



## STUDENT APPLICATION FORM

All applicants are required to read our Terms & Conditions before completing this application form. This form must be completed in BLOCK capitals with BLACK ink. Please tick the relevant box below as appropriate.



ID:

### SECTION 1: PERSONAL DETAILS *(As shown on the applicant passport)*



Title (Please tick)	Mr	Mrs	Ms	Miss	Others
First Name					
Surname					
Date of Birth					
Gender					
Marital Status					
Passport Number					
Passport Expired Date					
Address for Correspondence					
Permanent Address					
Mobile Number					
Email ID					
Landline Number/Other lines					

### SECTION 2: EMERGENCY CONTACT DETAILS

First Name	
Relationship	
Mobile/Land Line Number	
Email	
Address for Correspondence	



### SECTION 3: PROPOSED COURSE OF STUDY-STS VISA ROUTE

TICK (X)	Course Title	Awarding Body	Duration	START & END DATE
	LEVEL 3 DIPLOMA IN MANAGEMENT (RQF)		5 Months	
	Highfield Functional Skills Qualification in English Level 1 & 2		11 Months	
	EXECUTIVE MASTERCLASS	LCTD CERTIFICATE OF ATTENDANCE	6 Days (Including Arrival and departure dates)	

### SECTION 4: PROPOSED COURSE OF STUDY- TIER 4 STUDY VISA ROUTE- SHEFFIELD HALLAM UNIVERSITY

- UNDERGRADUATE
- POST-GRADUATE (TAUGHT)
- POST-GRADUATE (RESEARCH)

PLEASE INDICATE YOUR CHOICE OF COURSE HERE	
1 <sup>st</sup> choice	
2 <sup>nd</sup> Choice	
PREFERED INTAKE	
COURSE ADVISOR COMMENTS	



## SECTION 5: EDUCATIONAL QUALIFICATION

Please state in chronological order (most recent first) and attach copies of certificate and transcripts

Qualification Title	Institution/Awarding Body/ University	Start Date	End Date	Grade

## SECTION 6: WORK EXPERIENCE

Please state in chronological order (most recent first) and use separate sheet if necessary

Name of Employer	Position	Start Date	End Date

## SECTION 7: REFERENCES (You'll need to provide two Academic/Professional references). **ALL SHEFFIELD HALLAM UNIVERSITY APPLICANT MUST PROVIDE:**

- 1 reference from their past Institution/Awarding Body/ University and
- 1 reference from their current or immediate past employer



## SECTION 8: ENGLISH LANGUAGE PROFICIENCY

In what language were you taught and examined in for your highest qualification?

Please state your first language

Do you have any English Language qualifications, WAEC, NECO, GCE, IELTS?

<b>Grade in English Language:</b>	<input type="text"/>
-----------------------------------	----------------------

Name of the Test:	Your Score:  Writing: Reading: Listening: Speaking:
Place of the Test:	Date:

## SECTION 9: IMMIGRATION HISTROY

Have you ever been refused a UK Visa	If yes provide details (Reason and dates of refusal)
Do you hold a valid UK Visa	If yes provide details (Type of Visa, Date of Expiration, Place of Issue)



**SECTION 10: STATEMENT IN SUPPORT OF YOUR APPLICATION (Please briefly provide the reason for your interest in your selected course and what you hope to gain from it)**

*Between (300-500 words) (Please attached additional sheet)*



## SECTION 11: ACCOMMODATION AND AIRPORT

Would you require the Centre to arrange Accommodation for you?

Accommodation Type (Tick (X) appropriate box)	Self-catering	
	Family hosting	
	Share room	
	Single room	
	Hostel	
	Bed and breakfast	

Would you require the Centre collecting you from the airport?

Airport	London Heathrow	London	LHR
	London Gatwick	London	LGW
	Manchester	Manchester	MAN
	London Stansted	London	STN
	London Luton	London	LTN
	London City	London	LCY

## SECTION 12: DISABILITY MONITORING

Do you consider yourself to have any disability? Yes  No

If Yes, please explain us:

Do you have any special requirements? If 'Yes' please detail these requirements?

## SECTION 13: MARKETING & AGENTS- How did you hear about the Centre?

- Newspaper
- Website
- Seminar
- Friend
- Agent
- Facebook
- LinkedIn
- Other (please specify)

Are you using a representative to assist you with your application? Yes  No



## SECTION 14: TERMS AND CONDITIONS OF ENROLMENT

By enrolling for a course, you accept that you have read and agreed to the terms and conditions of enrolment and that you are subsequently bound by these terms.

1. Once the student has enrolled with the LCTD, it is the Centre responsibility to register the students with any external awarding body for membership and examinations as applicable. Enrollments or registration fees due to Awarding body have already been charged in the student's tuition fees.

All students must participate face-to-face or Skype interview with our admission team. Student, who receives an Offer Letter, must pay a non-refundable six hundred and fifty pound £650 prior to interview. However, this amount will be adjusted with the actual tuition fee upon successful interview. Course fees must be paid for in advanced before enrolling on the course and fees will not refund once student enrolled on the course.

2. It is the student's responsibility to ensure that their personal details and contact details held by the LCTD are up- to-date and accurate always.
3. Your application form and all supporting documents will be held on file and remain confidential in line with LCTD privacy policy.
4. A student may defer their course start date to the next available term if they are still overseas waiting for their visa.
6. LCTD reserves the right to dismiss any student at any time for behavior which is deemed to be unprofessional, inappropriate or disruptive to other students and in case of failure to meet academic or financial requirements set by LCTD. No fees will be refundable for any student dismissed under this section.
7. LCTD maintains the right to make changes to the timetable, tutors, or venues, without prior notice. Any alterations will not affect your subjects or qualification.



8. At the discretion of LCTD, we reserve the right to reschedule or cancel courses if LCTD deems there to be insufficient enrolments. The student will be offered a refund if the course cannot be rescheduled within three months after deducting admin and other cost.
9. If for reasons outside of LCTD's control the class or course is cancelled, the class will be rescheduled.
10. LCTD is not liable for loss or damage to student belongings when on LCTD property.
11. Payment: A student's place at LCTD will not be held unconditionally without receiving the payment
12. Course Transfer: Any student who wishes to change course, must put their request in to the Admin team within the first 2 weeks of the course. The final decision will be made by the head of the department.
13. International student can register and start course from home and apply for the visa to finish rest of the modules, assignments and exams. Note that all student must satisfy the guided learning hour requirements of any qualification they apply to study. All qualifications are therefore assessed in the UK.
14. Certificates: Where a student passes a course and is entitled to a certificate, LCTD reserves the right to withhold the certificate where course fees are still outstanding.
15. Non-Payment of Fee's: LCTD maintains the right to terminate a student's enrolment at any time during the length of the course who has defaulted on agreed payment instalment.





## SECTION 15: REFUND POLICY

All requests for refund must be made in writing by the applicant addressed to LCTD and should clearly state the following:

- Details of the applicant to include reference number & course details.
- Total fees deposited and the reason for request of tuition fees.
- Applicants bank details including swift codes to receive refund.

All supporting and relevant documents to be returned to the LCTD. The following rules will apply under the given circumstances:

1. Student arrived at the UK: Once the student has arrived in the UK, the student is NOT entitled to a refund. The student is required to attend classes; failure to attend will result in the student being expelled and reported to the authorities.
2. Student obtained admission letter or visa but wishes to cancel their course prior to arrival to UK or Student arrives at the airport in UK but is deported: In such an event the student is required to approach the Embassy to cancel their visa and obtain a letter from the Embassy to state that the visa has been cancelled. Original visa cancellation letter must be produced. The applicant is then required to submit a refund request letter as stated above. The applicant will be entitled to a 50% refund of the tuition fee paid. This will be processed within twelve weeks of receiving request letter along with supporting documents.
3. Student already enrolled on the course are not eligible for a refund under any circumstances.
4. Deception/Fraud: If the applicant or anyone acting on the applicant's behalf has used fraudulent measures or documents to gain enrolment at LCTD or to support their visa application at the Embassy and has been subsequently refused a short term study visa; such student will not be entitled to any refund.



6. Withdrawn Students / Expelled Students: Students withdrawing from their course after arrival or expelled due to misconduct, failure to meet academic or financial commitments will not be entitled for a refund of any tuition fees paid.
7. Third Party Payments: Students must send a signed letter to confirm that they require the refund amount to be paid to a 3rd party if this is required. The letter must include name, address, and bank account details.

#### **SECTION 16: APPLICATION CHECKLIST FOR ADMISSION:**

Items/Documentations	TICK BOX
Fully completed & signed Application Form	
1 passport size photographs	
Copy of Passport Data Page	
Copies of Academic Certificates & Transcripts	
English Qualifications (if any) (WAEC, NECO, IELTS)	
Appropriate fees stated on Conditional Offer Letter	
Work Experiences Evidence/ Details of Financial Circumstances	
2 reference letters (academic and professional /local authorities.	

#### **SECTION 17: OTHER IMPORTANT POINTS**

##### **➤ MINIMUM REQUIREMENTS FOR VISA APPLICATION:**

- VISA APPLICATION FORM
- APPROPRIATE VISA FEES
- HEALTH INSURANCE
- VISA LETTER/CAS ISSUE BY THE UNIVERSITY
- BANK STATEMENT WITH APPROPRIATE FUNDS
- ACCOMMODATION CONFIRMATION
- ALL ACADEMIC QUALIFICATION
- ENGLISH CERTIFICATE



➤ **STUDENT/AGENTS/PARENTS ARE REQUIRED TO PAY DIRECTOR TO LCTD ACCOUNT AS FOLLOW:**

Pay to : London Centre for Training & Development  
Bank : Lloyds Bank, London, UK.  
Account No : 26448060  
Sort Code : 30-91-91  
BIC : LOYDGB21456  
IBAN : GB80LOYD30919126448060

Please scan and email evidence of bank transfer to [info@lctd.co.uk](mailto:info@lctd.co.uk).

**SECTION 18: DECLARATION**

I hereby confirm that the information I have given is correct and complete, and that I have read, understood and agree to the terms, conditions and refund policy stated on this form.

- I fully understand the entry requirements, fees, suitability and progression opportunities (where applicable)
- I understand and accept that LCTD reserves the right to close or combine one class with another.
- I accept that I will pay tuition fees due to LCTD or I will provide a formal letter of sponsorship from my employer or other sponsoring organization. I also acknowledge that if my sponsor does not pay promptly I will be required to settle any outstanding fees.
- I agree that if I am eligible and LCTD accepts me onto an instalment arrangement I will pay each instalment promptly as it falls due. I also understand that should I withdraw from the course(s) any outstanding payments remain payable and must be paid immediately.

Student Full Name	Parents Name (If Under 18)
Signature	Parents Signature
Date	Date



**SECTION 19: ADMISSION OFFICER USE ONLY**

**Admission Officer Use Only:**

(Processing officer remark/decision/outcome of application)

.....

.....

.....

.....

.....

.....

.....

.....

**SECTION 20: PRINCIPAL USE ONLY**

**Principal Use Only**

**Fees/Enrolment/Visa/Attendance/certification**

.....

.....

.....

.....

.....

.....

.....

.....