



# 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**

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

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

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

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

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

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

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

**Reference-II**

**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:
  - In case of visa rejection college will refund the entire deposited amount except £250 (Administration Charges).
  - 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. The information provided is correct at the time of going to publication and is subject to change without prior notice.
20. 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.

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