



# London College of Computing & Management Sciences

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www.lccmsltd.org.uk, admission@lccmsltd.org.uk

## Admission Form:

### For Office Use Only

Ref : \_\_\_\_\_  
Intake : \_\_\_\_\_  
Course : \_\_\_\_\_  
Fee Paid : \_\_\_\_\_  
App Approved by: \_\_\_\_\_  
**Mode of Payment:**  
Cash / Cheque / DD / C-Card

### Note:

- Please make sure that you have read the **Terms & Conditions** before you fill this application form.
- Please fill the form in CAPITAL LETTERS

**Attach  
Passport Size  
Photograph  
Here**

Mr. / Mrs. / Ms. Full Name (as per your passport): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ ( dd / mm / yyyy) Country of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

### UK Address:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post code : \_\_\_\_\_

### Overseas Address:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Country: \_\_\_\_\_

### Contact Information

Tel: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Work: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Passport Details

Passport Number: \_\_\_\_\_  
Passport start date: \_\_\_\_\_  
Passport expiry date: \_\_\_\_\_

### Visa Details

Date of Entry to UK: \_\_\_\_\_  
Visa Issue Date: \_\_\_\_\_  
Visa Expiry Date: \_\_\_\_\_

### ICFN Number

ICFN Number (if applicable): \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

Course title: \_\_\_\_\_



**Statement of Purpose:**

Please write briefly why you are interested in the applied course and what are your academic objectives.

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**English Language:** IELTS \_\_\_\_\_, TOEFL \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Overall Band Score dd mm yyyy

**Academic Details:**

Name of Institute	From	To	Main Subjects	Certificate / Degree	Grade

**Employment History (if applicable):**

Name of Employer	From	To	Position

Do you have any disability which LCCMS should know about?

Yes  No  If yes please specify \_\_\_\_\_

**Reference:**

Please name two references, which should normally be your academic teachers, and incase if you are employed please give ONE academic and ONE work reference.

**Reference-1**

**Reference-II**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Country:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Country:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_



**Next of Kin Details:**

**Next of Kin UK-I**

**Name:** \_\_\_\_\_

**Relation:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Country:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Next of Kin UK-II**

**Name:** \_\_\_\_\_

**Relation:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Country:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Next of Kin Overseas-I**

**Name:** \_\_\_\_\_

**Relation:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Country:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Next of Kin Overseas-II**

**Name:** \_\_\_\_\_

**Relation:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Country:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**How did you hear about us?**

Internet                       Student/Friend                       Education Fair/Exhibition

Agent / Representative \_\_\_\_\_  
 (Please specify)

Any other \_\_\_\_\_  
 (Please specify)

**Declaration of Criminal Record:**

Do you have any criminal record?     Yes     No

If yes, please specify \_\_\_\_\_



## Terms and Conditions

1. The student must be 18 years old or over to get admission in this college.
2. Once the students receive the conditional offer letter from the college, they must pay the deposit mentioned on their Conditional letter.
3. It is the responsibility of the student to inform the college of any changes to their contact details (within 5 days). i.e. address, e-mail address, mobile, next of kin, starting or changing employer etc.
4. All tuition fees must be paid prior to the commencement of classes in full. At the discretion of the Principal, you may be allowed to pay in installments.
5. All bank charges will be paid by the students and will not be part of college tuition fee.
6. The students should be aware that books and accommodation are not included in tuition fee.
7. The College policy is very clear. There will be no refunds once a student has been granted a visa. However, tuition fee is only refundable subject to the following conditions:
  - There will be no refund due, should the student be refused visa for any other reason other than errors in CAS (Confirmation of Acceptance for Studies).
  - In case of visa rejection college will refund the entire deposited amount (only in cases where there are errors in the CAS) except £250 (Administration Charges) directly to the student's account or to the student directly.
  - Provision of original Refusal Letter issued to the student by British High Commission.
  - In case of appeal against refusal, refund will not be made until the case is decided.
  - Student will return all the original letters and receipts of the deposited fee issued by the college.
8. LCCMS reserves the right to cancel or postpone a course:
  - If there are insufficient students to conduct a class.
  - In case of unavoidable circumstances.
  - However, students will be offered an alternative course or refund of fee.
9. Student may be transferred to another course within the college subject to permission from head of academics and an additional fee may be payable, as following:
  - The student needs to meet the entry requirements for the course and it must be running in the same intake and not be of lower level than that originally accepted on.
  - There must be available places on the course.
  - A change of course form must be completed or written request made and a charge of £100 must be paid or adjusted from the students' account.
  - The fee difference, if lower, will not be refunded, but will be held on our College account for further courses that may be taken by the student.
  - The funds are not transferable to another student.
10. In case of non-attendance or failure in examination, the student will pay the appropriate re-sit examination fee.
11. It is the student's responsibility to make sure that external examination entries are submitted in time to the appropriate examining body and the Registration/Examination fees for Examination Boards are fully paid.
12. If you arrive 30 minutes after the start of class, you will be marked as Late; only 50% attendance will be allowed for that session. LCCMS Tutors/Lecturers may exclude late arrivals from their class until the scheduled break.
13. You should inform us if you are going on holiday or going abroad. This is not allowed during term time (see Home Office Rules). If there are exceptional and significant circumstances, please put this in writing to the college with any supporting evidence and your request will be considered.
14. Request for deferment – The new Tier 4 Visa rules are very clear. Students are not allowed to defer their course date, or take a break in the course. However, if you have mitigating circumstances, please write a letter or e-mail explaining the situation to the Administration Departments ([admin@lccmsltd.org.uk](mailto:admin@lccmsltd.org.uk)). You must provide evidence to support your request and an appointment will be made for you to further discuss any issues.
15. International students are required to attend a full-time course of at least 16 hours per week. The college will not provide attendance certificates to students with less than 85% attendance. Absences through ill health must be supported by a Medical Certificate. 85% attendance is essential to comply with the UK Government Student Visa rules. Under the PBS Tier 4 student visa system (from 31<sup>st</sup> of March 2009) the college is your licensed sponsor in the UK, and is required BY LAW to report student absent for 10 points of contact.
16. The college will not facilitate any students who are in breach of the Immigration Rules. If a student is required by the Home Office to leave the U.K. because of non/poor attendance, or due to any breach of law, tuition fees paid will not be refundable.
17. Care of student belongings – The College takes no responsibility for students' belongings. Any items found in the College should be handed in to Reception. You should contact Reception if you have lost anything.
18. General student rules:
  - Please carry your student ID at all times;
  - No smoking is allowed in any part of the college, including the toilets;
  - Switch off your mobile phones in class;
  - No littering, no eating nor drinking in class;
  - No plagiarism (copying) – SEVERE PENALTIES may be applied;
  - No verbal aggression;
  - All students must respect other cultures at all times;
  - Assignment re-submission and late submission procedure and penalties may vary according to Tutor/Course Coordinator.
19. In the case of breach of college &/or UKBA policies and subsequent termination of the student's enrollment &/or visa, **ALL** fees paid will be forfeited.
20. The application form must be completed in full, signed, and the following mandatory supporting document must be attached along with the student application form:
  - **Previous education documents;**
  - **Certified copies of passport including the front cover page;**
21. Last 1 months bank statement;
  - **An IELTS certificate or Recognized/Verifiable equivalent (if applicable)**
  - **2 Reference letters (if applicable)**
22. Maintenance Fund: There will be no refunds due if the student visa is refused on the grounds that the applicant does not have enough funds in their account for the specified period of time as per the UK Border Agency under the Point Based System. Therefore by signing this agreement the students agrees that it is the student's responsibility to be aware of the amount of money you need in order to cover your course fees and your living costs when



you apply for an adult student visa under Tier 4 (General) of our points-based system. For further information about how much money do you need please refer to the UK Border Agency's website: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

23. The information provided is correct at the time of going to publication and is subject to change without prior notice.

## **Terms and Conditions for Fees Payment**

### **1. Amount Due**

The amount due to the college consists of the following:

- Administration Fee;
- Tuition Fee\*.

\*On the Offer Letter or Acceptance Letter we will usually state the amount of Administration Fee and Tuition Fee but we will not include any fees payable to the awarding body as they are subject to continuous changes. We are able to tell you the Awarding Body Fees at the time of your registration.

### **2. Terms of Payment**

In order to book your place unconditionally (and receive Acceptance Letter or Enrolment letter) the following minimum amount has to be paid:

- British students or students who are already in the UK and do not require visa first semester fee payable no later than on induction day;
  - Students who are already in the UK and require visa – 1 year fee or a substantial amount as agreed between the student and the college and is payable on the day of issuing CAS or before.
1. Students who are not yet in the UK - are required to pay a substantial amount of the tuition fee in advance in the form of a bank draft or bank transfer directly to the college prior to the issuance of CAS and the remaining balance of 1st year's fee on arrival to the UK. The remaining balance can also be paid as per the installment plan set by the college principal at the beginning of each course. Until the substantial amount of tuition fee as agreed between the student and the college prior to admission is paid your admission will not be guaranteed and you will not be considered as a student of LCCMS.

### **3. Methods of Payment**

The following methods of payment are accepted by the college:

- **Bank Transfer**  
Bank transfer is free if you have a UK bank account. However, if you are transferring money from overseas your or our bank may charge you for transfer.
- **Cash or postal order** (sent by post, paid at Admin Office or into the College's bank account).  
There is a 1% payment processing charge for using this method.
- **Cheque or bankers draft** (sent by post, paid at Admin Office or into the College's bank account).  
There is a 1% payment processing charge for using this method.

### **College Account Details are as Follows:**

Account Name: LCCMS  
Bank Name: NatWest  
Sort Code: 60 50 09  
Account No: 38178060  
BIC: NWBK GB 2L  
IBAN: GB58 NWBK 6050 0938178060

When paying into account full name and College ID number (if known) should be provided.

Cheques should be crossed 'Account Payee' and made payable to London College of Computing Management & Sciences.

College does not accept responsibility for any payments lost in the post therefore you are strongly advised to contact us to confirm payment has been credited into your student account.

### **4. Unpaid Cheques**

If any cheque/s returns unpaid a £50 charge is added to student's account. We will not usually write to you to inform you about paying the cheque in again. If it is returned unpaid again another £50 charge will be added, the payment will be cancelled and the balance would be added as 'outstanding' to the installment plan. If it is not cleared within 7 days we will pursue steps as in pt. 5 (b – e).

### **5. Fees Outstanding and Consequences**

In case of student not making payments to the college or if payment is delayed for more than 7 days, The College reserves the right to pursue following steps:

- a) Send reminder to the student and penalize student with £25 charge
- b) Suspend student from the college – in such case no confirmation of enrolment will be issued until all payments are cleared
- c) Cancel student's installment plan – in such case all facilities will be suspended until payments are cleared.
- d) Involve debt collection agency – in such case all additional charges which occur will also be charged to the student
- e) Cancel student's registration and inform the Home Office.



## **LCCMS Refund and Course Cancellation Policy**

### **6. Course Cancellation Procedure**

London College of Computing Management & Sciences reserves the right to cancel a course due to insufficient number of students. Students registered on any such course are notified by the college prior to the course cancellation and will be informed when the cancelled course will be offered again. For further information you should contact your Course Coordinator.

Tuition fees are refunded in case of course cancellation.

### **7. Transfer Between Courses**

All students have the opportunity to transfer course within the School. Transfer should be discussed and agreed by the respective course coordinator/s. Transfer is considered as withdrawing admission from one course and applying for admission on another course therefore all rules apply as per Admission Policy, Course Drop/Withdrawal Policy, Refund Policy and UKBA rules.

### **8. Course Drop/Withdrawal Policy**

Students are allowed to withdraw from the courses they are registered on if they inform us on or before the Induction Day.

All withdrawals and change of courses are notified to the Home Office.

### **9. Fees Refund Policy**

- If a student has to withdraw because he/she has been refused a visa to enter the UK, then a refund of all tuition fees paid will be made less 250 GBP administration charges if the refusal is the result of an error/s in the CAS (Confirmation of Acceptance for Studies). Please note that refunds will not be made if the ground of visa refusal is due to the student's own negligence or mistakes in the visa application.
- The refund will be processed once the student provides the college with the Visa refusal letter issued by the British embassy (if the application was made outside the UK) or the UK Border Agency (if the application was made within the UK).
- The refund will not be paid to a third party.
- Refund will not normally be made after the course has started unless the students have been granted extended enrolment time or the visa is refused due to error/s in the CAS.
- Where a cancellation is received after the commencement of a course, there will be no refund at all.
- No refund will be made if LCCMS facilities are used to obtain travel permits/visa.
- No refunds will be made once your course has started or if you were refused a visa on the basis of poor attendance or misconduct.
- Where a student has obtained a student visa using our college documentation and then decides not to follow his/her course at the college after arrival in the UK. There will be no refund whatsoever.
- Refunds are processed within 4 weeks after the receipt of written refund request (originals/ scanned copies).

**DECLARATION:** I hereby acknowledge that I have read all Terms & Conditions and I give my consent to the processing of the admission form to LCCMS. I also acknowledge that all the information provided in this form by me to be true and accurate.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_