



LONDON ESSEX COLLEGE

Charter House. 450 High Road, Ilford, Essex IG11UF United Kingdom
Tel: +44 (0)20 8514 3171 Fax: +44 (0)20 8514 2430
Email: info@lec.ac website: www.lec.ac.

APPLICATION FOR ADMISSION

Mr [] Miss [] Others: _____

Family Name: _____ First Name(s): _____

Date of Birth: _____ Nationality: _____

Address (if in London): _____ Address (overseas): _____

Telephone No: _____ Telephone No: _____

Mobile No: _____ Mobile No: _____

E-Mail Add: _____ Passport No: _____

Date of 1st Entry in UK _____ Sex: Male [] Female []

Course Title: (Please state the course you wish to apply)

Course Level (please state the course level/modules for which you wish to apply):

Mode: (International Students requiring student visa may only take full-time course)

[] Full time [] One-day Release [] Part-time (day) [] Part-time (eve)

Commencement: (Please indicate the date you wish to commence your course of studies by ticking the following:

[] January 2010 [] March 2010 [] July 2010 [] September 2010

Course Duration: (Staff use only)

[] 1 year [] 2 years [] 3 years

For English Language Course only - Number of weeks: _____

Who will pay for your fees? Please tick as appropriate and attach evidence:

[] Parents [] Family Member [] Employer [] Self

[] Others please specify _____

Educational Qualifications:

Title	Examining Board/ Institution	Date Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Examinations to be taken/ results pending:

Title	Examining Board/ Institution	Result Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

English Language Proficiency:

- Is English your first language? (Please tick box as applicable) Yes No
- Have you attended any course in English Language? Yes, if you please attach evidence NO
- Have you taken any English Language proficiency Test? Yes, if you please attach evidence No

Work Experience (if any):

Job Title	Name of Organisation	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To help us provide assistance wherever possible please state briefly if you have any special needs requiring support to facilitate

Please give reasons for choosing this programme of study.

What is your future education plans?

What kind of employment do you intend to seek on completion of your studies?

Please write a brief statement about your interest and hobbies.

REFERENCE

This section must be completed by your present or past teacher, employer or a person who knows you well, academically and/or socially. Incomplete application forms will not be processed. Students who are currently studying in UK do not need to complete this section. Instead, an interview with the applicant will be required.

Note to Referee:

As many potential candidates apply, selection is extremely difficult. Your comments will provide us with the important information assessing this application.

How long have you known the applicant and in which capacity?

What is your opinion of the Applicant suitability for the course chosen?

Referee's name _____

Referee's signature _____

Date _____

How did you hear about the College?

Newspaper/Magazine Internet/LEC website
Relative/ Friend other sources (please state) _____

Declaration:

I confirm that, to the best of my knowledge, the information in this form is correct. I have read the College prospectus/brochure. I understand and agree to abide by the conditions set out there, which I accept as a condition of this application:

Applicant's Signature _____

Date _____

ENROLMENT PROCEDURE:

1. Complete the Application form for Admission and send it with

- a) Copies of relevant certificates. I.e. qualifications, identification and work experience (where applicable)
- b) 1 coloured passport size photograph
- c) International students (not based in UK), a copy of passport page with photo. International students (based in UK), copy of passport page with photo and a copy of valid UK Residence permit (student visa)
- d) Tuition fees can be paid via bank transfer to HSBC Bank, 126 High Road, Ilford IG1 1DA United Kingdom, Account Number: 71696092 Sort Code: 40-25-27

TERMS AND CONDITIONS:

Following my enrolment at London Essex College, I agree to the following terms and conditions:

1. All applications must be accompanied by copies of relevant certificates, one passport-size photograph and one copy of the passport with photo page and for International Students (based in the UK) a copy of a valid UK residence Permit (student visa) is also required . We regret that we will not be able to consider your application if the above documents are not enclosed.
2. Overseas students must pay the full course fee and £300 non-refundable/non transferable administration charges.
3. No course changes or deferments can be authorised after international students have been granted a visa.Any variation to their student status will be notified to the Immigration authorities in the UK and the visa issuing authority.
4. In the event of refusal of a visa, tuition fees will be refunded (not the registration fees), provided that all original documents issued by the College (acceptance/enrolment letter, receipts), proof of rejection of student visa (a letter issued by the British Embassy / High Commission Authorities, confirming the refusal of visa/entry) and photocopies of all the pages of the passport are returned to the College. All refunds will be made in UK Pounds (£). If a student wishes that a refund is made to a 3rd party, a fax letter of authority from himself/herself from his/her home country must be received in addition to all the other documents mentioned above.
5. No refund will be granted if applicant submitted forge educational or financial documents to the college/UKBA.
6. London Essex College reserves the right to expel any students for improper conduct or any conduct that interferes with the well- being of other students, staff or the reputation of the College .
7. London Essex College reserves the right to alter dates, fees, timetable, tutors and any particulars in the brochure without prior notice.
8. As part of the conditions of your enrolment, LEC will supply respective Universities and other authorised awarding bodies with any relevant information concerning any student on request.
9. Budget payment facilities are available on request subject to management approval. There is a 10% charge payable on the amount of credit provided.A £50 penalty charge applies to all overdue late instalment payments and an admin charge of £50 is levied for rescheduling of instalments.
10. All cheque issued must be supported with a cheque guarantee card. Note: If your cheque is returned unpaid for any reason you will incur a charge of £ 50 + the value of the cheque against your card and an additional charge of £ 50 for late payment will apply.
11. Please visit our website www.lec.ac for additional terms and conditions.

FOR ADMINISTRATION USE ONLY:

Student Interviewed in: London International Country _____

Interviewed by: _____ Date Interview: _____

Comments: _____

Course Title on which place offered _____ Course Level (cert/dip etc) _____

Course Duration (please state START and END date) _____

Course Code _____ Course fee status: Home _____ International

Date Received _____ Tuition Fee: _____ Processed by: _____

FOR FINANCE USE ONLY:

Reg. Fee received No Yes Receipt No: _____ cash BT DC CC Cheque

Account Number _____ Tuition Fee Received _____

Accommodation Received _____ Maintenance Fee Received _____

Fee Payment Notes _____ Date Received _____

Signed _____