



West London College  
of Business &  
Management Sciences

2 PHOTOS

## Application Form

Please complete this form in **BLOCK CAPITALS**

### Personal details

Title: Mr. ■ Ms. ■ Miss ■ Mrs. ■ Dr. ■ other ■

First Name \_\_\_\_\_

Surname/family name \_\_\_\_\_

Previous surname (if applicable) \_\_\_\_\_

Nationality \_\_\_\_\_

Date of birth (dd/mm/yy) \_\_\_\_\_

Marital Status \_\_\_\_\_

Sex: ■ male ■ female

Home Country address \_\_\_\_\_

\_\_\_\_\_

Country \_\_\_\_\_

Tel no \_\_\_\_\_

Email \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

United Kingdom address (if applicable) \_\_\_\_\_

\_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Tel no \_\_\_\_\_

Fax no \_\_\_\_\_

Next to Kin \_\_\_\_\_

Relationship (E.g. Father) \_\_\_\_\_

Address and Contact Details \_\_\_\_\_

\_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_ Tel \_\_\_\_\_

Course Applying for \_\_\_\_\_

Date of Arrival in UK (If Applicable) \_\_\_\_\_

Session \_\_\_\_\_

Full-time / Part-time (Please Tick one) \_\_\_\_\_

**Education** – List of schools, college and universities attended with dates and qualifications obtained

Name of Institute	Dates		Qualification Obtained
	From	To	

**Professional Experience (If any)**

Employer Details	Dates		Designation - Responsibilities
	From	To	

**English Language Proficiency:** IELTS/Other English Language Course: \_\_\_\_\_

**Learning Difficulties (If Any):** \_\_\_\_\_ **Disabilities (If Any):** \_\_\_\_\_

**Personal statement** (to be completed by applicant e.g. reason for choosing course and college/personal circumstances):

### Terms and Conditions

- The course fee must be paid in full advance before commencing studies, unless an instalment plan has been agreed with the Director of Finance.
- Students found to have difficulties in following a course due to inadequate language skills; will be required to follow a remedial course in English Language at WLCBMS until their level of English reaches a required standard.
- Students unable to join their courses by the schedule date must inform the college in writing at least two weeks prior to the starting date of the course.
- No student will be enrolled on a course unless and until approved by academic board of the College.
- Students who have paid fees and have been refused a student visa will be eligible for a refund upon confirmation from the British High Commission. However, application fee of £250.00 will be retained.
- Students who are late in starting their course will not be entitled to any refund, or reduction in tuition fees; this also applies where students have been absent from class for a period of time and where they may not have been attending all the subjects from which they have been enrolled.
- If supporting documents provided with application, found not to be genuine admission will be cancelled immediately and any fee paid will not be refunded.
- The College reserves the right not to run a particular course due to the unavoidable circumstances and to transfer students to an alternative course.
- The College reserves the right to make changes to the structure and content of courses.
- The College reserves the right to refuse admission to any student.
- Absence due to illness must be supported if a medical certificate from a doctor is provided.
- Students are required to keep the college informed of any change of address or contact details.
- In the event of a student being dismissed by the college, fees will not be refunded.
- An international student whose attendance is below 80% or who is absent from College for 10 consecutive days will be notified to UK Border Agency.
- Visa letter issued to an international student, is only for the current session any subsequent application will incur an administration fee.

### Declaration

I confirm that the statements made by me on this form are correct. Should any of the above statements prove to be incorrect the College reserves the right to withdraw any offer made or cancel any subsequent registration with the College. I have read the guidance notes; I undertake to be bound by the terms set out in it and I give my consent to the processing of my data by WLCBMS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List of enclosures to be submitted with your application form

<input type="checkbox"/>	Copies of my all educational certificates and Passport Copy	<input type="checkbox"/>	Two passport size photographs
<input type="checkbox"/>	One year Full fee of course (£250 Application Fee – Non-Refundable)	<input type="checkbox"/>	2 References

### For WLCBMS Only

Student's Registration Number: \_\_\_\_\_ Course commencement Date: \_\_\_\_\_

Registrar's remarks: \_\_\_\_\_