



# London Premier College

The College of Distinction

Attach your  
Photograph

## APPLICATION FOR ADMISSION

(Please read the college prospectus before completing this form)

### Personal Information

Please complete this form in BLOCK capitals using black ink.

First name(s)				Surname		
Date of Birth		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality		
Date of entry to UK (if applicable)						
Address (if in UK) :						
City:		Post Code:		Country		
Telephone		Fax		E-mail		

Address (if in Overseas) :						
City:		Post Code:		Country		
Telephone		Fax		E-mail		

Course Title: (Please state the course for which you wish to apply)						
Course Level: (Please state the course level/ Modules you wish to apply)						
Commencement Date:						
January 20__	May 20__	July 20__	September 20__			
Course Duration:						
Mode of Study: (Overseas students requiring student visa may only take full time courses)						
Who will pay your fees? Please tick (✓) as appropriate						
<input type="checkbox"/> Parents	<input type="checkbox"/> Family Member	<input type="checkbox"/> Employer (Please attach evidence)	<input type="checkbox"/> Self	<input type="checkbox"/> Others	Please Specify	

Educational Qualifications:			
Title	Awarding Body/Examining Board/ Institution	Major/ Group/ Subject Passed	Result Date

Examinations to be taken/ result pending:			
Title	Awarding Body/Examining Board/ Institution	Major/ Group/ Subject Passed	Result Date

English Language Proficiency:	
Is English your first language? (Please tick (✓) as appropriate)	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, If no please attach Evidence (such as IELTS, TOFEL etc.)
Please mention your IELTS /TOEFL score	<input type="text"/>

Work Experience (if any):				
Job Title	Name of Organisation	Full/ Part Time	From	To

To help us provide assistance wherever possible please state briefly any disabilities or conditions requiring special support or facilities:
<input type="text"/>

Please give reasons for choosing the programme of study:
<input type="text"/>
<input type="text"/>
<input type="text"/>

Referees:			
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

### Payment of Tuition Fees

Fees can be paid by, bank draft/ cheque/ bank transfer or cash in GBP. Cheques and draft should be made payable to London Premier College.

### TERMS AND CONDITIONS

No student will be admitted to any programme unless the Director of Admissions is satisfied with the previous qualifications to enable him/her to benefit from the proposed programme.

- i. The registration fee of £100 is non-refundable.
- ii. Two passport-size photographs should accompany your application.
- iii. It is a condition that the College requires at least 80% attendance of a student before examination. In the event of a student being dismissed by the college, fees will not be refunded.
- iv. Students requiring a student visa to enter or remain in the UK may claim a refund of the tuition fees paid (less an administrative charge of one hundred pounds) only if their visa application has been refused and the College is informed prior to the commencement of the course. Students are required to send the original copy of the refusal letter, the copy of passport page bearing the refusal seal provided from the UK Border Agency of their country of origin and a receipt for the fees paid. If the College is not informed of the refusal before the commencement of the course or within twenty-eight days from the receipt of the refusal, the course fee for one semester will be deducted. Please note that if the student is appealing against the decision of the UK Border Agency then a refund will only be made once a decision on his/her appeal has been made.
- v. Students must notify any changes of circumstances (such as residential address, contact number etc.) . Overseas Students must note that where a statement has been sent to the Home Office to support visa applications, the College must notify the Home Office of any cancellation.
- vi. The College reserves the right to withdraw a subject at any time when it considers that it is not viable, where upon an alternative subject will be offered.
- vii. The College reserves the right to withdraw advertised courses for which insufficient numbers of students have enrolled and to close any classes if low attendance makes it no longer viable.
- viii. Anyone supplying false information on the application form is liable to suspension from the college. The balance of the course fee must be settled on or before the enrolment day.
- xi. The college reserves the right to make whatever changes may be deemed necessary in admission requirements, fees, tuition, policies, regulations and academic programmes prior to the start of any programme.

### Declaration:

No application will be considered if this declaration is not signed by the applicant.

I declare that the statements above made are correct to the best of my knowledge and I agree to bound by the College's terms and conditions stated in the application.

I understand that no refund will be made in the event of cancellation or non-attendance of course.

Signature of Applicant

Date:

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### For office use only:

Course Title :

Course Level:

Commencement Date:

Course Fees:

Application Reference No:

PLEASE FORWARD THE COMPLETED APPLICATION TO:

= **London Premier College**  
**165 Commercial Road**  
**London E1 2DA**  
**United Kingdom.**

### ***Tuition Fee Refund Procedure & Conditions:***

- a. Tuition Fees are **non-refundable** if after the commencement of the course, the student stops attending or leaves the course before its completion. Also they are not refundable if the student is suspended from the college or is absent due to illness.
- b. Students requiring a student visa to enter or remain in the UK may claim a refund of the tuition fees paid (less an administrative charge of one hundred pounds) only if their visa application has been refused and the College is informed prior to the commencement of the course. Students are required to send the original copy of the refusal letter, the copy of passport page bearing the refusal seal provided from the UK Border Agency of their country of origin and a receipt for the fees paid. If the College is not informed of the refusal before the commencement of the course or within twenty-eight days from the receipt of the refusal, the course fee for one semester will be deducted. Please note that if the student is appealing against the decision of the UK Border Agency then a refund will only be made once a decision on his/her appeal has been made.
- c. On the student's request and on the recommendation of the Director of Operations, the fees already paid may be transferred to the same course commencing at a later date.
- d. Fees are refunded if for any reason the College is unable to provide the course or any alternative course. Tuition fees are not refundable if the student is changing one course to another.
- e. Fees are refunded if the student has withdrawn his/her application before applying for a visa. No withdrawal is allowed after launching a visa application.
- f. A minimum of four weeks is required to process the refund after the request has been made in writing with supporting documents.
- g. No interest is paid on a refund of any deposit.
- h. No refunds are due when students postpone the commencement of their course while in UK.
- i. The College administration reserves the right to amend refund policies. Refunds are made subject to the prior approval of the College Administrative Committee.
- j. The College reserves the right to withdraw advertised courses for which insufficient numbers of students have enrolled and to close any classes if low attendance makes it no longer viable.