



LEC APPLICATION FORM

Guidance

BEFORE COMPLETING THIS FORM

- Please read all the questions carefully. All answers will be treated as confidential.
- We highly advised for candidates to check our website at www.lec.ac for the guidelines and requirements of our programmes.
- Please ensure that you have all the required documents for attachment in order for us to process your application.

Attach
One
Photograph
Here

HOW TO COMPLETE THIS FORM

- Where provided with options – indicated by - please make your selection by ticking the appropriate box
- Please complete this form in BLOCK CAPITALS, using black ink. If a section does not apply to you, please leave it blank.

Personal Details	
Family Name:	First/ Given Name (s):
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr Other – please state: _____	
Date of Birth: (dd/mm/yyyy) __/__/____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Email Address:	Telephone/ Mobile No:
Nationality:	Date of First Entry to UK: (dd/mm/yyyy) __/__/____
Country of Birth:	Passport Number:
Passport Expiry:	Visa Expiry Date: (dd/mm/yyyy) __/__/____
Address (Overseas):	Telephone Number (Overseas):
Address (if in London):	Telephone Number (for address in London):
Course Title : (Please state the course you wish to apply):	
Course Level: (Please state the level / modules for which you wish to apply)	
Mode: (International students requiring student visa may only take full-time courses)	
<input type="checkbox"/> Full-time <input type="checkbox"/> One-day release <input type="checkbox"/> Part- time (day) <input type="checkbox"/> Part- time (eve)	

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

JANUARY MAY SEPTEMBER

Course Duration: (Please indicate the course duration you wish for your course of studies by ticking the following:

1 Year 2 Years 3 Years

For English Course only – Number of weeks:

Who will pay for your fees? Please tick as appropriate

Parents Family Member Employer (please find attached evidence) Self

Others please specify _____

Educational Qualifications

DATE		Institution Name	Subject Course/Title	Result (grade) <i>Indicate if not yet available</i>
From mm/yyyy	To mm/yyyy			

Employment and Professional Experience

DATE		Name of Employer	Job and Main Responsibilities
From mm/yyyy	To mm/yyyy		

English Language Proficiency

If your first language is not English you must provide evidence that you have passed an appropriate English Language Test with one of the approved test provider listed by the UKBA. For more information about the list of approved test providers please visit www.ukba.homeoffice.gov.uk

Test Provider	Location (Test taken)	Overall Score	Issue Date (for the certificate)	Certificate Number
IELTS				
TOEFL				
Other				

Note to applicants: The following questions will be recorded for London Essex College use only. Please be informed that you will be assessed on all of the information's given to us, all answers will be kept in accordance with the data protection act. All information's you will provide will be treated as confidential and will help us in planning for future purposes.

1. Give a brief introduction about yourself.
2. Why did you choose to study this programme?
3. Why did you choose UK for your Higher Education?
4. What are your future educational plans?
5. In what ways do you think that your previous experience/qualifications will help you with the course of study you have chosen?
6. How do you intend to finance your study?
7. What is your current occupation and for how long have you been working in your current position.
8. Give brief statement about your interest and hobbies.

9. Disability or special needs

If you have a disability or medical condition which may affect your studies, please use the space below to inform us. This will help our Administration Team to provide you with the necessary support and guidance.

10. Declaration of Criminal Conviction

To help us maintain a secure campus/institution, please indicate if you have ever been convicted of relevant criminal convictions. If yes, please state the nature of the crime and when and where it was committed and state briefly how it was resolve. Consideration of convictions is separate assessment of your academic suitability.

YES NO

11. How did you hear about London Essex College?

Newspaper/Magazine

Name of Newspaper/ Magazine

Relative/Friend

other sources (please state) _____

Referees

Please provide the details of two referees, at least one of whom should be able to comment on your academic suitability for your chosen programme. We will contact these referees on your behalf.

Title:	Title:
Family Name:	Family Name:
First/Given Name:	First/Given Name:
Relationship to you:	Relationship to you:
Email Address:	Email Address:
Address for correspondence:	Address for correspondence:
Address line 1 : _____	Address line 1 : _____
Address line 2 : _____	Address line 2 : _____
Address line 3 : _____	Address line 3 : _____
Post Code: _____	Post Code: _____

Submitting your application

Please use the checklist below to ensure that you enclose all necessary supporting documentation.

1. Copies of relevant certificates

- 1 colour passport-sized photograph
 - Copy of Passport
 - English Language Proficiency Certificate (meeting the minimum band required in all disciplines for your chosen level of qualification) Level B1 for below degree level course and Level B2 for degree courses
 - Bank covering the last 28 days
- Note: Maintenance fund for LEC is £5400 as it is located outside the regions of London**
- (For more information you may wish to visit the UKBA website at www.ukba.homeoffice.gov.uk)

2. Academic Certificates

- A Level/ O Level/ GCSE
- Undergraduate
- Postgraduate
- Internal Certificates
- Transcript of Academic Records
- Work certificate (if applicable)

London Essex College reserves the right to change, vary or defer its terms of enrolment, fees, timetable, teaching staff, and financial regulations at its discretion.

By signing below, I confirm my understanding of the given policies, terms and conditions of enrolment attached to this application form which have been fully explained to me by the LEC Team member/ Respective Overseas Representative.

Student/ Applicant Name: _____
 Student/ Applicant Signature: _____
 Date: _____
 In the presence of: _____
 (LEC Team Member/ Respective LEC Overseas Representative)

For Administration Use Only

Course Title (Offered)	Course Level
Course Duration (Please START and END date:	
Course Fee:	Course Fee Deposit Received:
Date Received:	Processed by:

TERMS AND CONDITIONS

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

PRE- ARRIVAL ASSESSMENT

1. All applications must be accompanied by **duly attested educational and work related certificate (where applicable) and other relevant certificates**, one passport-sized photographs and 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 and a copy of most recent bank statement showing reasonable funds to support your education.
2. All applicants/students on their arrival in the UK will have their eligibility for their chosen course assessed by College academic staff. Following assessment, staff may, at their discretion, require the student to complete an access course successfully prior to joining their chosen course. Any applications for exemptions will be assessed by and granted only at the discretion of the staff. Any exemptions granted will be subject to conditions, e.g. students wishing to join the 2nd year of undergraduate study (or an HND) need to demonstrate successful completion of the 1st year (for instance an HNC and its associated coursework). In all cases, the decisions of the academic staff are final. There is a charge for this service.
3. Students are required to attend all lectures, take all tests and submit assignments set by their tutors. Failure to adhere to these guidelines/deadlines may render the student liable to certain penalties, such as re-sits, which may in turn affect the student's duration of studies, fees, completion, UKBA Status etc. A medical certificate is required if there are more than three days' consecutive absence owing to illness. Students must inform the College of any change to their UK address and/or telephone number ASAP as it is a requirement of the UKBA.
4. No refund, course changes or deferments can be authorised after international students have been granted a visa. The student must notify the college of any variation to their student status to the Immigration authorities in the UK and the visa issuing authority.
5. After the commencement of the course, students not reporting at the College or failing to inform the College of their visa application status will be reported to the visa-issuing authorities as no longer having a place on the course.
6. London Essex College reserves the right to alter dates, timetables, tutors, fees and any particulars in the brochure without prior notice.
7. London Essex College accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage they cause to the premises and/or property of the college or accommodation arranged by the college
8. 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.
9. It is the student's responsibility to apply and register with the relevant academic or professional bodies, where applicable, and to enter for any external examinations. Students must pay the relevant fee to the respective awarding bodies. Tuition fees paid do not include the fees payable to the awarding bodies.
- 10.

11. International students who are in the UK on a student visa are required by law to enrol on a full-time weekday course of at least 15 hours a week. Attendance at London Essex College is a compulsory 15-22 hours of formal daytime tuition each week. Students are required to attend tutorial sessions and will be given work to be completed in their own time. They must also comply with all other immigration regulations and laws.
 12. 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 declaration letter of authority from himself/herself from his/her home country must be received in addition to all the other documents mentioned above.
 13. Course fees are quoted annually unless otherwise stated. Course fees may be paid by instalments at the discretion of London Essex College. There will be a charge for this facility.
 14. Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.
 15. The 1st Attendance Reminder Letter will be issued to students who fail to attend 5 expected contacts. If the student fails to respond to the first letter, a 2nd Attendance Reminder Letter will be issued which will also attract a £50 charge to cover administration time. Failure to respond to the 2nd letter will result to your name being removed from the college register and passed on to the UKBA.
 16. The College will not take any responsibility for any progress not made by student during their course of studies. Failure to show any progress to the UKBA upon renewal of your visa can have serious consequences on your Immigration Status in the UK.
 17. Students must agree to abide by the Terms & Conditions and Fees policy stated below. This information is updated from time to time and is available on request and/ or website
- iii. International students or their sponsors must return all original documents issued by the College (acceptance / enrolment letter, receipts etc) which were issued by the College and proof of rejection of student visa (a letter issued by the British Embassy / High Commission or British Immigration Authorities, confirming the refusal of visa / entry) and photocopies of all the pages of passport.
 - iv. Please note that No refund will be processed for applications date more than one year old from the date of the letters issued by London Essex College, unless there are considerable reasons supported with valid and sufficient evidence. Please note that it will depend entirely on the college discretion to consider the refund application.
 - v. No refunds will be processed if the applicant has been refused for their 10 points as it is the student/applicants responsibility to ensure that he/she have substantial amount of funds to support themselves for the length of their stay in the United Kingdom without needing public funds, and can therefore show that they have enough money to pay their course fees and their living cost.
 - vi. If we have issued you a Confirmation of Acceptance for Studies (CAS), you cannot defer your course as you unique CAS number is only valid for 6 months. The deposit made for the course fee will also not be refundable. Therefore we highly advise candidates to ensure that they are able to apply for their student visa upon receipt of their CAS statement, if in case that there are any changes in the students circumstances, you must inform us immediately in order for us to give advice and to act accordingly.

Refunds will be calculated as follows:

1. Full refund: A full refund of tuition fees will be made if the College is unable to offer an advertised course.
2. Home / International students (based in the UK): Any fee/deposit paid will be retained by the College and the balance of the fees paid will remain payable.

No refund will be made if the student has not met the conditions set out above or the student is required by the Home Office to leave the UK because of non-attendance or poor-attendance, no progress and any breach of the law. Fees are not refundable if, after the commencement of the course, the student stops attending or leaves the course before its completion or is suspended by the College owing to non-attendance, misconduct etc.

OUTSTANDING LIABILITIES

The College will initiate the recovery of all outstanding fees or property at the earliest practicable date after the liability has incurred. However, if a student still owes any fees (e.g. tuition fees) or is yet to replace, or reimburse the College for, property lost or damaged by her/him, admission to the course will be refused after informal notice until the debt is discharged in full.

The college reserves the right to forward your details to Debt Collection Agency/Solicitors to recover any liability. This may result to additional legal and court costs and hence impairing your credit rating.

EXCEPTIONAL ARRANGEMENTS

Special arrangements can be made where exceptional/extenuating circumstances apply. These are at the discretion of the College. London Essex College reserves all rights to change, vary, or defer its terms of enrolment, fees, timetable, teaching staff and financial regulations at its discretion.

REFUNDS

REGISTRATION FEES: Registration fees are non-refundable.

TUITION FEES: In order to claim a refund of tuition fees the student or sponsor must meet the following conditions:

- i. Advise the college in writing of withdrawal from the course four weeks before the start date of the course on the advertised start date or within a reasonable period thereafter.
- ii. No refund will be granted if Visa has been refused on the grounds that the applicant has submitted forged documents to support their application to enter into the United Kingdom.