



LONDON CENTRE FOR TRAINING & DEVELOPMENT LTD

Tower House, Lewisham High Street, London, United Kingdom, SE13 5JX.

Tel: +44 (0)800 689 4834. Email: info@lctd.co.uk URL: www.lctd.co.uk

INTERNATIONAL STUDENTS TUTION FEES 2021/2022 ACADEMIC YEAR.

CENTRE FOR ACCOUNTING & BUSINESS PROFESSIONALS (CABP)

(Standard Visitor Visa Option Available)

SN	QUALIFICATIONS	AWARDING BODY	DURATIONS	MODE OF STUDY	FEES
1	Level 4 (RQF) Diploma in Accounting and Business	OTHM	6 MONTHS	BLENDED	£4,500
2	Level 5 (RQF) Diploma in Accounting and Business	OTHM	6 MONTHS	BLENDED	£5,000
3	Level 6 (RQF) Diploma in Accounting and Business	OTHM	6 MONTHS	BLENDED	£5,500
4	Level 7 (RQF) Diploma in Accounting and Finance	OTHM	6 MONTHS	BLENDED	£6,000
5	Level 8 (RQF) Diploma in Strategic Management and Leadership Practice.	OTHM	6 MONTHS	BLENDED	£6,500





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INTERNATIONAL STUDENTS TUTION FEES 2021/2022 ACADEMIC YEAR.

CENTRE FOR EDUCATION & TRAINING PROFESSIONALS (CETP)

(Standard Visitor Visa Option Available)

SN	QUALIFICATIONS	AWARDING BODY	DURATIONS	MODE OF STUDY	FEES
1	Level 3 (RQF) Award in Education & Training.	HIGHFIELD QUALIFICATIONS	6 MONTHS	BLENDED	£1,500
2	Level 3 (RQF) Certificate in Assessing Vocational Achievement.	HIGHFIELD QUALIFICATIONS	6 MONTHS	BLENDED	£1,500
3	Level 4 (RQF) Internal Quality Assurance of Assessment Processes and Practices.	HIGHFIELD QUALIFICATIONS	6 MONTHS	BLENDED	£1,500
4	Level 4 (RQF) Award in Understanding the External Quality Assurance of Assessment Processes and Practice.	HIGHFIELD QUALIFICATIONS	6 MONTHS	BLENDED	£1,500



Registered in England No. 10478477 | VAT Reg No: 306906506

Bank: Lloyds Bank, London UK
Account No: 26448060
Sort Code: 30-91-91



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CENTRE FOR HEALTH CARE PROFESSIONALS (CHCP)

(Standard Visitor Visa Option Available)

SN	QUALIFICATIONS	AWARDING BODY	DURATIONS	MODE OF STUDY	FEES
1	Level 2 Care Certificate	Endorsed by Skills For Care	6 MONTHS	BLENDED	£2,500
2	Level 3 (RQF) Diploma in Adult Care	HIGHFIELD QUALIFICATIONS	6 MONTHS	BLENDED	£3,500
3	Level 5 (RQF) Diploma in Leadership & Management for Adult Care (England)	HIGHFIELD QUALIFICATIONS	6 MONTHS	BLENDED	£5,500





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INTERNATIONAL STUDENTS TUTION FEES 2021/2022 ACADEMIC YEAR.

English Language, Research Methods & Other Courses

(Short-Term Student /Standard Visitor Visa Option Available)

SN	QUALIFICATIONS	AWARDING BODY	DURATIONS	MODE OF STUDY	FEES
1	LEVEL 2 (RQF) FUCTIONAL SKILLS IN ENGLISH	HIGHFIELD QUALIFICATIONS	6 MONTHS	BLENDED	£2,000
2	LEVEL 2 (RQF) FUCTIONAL SKILLS IN ENGLISH	HIGHFIELD QUALIFICATIONS	11 MONTHS	BLENDED	£5,500
3	Level 7 (RQF) IN RESEARCH METHODS	OTHM QUALIFICATIONS	6 MONTHS	BLENDED	£2,500





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HOW TO MAKE PAYMENT

A. Pay online:

Click here to pay online:

<https://lctd.transfermateeducation.com/>

B. Pay by Bank Transfer

LCTD requires full payment to be made in Pounds Sterling to:

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

Please scan and email evidence of bank transfer to info@lctd.co.uk.

C. Pay by Cheque

LCTD accepts only a/c payee cheques that are drawn in favour of "London Centre for Training and Development Ltd". It is also a requirement that every cheque raised in favour of the London Centre for Training and Development Ltd must have the applicant's/student's enrolment number. Please allow enough time when paying through Cheques as it may take up to 5 working days at the clearing.

D. Pay through local Agents

You must seek for LCTD approval before making payments through LCTD approved agent in your Country. Email info@lctd.co.uk the official invoice/receipt issued to you by our agent after making payment. All Nigerian applicant can pay directly into **UBA Account Number: 1022568156, Account Name: LCTD ACADEMY**

NO SHOW OR STUDENTS' SUBSTITUTIONS

We will not refund delegate/students under a "NO SHOW" circumstances, and we will report a NO SHOW case to relevant authorities. We allow students substitution without any additional fee been incurred. However, we require earlier notification of such change. Only LCTD accredited agent may request for student's substitution.





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CHANGE AND ALTERATIONS TO LCTD COURSE

LCTD reserve the right to vary, amend, alter, courses or published a brochure. This also extends to the possibility of cancellation of course at any time and offer an alternative date. In this instance, students will be entitled to a full refund or credit without liability for significant or insignificant consequential loss or damage.

CANCELLATIONS

LCTD will charge a fee if a student cancels (or transferred to future dates) a course that has already been booked. The student can, however, be substitute-see above.

A refund may, however, be processed under the following condition:

- 60% of the fee if the cancellation is notified three weeks or more before the starting date of the course/event;
- 50% of the fee if notice of cancellation is given between one-two weeks before the starting date of the course/event;
- No refund if notice of cancellation is given less than one week before the starting date of the course/event.

All candidates who opted for distance learning are not entitled to a refund.

VISAS

Following full receipt of the course fee payment, LCTD is permitted by the United Kingdom Border Agency (UKBA) to support visa applications. Students will be provided with a visa letter to support their application at the British Embassy/High Commission.

All applicants enrolled on LCTD courses must apply for a standard visitor visa/short-term study visa. Given that LCTD is accredited by Accreditation Service for International Schools, College and Universities (ASIC) (a UKBA approved accreditation body), all LCTD Students applying for a visa will be provided with documents about their course to support the visa application.





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The following is a list of recommended documents that students/delegate can include as part of their visa applications:

- Passport or travel documents, valid for at least six months (the passport must have at least one clear page for the Visa);
- Two recent passports sized colour photographs with a white background;
- Correct application form fully completed in English;
- All visa support letters from LCTD;
- Letter of employment and other relevant proof of work/means of living;
- Six months itemized bank statements (self-sponsor applicants);
- Letter from your sponsor (employer/parents), confirming they are paying for the course as well as responsible for your maintenance while in the UK;
- Evidence of accommodation in London (LCTD resident students will get a letter confirming the reservation of accommodation);
- Personal statement/ Additional Information to support the purpose of visit and intention to return to your home country;

Detailed information about visa requirements can be found on your local British Embassy's website or click here www.gov.uk/study-visit-visa

All students requiring a visa must apply at least four weeks before the commencement date or course latest start date. This will enable enough time to prepare and send supporting documents for their visa applications.

Any student whose visa application is refused will receive a refund less £650 post-enrollment cost. The student will also have the option of switching from blended learning mode to distance learning (distance learning fees will then apply accordingly)

LCTD can only process student refund if a "refund request" is made together with supporting evidence (i.e. a copy of refusal letter) to be emailed no later than five working days from the date of your refusal. Please email your request together with your refusal letter to info@lctd.co.uk.





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DATA PROTECTION POLICY

London Centre for Training and Development collects, holds and processes information about employees, executives, and other data subjects for course enrollment, additional services and administrative purposes. When handling such information, LCTD and all staff or others who process or use any personal information comply with the principles set out in the UK Federal Act on Data Protection. This means that London Centre for Training and Development must:

- Manage and process personal data lawfully and adequately;
- Ensure that the information collected is accurate, up to date and adequate, relevant and not excessive for the purpose;
- Protect the individual's rights to privacy;
- Provide an individual with access to all personal information held on them, on request;
- Observe its legal responsibility to comply with the Act. This is the responsibility of the data protection officer.

LCTD ensures that every staff member who holds information about identifiable living individuals complies with the Data Protection Procedures in managing that information. Individuals can be liable for breaches of the Act.





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Admission Application Form

Please complete in typescript or black ink and return to info@lctd.co.uk

Qualification Title			
Stage 1: Start Month			
Title (Miss/Mr etc.)			
Learner First Name(s) (As per passport)			
Learner Middle (As per passport)			
Learner Family/Surname (As per passport)			
Passport Details	Passport No:	Issued and expire dates:	Place of Issues:
Learner Full Name			
Current Home or Work Address:			
Country:		Post Code:	
Email Address:	(Please note: You must enter a valid email address. This is important as all communication(s) relating to your application and studies with us will be made through this email)		





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Date of Birth (DD/MM/YYYY):	
City of Birth:	
Country of Birth:	
Nationality:	
Country of Permanent Residence:	
Telephone Number with the country code:	
Mobile Number with the country code:	





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PERSONAL STATEMENT

Minimum 350 words and Maximum 600 words - Please use the space below for summarizing your academic interests and your reasons for choosing your intended course of study.





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ACADEMIC HISTORY

Please write your highest level of qualification in the following section. Attach your up-to-date CV with details of other educational achievements.

Name of the Institution	
Country	
Qualification Completed	
Grade Achieved	
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY)	





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CAREER HISTORY

Please give details of relevant employment and professional experience – the most recent; please attach a CV.

Job title	
Name of Employer	
Address and Country of Employer	
Job responsibilities	
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY), if it is a current job just type 'current'	





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Employer/Sponsor Reference

Please reference (Employer)

Name of the referee	
Job Title	
Company Name	
Address and Country of Employer	
Email address	
Telephone or Mobile Number	





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OTHER INFORMATION

A disabled person is defined under the Equality Act 2010 as someone with a *'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.'*

Do you consider yourself to be disabled under the Equality Act 2010? Please mark 'X' in the appropriate box.

YES		NO	
PREFER NOT TO SAY		DON'T KNOW	

Do you have any medical conditions or temporary disabilities that may affect your contribution to this course?	Yes / No
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Details:

Is English your First Language?	Yes / No
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FEES AND FINANCES

Qualification Title	Total Fees	Pay Fees with your name as the reference
		Account Name: London Centre For Training and Development Bank Name: Lloyds Bank, Bank Address: London, UK. Sort Code: 30-91-91 Account Number: 26448060 IBAN: GB80LOYD30919126448060 Swift/BIC Code: LOYDGB21456





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HOW WILL YOU PAY FEES?

Select one option

PAYMENT IN LOCAL CURRENCY DIRECTLY TO ACCREDITED PARTNERS/ LCTD ACADEMY	
DEBIT / CREDIT CARD	
BANK TRANSFER/PAYMENT BY FRIEND DIRECTLY TO LCTD, UK	

DECLARATION

I confirm that the information in this application (and supporting documents) is true and correct to the best of my knowledge and belief. By completing this Application Form, the applicant gives consent to London Centre For Training & Development and its accreditation awarding body relating to this course to access this personal data, including in some cases sensitive personal data, as defined in the Data Protection Act 2018. London Centre For Training & Development will use this data to process this application and for other administrative purposes relating to this application. This personal data may also be shared with and used by third parties in connection with this application, for example, to verify the applicant's identity, qualifications, work experience and other information that the applicant provides. Some of these third parties may be located outside the UK (including outside the European Economic Area). By submitting your application, you will be deemed to be giving your consent to the processing and use of your data as set out in this paragraph.

Print Full Name:

Date:

SUBMIT YOUR DOCUMENTS

Please return this completed application form with a scanned copy of your passport, CV and previous qualifications to info@lctd.co.uk

Or Post your application to

Admission Team
London Centre for Training & Development
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