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London Academy of Management Sciences Ltd is a registered Sponsor with
the UKBA (UK Border Agency). Sponsor licence number 95W7FEGH7

Please affix
photograph
here

Please complete the form in CAPITAL LETTERS with a black pen or in typescript

Title (e.g. Mr. Miss. Mrs.) _____

Full Name _____

Date of Birth (DD/MM/YYYY) / / Gender Male Female

Marital Status _____ Skype Address _____

Nationality _____ Passport No _____

Country of Birth _____ City of Birth _____

Permanent Address _____

Tel: _____ Mobile: _____ Fax: _____

Email Address: _____

Correspondence Address: _____

Tel: _____ Mobile: _____ Fax: _____

Next of Kin / Emergency Contact Details

Name: _____

Address: _____

Relationship: _____ Tel: _____ Mobile: _____

| | | |
|------------------------|--------------------|---------------------|
| Office Use Only | | |
| Student Ref. No.: | CAS No: | Record No.: |
| Total Fee: £ | Deposit Paid: £ | Registration Fee: £ |
| Course Duration: | Commencement Date: | Course Code: |
| Approved By: | Received Date: | Checked By: |

| | | | | | |
|--|---|----------------------------|-----------------------------|--|---|
| Computing | | | | | |
| <input type="checkbox"/> PGD Strategic Business IT leading to MSc | | | | <input type="checkbox"/> Level 5 Diploma in Business IT | |
| <input type="checkbox"/> Diploma leading to BSc Business Computing & Information Systems (3Year) | | | | <input type="checkbox"/> Level 4 Diploma in Business IT | |
| Business | | | | | |
| <input type="checkbox"/> PGD Business Management leading to MBA/MSC | | | | <input type="checkbox"/> Diploma leading BSc Business Administration | |
| <input type="checkbox"/> PGD Marketing Management (ABP) | | | | <input type="checkbox"/> Advanced Diploma Business | <input type="checkbox"/> Diploma Business |
| <input type="checkbox"/> Level 6 Extended Diploma in Business & Administrative Management (IAM) | | | | <input type="checkbox"/> Level 5 Diploma in Business & Administrative Management (IAM) | |
| Travel, Tourism & Hospitality | | | | | |
| <input type="checkbox"/> Diploma Hotel Management | | | | <input type="checkbox"/> Diploma in Tourism Management | |
| <input type="checkbox"/> Advance Diploma Tourism Management | | | | <input type="checkbox"/> Advanced Diploma Hotel Management | |
| English Language | | | | | |
| Tick your current level of English | | | | | |
| <input type="checkbox"/> Advance (IELTS 5.0 +) | <input type="checkbox"/> Intermediate (IELTS 4.0-4.5) | | | <input type="checkbox"/> Beginner (IELTS 3.0-3.5) | |
| | £500 | £1000 | £1500 | £2200 | £2500 |
| No. of weeks you intend to study: | <input type="checkbox"/> 4 | <input type="checkbox"/> 8 | <input type="checkbox"/> 12 | <input type="checkbox"/> 24 | <input type="checkbox"/> 36 |

Semester

| | | | | |
|----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> May / June | <input type="checkbox"/> September | <input type="checkbox"/> October |
|----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|

Qualifications - please list your academic qualifications to date starting with the last qualification studied.

| Date | Qualification Attained | Grade |
|------|------------------------|-------|
| | | |
| | | |
| | | |

Professional Work Experience - please list any professional work experience you have

| Date | Company Name | Position Held |
|------|--------------|---------------|
| | | |
| | | |
| | | |

How did you hear of LAMS? (Please tick the appropriate box)

Advertisement Friend Relative Advisor Internet Agency/Agent

Please give additional details of where you saw an advertisement, who recommended LAMS, which Agency/Agent etc.

References

Please give the names and addresses of two referees who are able to comment on your suitability for the course.

| | |
|-----------------|-----------------|
| Name_____ | Name_____ |
| Occupation_____ | Occupation_____ |
| Address_____ | Address_____ |
| _____ | _____ |
| _____ | _____ |
| Tel No._____ | Tel No._____ |
| Email_____ | Email_____ |

Questions Related to Admission

What is your Current Occupation? Eg student: _____

If in employment please attach your CV

Why do you wish to study at LAMS? _____

On completing the course you have applied for what do you intend to do?

How do you intend to fund your course fees & living expenses in the UK?

Do you currently have a minimum balance in your account incorporating the first year tuition fee and living expenses?

Yes

No

Please note that living expenses for a college outside of inner London is £600 per month for a minimum of 9 months totaling £5400. Do you have this money? Yes No

If no, who will be giving this to you and why? _____

Other Important Questions

London Academy of Management Sciences has been advised by the UK Borders Agency (UKBA) that it would be good practice to have additional information to support your application. The answers to these questions are not related to your academic suitability for the programme and are not used to assess your visa either.

Why do you wish to study in the UK? _____

Have you previously been refused a visa or entry to the UK?

Yes

No

If yes please explain the circumstances _____

Have you taken any government scholarships or loans to fund your education?

Yes

No

If yes please provide details of the amounts and when you can expect to receive them. _____

Are you aware that to study English in the UK you will be coming on a Student Visitor Visa? Yes

No

Are you aware that you can not work in UK?

Yes

No

How will you cope with living on your own in the UK? _____

Health Related Questions

Do you have any health issues that may affect your studies eg pending operation, pregnancy etc?

Yes

No

If yes please specify

Terms & Conditions of Application / Enrolment

- 1) The minimum age for registration at the Academy is 18 years.
- 2) On Receiving your application form if you are eligible, an offer letter will be issued. To be considered, the application form must be accompanied by a copy of your passport, original academic results, proof of English ability and two references commenting on your academic suitability. Without this we will not be able to process your application form. We may contact you for an interview to discuss why you wish to follow this programme and to clarify any other questions we may have. If you choose to accept the offer a deposit will be required to show your interest in the course. The deposit is the first year tuition fee in full, paying the full fee is preferable at all times as it supports your financial payment statement. If you are studying a pre-sessional course you are required to submit the fees for the pre-sessional course + the first year of your main course together. Once the payment is received an acceptance letter will be sent, this document confirms your deposit payment and acceptance to the Academy and will include a statement letter containing a CAS number which must be written into your visa application. No letters need to be submitted with the visa application. The Deposit must be received before this document is issued. N.B. if you fail to obtain your visa, the payment will be refunded less £150. Administrative fee. Each time you re-apply thereafter, a further £150 will be deducted. Please note that LAMS reserve the right to deduct a fee of £1000 for deferrals. Documents - Please note LAMS will not accept responsibility for any original documents which may get lost in the post.
- 3) Please note that an offer or acceptance for admission is only valid for the semester stated on the letters. LAMS can refuse to defer your admission.
- 4) Enrolment for a course, together with payment of the required deposit creates a binding agreement.
- 5) In the event of cancellation for any reason, the following conditions will apply:
 - a) Where a cancellation is received after the commencement of a course, there will be no refund.
 - b) Transfer of fees to another student will be solely at the discretion of the Directors. A minimum of £150 transfer fee will apply. Other fees may be applied depending on the exact situation.
 - c) Where an Applicant has obtained a student visa using documentation from the Academy and then decides not to follow his/her course on arrival to the UK. They will not be eligible for a refund.
 - d) If an applicant applies for a course and decides to withdraw prior to applying for a visa, the acceptance letters that were issued need to be returned to the Academy in their original format along with a letter explaining reasons for withdrawing. A refund will be given minus £150 for administration costs and awarding body registration fees.
- 6) If for any reason a course is cancelled, an alternative course will be offered, or a refund of fees will be given minus Administration cost of £250 and awarding body registration fees where applicable.
- 7) If student changes their course of study during the first term, no refund will be given where the revised course involves fewer subjects or a shorter duration. Changes in courses are subject to availability and at the Registrars discretion
- 8) If students restart their course or any other course, they are required to repay tuition fees. There will be no transfer of fees paid for one course to another.
- 9) Where a student has been a refused a visa because of false or forged documents supplied, the Academy reserves the right to refuse refund of tuition fees as this prevents us giving a place to a more deserving student. **THINK BEFORE YOU APPLY!**
- 10) Students are required to maintain attendance throughout the duration of their course. Holders of a student visa are advised that the Academy is obliged to apply UKBA rules and insist that a full-time course is a minimum of 15 hours of day time study per week and continuous and regular attendance is compulsory. **NB Failure to attend 2 consecutive weeks (without notice) will result in suspension from Academy and the UKBA will be informed. They may take action to cancel your visa. No refunds will be granted.**
- 11) We are required by the UKBA to record your attendance and supply all details relating to absences when requested. **NB Failure to appear at the agreed course start date without notice will mean forfeiture of fees and notifying the UKBA of non attendance.**
- 12) International Students must comply with all Immigration Rules, as must the College, any breaches may result in withdrawal of your student visa.
- 13) LAMS can refuse to allow you to change courses, if you wish to change once you are in the UK.
- 14) It is the student's own responsibility to ensure that external examination entries are in order and are sent off to the appropriate examining bodies by the appropriate closing dates, where relevant.
- 15) London Academy of Management Sciences (LAMS) reserve the right to refuse admission or progression to any student.
- 16) We also reserve the right to suspend or dismiss any student without refund of fees in the event of serious misconduct or unsatisfactory attendance/progress.
- 17) London Academy of Management Sciences (LAMS) reserve the right to change the commencement dates of courses.
- 18) The Academy prospectus is correct at time of printing but is subject to alteration please ask at reception or contact the Admissions Department for up to date information.
- 19) Fees must be fully paid to date to allow a student to sit for examinations, or receive their final qualification.
- 20) Discounts where given, apply to degree courses only, and if course fees are paid in full before the commencement of the course.
- 21) It is the Applicant's / student's responsibility to ensure the course or courses that he/she intend to undertake meet their personal requirements. It is assumed that each student has read and understood the course information prior to applying.
- 22) Please not that refund can take up to 16 weeks to process. We require a covering letter to be sent signed by applicant providing full account details along with the original refusal letter & original acceptance letter issued, without this a refund will not be possible.
- 23) Please not that occasionally awarding body may increase fees and/or entry criteria with little or no prior notification. LAMS can not accept any responsibility for this.
- 24) If a visa is refused due to failing to understand immigration rules effective from 21/04/2011 LAMS will not refund tuition fee.
- 25) On receipt of a visa if you fail to enrol upto ten days after programme start date and fail to communicate the reasons why, you will lose your place at LAMS and no refund will be given.
- 26) If after receiving a visa to study in the UK you are interviewed by UKBA immigration staff and fail to meet their criteria including language a refund will not be made.

Declaration

I declare that the information provided in this form is correct. I have read, understood and agree to abide by the Academy's conditions of Application / Enrolment set out and understand that by signing this application it is assumed that the terms and agreements have been read and agreed. I enclose copies of my qualifications and passport and confirm they are true representations of the originals. I understand that if my documents are found to be fraudulent I will forfeit any tuition fee paid.

Signature - - - - -

Date - - - - -

NB: We recommend that students contact LAMS in London to confirm receipt of payment by quoting student reference number.

Data Protection Act 1998

The information on this form will be stored in an electronic and manual form and initially be used for all purposes relating to admission at LAMS, only being disclosed to those members of staff at LAMS who have a need to see it. The data will in due course and in the case of those applicants offered a place, form the basis of the data processed in relation to the applicant's registration as a student. This will be disclosed, only to those categories of persons/organisations to whom LAMS is registered to disclose, where there is a legitimate reason to do so. Data will at all times be processed in accordance with the Data Protection Act. In signing this form the applicant will be giving his/her consent to the processing of the data provided, including that related to any disability indicated above.