



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					

SECTION 2: EMERGENCY CONTACT DETAILS

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



SECTION 3: PROPOSED COURSE OF STUDY

SHORT-COURSES

Customer Service, Business & Management Qualifications

1. Level 2 Certificate in Principles of Business and Administration (RQF)
2. Level 2 Diploma in Business Administration (RQF)
3. Level 3 Diploma in Business Administration (RQF)
4. Level 3 Diploma in Customer Service (RQF)
5. Level 3 Diploma in Management (RQF)

Education & Teaching Qualifications

6. Level 3 Award in Assessing Competence in the Work Environment (RQF)
7. Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)
8. Level 3 Certificate in Assessing Vocational Achievement (RQF)

Adult Care, Children & Young People Qualifications

9. Level 3 Diploma in Adult Care (RQF)
10. Level 5 Diploma in Leadership and Management for Adult Care (RQF)
11. Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (RQF) (90 Credits)

EXECUTIVE MASTERCLASS

1. CORPORATE GOVERNANCE
2. FORENSIC ACCOUNTING
3. ISLAMIC FINANCE



Please indicate your choice of course here.

1 st choice	
2 nd Choice	
DURATION 4Months/3days	
Any other course(s) not mentioned	

English Course

Course	Length
General English	4 Weeks to 11 Months
Functional Skills English Entry Level 3	2 Weeks to 6 Months
Summer English	4 Weeks to 3 Months
IELTS Preparation English	4 Weeks to 11 Months

Intake/Session

February	May	August	November
-----------------	------------	---------------	-----------------

STUDENT METHOD: 4

ON-SITE	Yes	No	DL	Yes	No
Proposed Course Level:			Starting Date		



SECTION 5: EDUCATIONAL QUALIFICATION

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

Qualification Title	Board/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)



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, IELTS?

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

SECTION 9: 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 10: ACCOMMODATION AND AIRPORT (Tick the appropriate box)

Would you require the Centre to arrange Accommodation for you?

YES

NO

Accommodation Type	<ul style="list-style-type: none"> • Self-catering • Family hosting • Share room • Single room • Hostel • Bed and breakfast
--------------------	---

Would you require the Centre collecting you from the airport?

YES

NO

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 11: DISABILITY MONITORING (Tick the appropriate box)

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 12: MARKETING- 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 13: 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 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 non-refundable Five Hundred pound £500 prior to interview. However, this amount will be adjusted with the actual course fee upon successful interview. Course fees need to pay in advanced before enrolling to the course and fees will not be refund once student register for 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 course start date if they are still overseas waiting for their visa.
5. Student visa approval- provided that LCTD is informed, LCTD has the right to refuse deferral for visa students.
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 3 weeks of the course. The final decision will be made by the Director of Studies.
13. International student: Course will be intensive to finish within 6 months under short term study route, short course and up to 11 months for English course. Student can register and start course from home country and apply to finish rest of the modules, assignment and exam within 6 months if got visa. 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 14: 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 course 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:

- A. 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.
- B. 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 course fee paid. This will be processed within twelve weeks of receiving request letter along with supporting documents.
- C. Student enrolling in UK: Students enrolling locally are not eligible for a refund under any circumstances.
- D. **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 student visa will be NOT be entitled to a refund.**



- E. International student can register and start course from home and apply for the visa to finish rest of the modules, assignments and exams.
- F. 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.
- G. 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.

Note: Student must pay at least 85% of the course fee before arrival. If an applicant decides to withdraw from a course either prior to or during the visa application process an administration charge of five hundred pound (£500) will be applied. This charge is in addition to the non-refundable fees.

APPLICATION CHECKLIST FOR ADMISSION:

Items/Documentations	TICK BOX
Fully completed & signed Application Form	
1 passport size photographs	
Copies of Passport pages	
Copies of Academic Certificates & Transcripts	
English Qualifications (if any)	
English Placement Test (if any)	
Appropriate fees stated on Conditional Offer Letter	
Work experiences evidence	
2 reference letters (academic and professional /local authorities.	



Minimum Requirements for Visa Application:

- Visa application form
- Appropriate Visa fees
- Health Insurance
- Visa Letter
- Bank Statement with appropriate funds
- Accommodation Confirmation
- All Academic Qualification
- English Certificate

Student/agents/parents are requested to pay director to LCTD account as follow:

Payment Details:

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



SECTION 15: 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 course 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



Admission Officer Use Only:

(Processing officer remark/decision/outcome of application)

.....

.....

.....

.....

.....

.....

.....

.....

Principal Use Only

Fees/Enrolment/Visa/Attendance/certification

.....

.....

.....

.....

.....

.....

.....

.....