



# LONDON CAMDEN COLLEGE

Return to: The Registrar  
 11A Pratt Street, Camden, London NW1 0AE  
 T: +44 (0) 207 485 3666 Fax: +44 (0) 560 116 0434  
 Web: londoncamdencollege.co.uk | Email: admin@londoncamdencollege.co.uk

Please affix  
 Applicant's recent  
 photograph  
 here

## COURSE APPLICATION FORM

Application no: \_\_\_\_\_

(For official use only)

Please complete this form in BLOCK CAPITALS and black ink.

**1. Personal Details**

Title: Mr / Mrs / Miss / Ms / Dr / Other .....

First Name: .....

Surname / Family Name: .....

Sex: Male  Female

Date of birth: (DD / MM / YYYY) ..... Passport No: .....

Passport Expiry: (DD / MM / YYYY) ..... Nationality: .....

Visa Expiry (DD / MM / YYYY) ..... Date of Entry to UK: (DD / MM / YYYY) .....

**2. Applicant's Contact details**

**Address in your country:**

.....

Tel: ..... Mobile: .....

Email: .....

**Address in the UK:**

.....

Postcode: ..... Tel / Mobile: .....

Email: .....

**3. Contact Details (in case of emergency)**

Full name: .....

Address: .....

Postcode: ..... Relationship: .....

Tel / Mobile: ..... Email: .....

**4. Payment of Fees**

Who is expected to pay your fees? (Tick as appropriate)

Your employer

Yourself / Relative

Other sponsor (please specify)

.....

**5. Course Details**

Course Title: .....

Course Level: .....

Full-time  Part-time  (Day / Eve / Weekend)

Course Duration: .....

Short course  1 year  2 years  3 years

Commencement date: February / June / September 20 .....

**6. Medical / Disability / Special Needs**

Do you have any medical conditions / disability we should know about? Yes  No

If yes, please provide details: .....

.....

.....

(If you have a disability, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed at LCC.)

**7. Educational Qualifications**

| University, school, College Name & Address | Qualification / Title of Award | Subject (s) | Grades / Classification | Date Started And Date Awarded |
|--|--------------------------------|-------------|-------------------------|-------------------------------|
|  |                                |             |                         |                               |
|  |                                |             |                         |                               |
|  |                                |             |                         |                               |
|  |                                |             |                         |                               |

(Please state most recent first and attach certified copies of original certificates or transcripts. Failure to do so may delay the processing of your application.  
 For international students these should be in both original language and English.)  
 (Continue on separate sheet if necessary)

## 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<br>Month & Year | To<br>Month & Year | Position Held | Full-time<br>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"

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

### 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 By .....Signature ..... Date .....

**ANY FURTHER COMMENTS**

COMMENTS: