper Advert

Website - please specify:

Flyer / Leaflet

Other (Please state below):

Terms and Conditions of Acceptance:

1. Enrolment on a course at our College constitutes a binding learning contract between you (the student) and London College of Business and Law (LCBL) to pay your tuition fees in full and diligently attend all your classes on time and participate in class discussions. LCBL reserves the right to expel you from the College if you breach any of the terms and conditions of your acceptance.
2. In the event of absence for medical or other reasons, you are required to inform the Admissions Office at least a day in advance of the scheduled class.
3. Time-tables and Fees may be altered at the discretion of the College.
4. The College reserves the right not to run courses as advertised, as courses will only be run if justified by demand. Fees already paid will be refunded in the event of course cancellation and you may be offered alternative courses.
5. Our College must be notified immediately of any change of address or telephone number and other personal details.
6. For all students at LCBL, payment of your fees in full is required at the time of enrolment and before issuance of Acceptance Letters.
7. Fees are not refundable or transferable once you have commenced your course, whilst allowance cannot be made for non-attendance, sickness or withdrawal from the course.
8. This Application Form when duly completed must be accompanied by 1 passport size photograph, together with a copy of the Bio-data page of your Passport. This is necessary because it is compulsory for all students to confirm their identity and nationality by producing the original of their Passport and permitting a copy to be made for our student records.

I HAVE READ AND UNDERSTOOD THE CONDITIONS WRITTEN ABOVE AS WELL AS THOSE CONCERNING CLASS ATTENDANCE AND COURSE FEES AND AGREE TO FOLLOW AND ABIDE BY THEM IF ACCEPTED BY THE COLLEGE.

Signature: _____