

*Please affix your
passport size
photo in this space*

London College of Media

West Midlands House
Gipsy Lane, Willenhall
West Midlands, WV13 2HA
United Kingdom

Tel No: 01902275538

Web: www.londoncollegeofmedia.com

Email: admin@londoncollegeofmedia.com

STUDENT APPLICATION FORM

Please complete this application in Block Capital letters in Black Ink

Section 1: Personal Details

| | | | | | | |
|----------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------------|--------------|----------------------|
| Title | <input type="checkbox"/> Mr | <input type="checkbox"/> Ms | <input type="checkbox"/> Mrs | <input type="checkbox"/> Others_____ | First Name | <input type="text"/> |
| Middle Name | <input type="text"/> | | | | Surname | <input type="text"/> |
| Date of Birth | <input type="text"/> | | | | Nationality | <input type="text"/> |
| Permanent Address | <input type="text"/> | | | | | |
| <input type="text"/> | | | | | | |
| <input type="text"/> | | | | | Post code | <input type="text"/> |
| Telephone No | <input type="text"/> | | | | Mobile no | <input type="text"/> |
| Email Address | <input type="text"/> | | | | Passport no | <input type="text"/> |
| | | | | | N. I. Number | <input type="text"/> |

Section 2: Course Details

| | |
|--------------|----------------------|
| Course Title | <input type="text"/> |
|--------------|----------------------|

Section 3: Qualifications

| Institution Name / Awarding body name | Title of Qualifications | Full-time / Part-time | Dates of Study | | Year of Completion (DD/MM/YYYY) | Grade |
|--|-------------------------|--------------------------|----------------|-------------|---------------------------------------|-------|
| | | | Start date | End date | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

Section 4: Professional Work Experience (most recent first)

| Dates of post | | Employer's name, Address & Type of Business | Job title | Full-time / Part- time | Key roles & Responsibilities | Reason for leaving |
|---------------|----------|---|-----------|---------------------------|---------------------------------|-----------------------|
| Start date | End date | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

Section 5: English Skills

In what language were you taught and examined in for your highest qualification?

Please state your first language?

Do you have any English Language qualifications ?
(Eg: TOEFL, IELTS, ESOL)

YES

NO

If 'YES' please specify:

Section 6: Disability Monitoring

Do you consider yourself to have a disability?

YES

NO

If 'YES' please describe:

Do you have any special requirements?

YES

If 'YES' please describe:

Section 7: Emergency Contact Details

Full Name

Relationship

Address

Contact No

Email Address

Full Name

Relationship

Address

Contact No

Email Address

Section 8: Personal Statement in Support of your application

(Use this space to tell us why you choose this course and what you hope to gain from it.)

Section 9: Terms and Conditions

Please read the following terms and conditions carefully before signing this application.

1. It is the student's responsibility to ensure at all times that the information held by the college is up to date.
2. It is the student's responsibility to maintain a minimum of 80% attendance during the course. If the student fails to maintain the minimum required attendance without any valid reason i.e. medical, the college reserves the right to expel the students with no obligation to offer any award or a refund.

3. The college has the right to instigate disciplinary action or expel students whose behavior is deemed unprofessional or disruptive to other students or staff. Under such circumstances any tuition fee paid remains non-refundable.
4. The college reserves the right to make changes to time table, tutors or venues without prior notice. This will not affect your studies.
5. The college reserves the right to cancel or reschedule intakes should there be insufficient enrolment in any particular course. Students may opt for a refund in these circumstances prior to commencement of their course.
6. The college is not liable for student's loss of belongings whilst in campus or personal injury.
7. A student's place on the course will not be held unconditionally without receiving the full payment specified on the offer letter.
8. Should a student wish to change course, their request must be put in writing and is subject to the discretion of the college.
9. Once a valid visa has been issued, visa fees will not be refunded unless the college cancels the course.
10. Once a student pays the tuition fees and arrives to the country, there will be no refund of tuition fees unless the course is cancelled.
11. Students will receive certificates based on any outstanding being cleared.
12. LCM reserves the right to expel students without an award or a refund should the student default in an agreed installment payment.
13. In addition to college tuition fees, students are responsible to pay for exam fees, course membership fees as specified by the course awarding body. The student is also required to pay for study materials, accommodation and living expenses. Such costs are explained on the conditional offer letter.

By enrolling at London College of Media, I have read and agree to the above terms and conditions set by the institution.

Full Name

Signature Date

Section 10: Documents Enclosures (Please tick the appropriate box)

- Fully filled Application form Colour Copies of Passport English language test score
- 2 Colour Passport Size Photographs Copies of transcripts / Mark sheets
- Copies of educational certificates and relevant documents

Please return the complete application and relevant documents to

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