



London School of Commerce & IT

Kindly attach
2 photographs
(Write your name
and date of birth at
the back)

Application Form

Please complete the form in black ink and write in **BLOCK LETTERS**

Course Details

Course Title:

Course Level :

Academic Intakes: January February

Mode: Full Time Part Time

April September

Personal Details

Title: Mr. Mrs Ms. Miss Other

Full Name as in Passport:

Date of Birth:

Current Age:

Place of Birth:

Nationality:

Gender: Male Female Other Sexual orientation: Bisexual Gay man Gay woman/lesbian
 Heterosexual Other Information refused

Religion or Belief: Buddhist Christian Hindu Jewish Muslim Sikh Spiritual
 any other religion or belief Information refused

National Insurance No:

Marital Status: Married Single

Telephone No:

Mobile No:

E-mail:

Student Declaration of Disability (select below)

Do you have a disability? Yes No

- No known disability Two or more impairments and/or disabling medical conditions
 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
 A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
 Deaf or a serious hearing impairment Blind or a serious visual impairment uncorrected by glasses
 A disability, impairment or medical condition that is not listed above

Ethnicity (select below)

- White Gypsy or Traveller Black or Black British – Caribbean Black or Black British - African
 Other Black background Asian or Asian British – Indian Asian or Asian British - Pakistani
 Asian or Asian British – Bangladeshi Chinese Other Asian background Mixed - White and Black Caribbean
 Mixed - White and Black African Mixed - White and Asian Other mixed background Arab
 Other ethnic background Not know Information refused

Current UK Address:

House number/name:

Address line 1:

Address line 2:

Town/City:

Postcode:

When did you move in?

Personal Statement

Please indicate the reasons as to why you have chosen to study this course at LSCI. You should also indicate as to how you would benefit from this course.

Document Enclosure and Checklist

Passport Copy: <input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs: <input type="checkbox"/> Yes <input type="checkbox"/> No
Visa Copy, if applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No	Copies of Academic Certificates / Transcripts: <input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of NI: <input type="checkbox"/> Yes <input type="checkbox"/> No	Letter from Previous Institution: <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Experience Letters: <input type="checkbox"/> Yes <input type="checkbox"/> No	English Language Test Score: <input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Address in the UK: <input type="checkbox"/> Yes <input type="checkbox"/> No (for last 3 years, if EU citizen)	Awarding Organisation Registration Document: <input type="checkbox"/> Yes <input type="checkbox"/> No

Student Questionnaire

To be completed by the student.

1. Have you been fully informed about LSCI and the programmes offered? Yes No
2. Have you been informed about the fee structure and instalment plan? Yes No
3. Have you been informed that attendance is compulsory and you should maintain a minimum of 80% attendance throughout your study at LSCI (failure to achieve this can lead to your registration on the course being terminated). Yes No
4. Have you been informed that you cannot change or defer the course without prior written permission from the College?
 Yes No
5. Have you been informed that there is a late submission fee and a resubmission/re-sit fee for students who are not successful in examinations/assessment at the first attempt?
 Yes No
6. Are you a previous student at LSCI? Yes No
If yes, please give details:

Terms and Conditions for Students of LSCI

- All fees are payable in GBP (£) by Bank Transfer, Personal Cheque or Bank Draft
- Anyone supplying false information on the Application Form is liable to face suspension from the College.
- LSCI reserves the right to take action against any student for poor attendance, absenteeism or violation of any of the regulations concerning class attendance.

Refunds will only apply under the following exceptional circumstances:

- Full refunds will be given to students if the College is unable to offer an advertised course on the start date or within six months thereafter due to insufficient student applications.
- If a student becomes ill during the duration of the course they will be advised to temporarily withdraw from the College by definition, expected to return. Refunds will not be issued for temporary withdrawals in case of illness and any resulting credit will remain on the student's account and be carried forward to the following year to count towards further fees charged
- Students who temporarily withdraw from their studies or are withdrawn by the College due to disciplinary reasons, remain liable to pay any outstanding fees for the full year due to the College and re-enrolment will not be permitted until outstanding fees have been paid.

Self-financed students or Sponsorships:

- Self-financed students who withdraw from a course after two weeks following the start date of the course will not be entitled to any refund, and any fees outstanding will remain payable.
- The refund will be made to the same account/person from where it is paid originally.

Student finance:

- If a student finance application is not approved, the balance will remain outstanding which the student will be liable to pay.
- Where Student Finance England (SFE) ceases payments due to the student's withdrawal or any other reason, the student will be liable for the balance of outstanding fees for the year.
- If the student withdraws from their course after first two teaching weeks, full fees will be due and no refunds will be given.
- SFE tuition funds cannot be used to cover the previous year's outstanding tuition or carried forward to subsequent years as they pay for specific study with a specific amount of funding for each academic year.
- Where the College is required to refund any Student Loan payments received, it follows the guidelines of Student Finance England and action refunds through the change of circumstances system.

Change of Course:

- If a student wishes to transfer to a new course, then new course fees will apply. Previous course fees will not be transferred to the new course.

I confirm that to the best of my knowledge the information given in this form is correct. If accepted on this course, I agree to abide by the rules and regulations of LSCI as set out in the College Prospectus, Policies and Student Handbook. I confirm that I have read, understood and agree to all the terms and conditions above.

Applicant's signature as in passport:

Date:

Personal data consent Form conforming GDPR 2018

I, _____

hereby give full consent to London School of Commerce & IT (LSCI) to use my personal information for academic and/or administrative purposes, including providing references on my behalf in the following circumstances.

- where LSCI is legally required to release my personal data to statutory bodies such as the Office for students (OfS), the Universities and Colleges Admissions Service (UCAS), the Student Loans Company (SLC) and the Higher Education Statistics Agency (HESA).
- where the Government or their agents may need to check the accuracy of my personal information provided by me against external data sources.
- where other legislation, such as the Protection of Children Act 1999 or the Mental Health Act 2007, overrules the principles of the Data Protection Act 1998.

Applicant's signature as in passport:

Date:

Kindly return the completed application form to:

London School of Commerce & IT
59-66 Greenfield Road, London E1 1EJ - United Kingdom
Telephone: +44 20 7702 2509, +4420 3002 8385, Email: info@lsci.org.uk
Website: www.lsci.org.uk

Office Use Only

Application Received Date:

Student Number:

Programme of Study:

Start Date:

End Date:

Offer Decision: Unconditional Conditional Reject

Student Finance Status: Approved / Pending / Not Approved

If Conditional or Rejection please specify the reason:

Authorised By

Name:

Position:

Signature:

College Seal:

Date: