



LEBC

London East Bank College

57-60 Aldgate High Street, Rennie House, London. EC3N 1AL, United Kingdom. Tel: +44(0)20 7481 0700; Fax: +44(0)20 7702 4608 ,info@eastbankcollege.org.uk, www.eastbankcollege.org.uk

APPLICATION FORM

1. COURSE / PROGRAMME DETAIL

Title of programme/Course : _____ Full time Part time

Course / Programme code(if known) : _____ Year of entry : DD/MM/YY

Awarding Body : _____ Session : DD/MM/YY

Current course(s) name: _____ Entry level : _____ Start date : DD/MM/YY
(if attending) (with LEBC)

Institution last attended : _____ Expected end date : DD/MM/YY

2. PERSONAL DETAIL

Title Surname/
(Mr/Ms/Miss/Mrs/Dr) : _____ Family name : _____

First name : _____ Middle name : _____

Gender(Male/Female): _____ Date of birth : _____ Age : _____
(DD/MM/YEAR)

Passport number : _____ Visa Expiry date : _____ Date of entry to UK : _____

3. ADDRESSES AND OTHER CONTACT DETAILS

You must give an address where we can send all correspondence. We will use this address unless you notify us of any change.

Address for correspondence

Home address(if different)

Postcode : _____ Country: _____ Postcode : _____ Country: _____

Telephone : _____ Telephone : _____

Mobile : _____ Fax/Email : _____

4. NATIONALITY / DOMICILE

Country of domicile or area of permanent residence: _____ Nationality: _____

Country of Birth: _____

5. DISABILITY/SPECIAL NEED

Please tick one or more of the following boxes if u consider yourself to have a disability and / or specific learning difficulty.

- | | |
|--|---|
| 0. None <input type="checkbox"/> | 5. Wheelchair user/mobility difficulties <input type="checkbox"/> |
| 1. Autistic Spectrum Disorder/Asperger Syndrom <input type="checkbox"/> | 6. Mental health difficulties <input type="checkbox"/> |
| 2. Specific learning difficulty (e.g. dyslexia) <input type="checkbox"/> | 7. Two or more of the above <input type="checkbox"/> |
| 3. Blind/Partially sighted <input type="checkbox"/> | 8. Unseen disability, e.g. diabetes, epilepsy or a heart condition <input type="checkbox"/> |
| 4. Deaf/hard of hearing <input type="checkbox"/> | 9. Not listed above <input type="checkbox"/> |

6. PREVIOUS EDUCATION

You should list all subjects taken, whatever the result of your highest qualification. Please attach transcript of all results. Continue on a separate sheet if necessary or if you are unable to match your qualifications to this format.

Institution attended	From (DD/MM/YY)	To (DD/MM/YY)	Title of award	Subject studied	Class/Grade
1.					
2.					
3.					
4.					
5.					

7. ENGLISH LANGUAGE PROFICIENCY

Is English your first language?

Yes

No

If you are a non-native speaker of English please give details of your highest English language qualification (eg IELTS, TOFELS). How your present condition will satisfy in terms of English language ability?

Course title	Date taken	Grade or mark

8. WORK EXPERIENCE

Please give details of your most recent work experience, training and employment. Continue on a separate sheet if necessary.

Job title and Nature of work	Name and location of organisation	Full-time or part-time	From (DD/MM/YY)	To (DD/MM/YY)
1.				
2.				
3.				
4.				

9. PERSONAL STATEMENT

Please state your interest in the subject/profession and give information on any related activities which may help us to process your application. Please cover the following topics while writing personal statement: 1. How will the course fit to your future career plan? 2. Why do you think that you have clear eligibility to meet admissions criteria? If you prefer to type this, you may attach it as a separate sheet. Please add your name and course to any attachment.

10. REFERENCES

This should not be from family or friends. Please give one academic reference from your school, college or University and one personal reference from an employer. Attach both reference to this application form.

Referee 1

Name : _____

Post held : _____

Address : _____

Postcode/
zipcode : _____

Telephone: _____

Email : _____

Referee 2

Name : _____

Post held : _____

Address : _____

Postcode/
zipcode : _____

Telephone: _____

Email : _____

Decision by Admissions Tutor

This section is for office use **only**. Do not complete.

Date Received : _____ Course : _____

Course code : _____ Year : _____

Course fee : _____ Amount received : _____

Unconditional Offer : Yes No

Interview/Test : _____ Time : _____

Date : _____ location : _____

With : _____

Conditional offer : Yes No

The condition of the offer are:

Reject : Yes No

Recruitment
Agent's ID : _____

Signature & Date _____ Office seal _____

Contact Details

Please forward this form to the relevant admissions and marketing office as given in the prospectus or webpage. If you are unsure, then forward to:

Director of Admissions
London East Bank college
57-60, Aldgate High Street, Rennie House
London. EC3N 1AL. United Kingdom.

Phone : +44(0)207 481 0700
Fax : +44(0)207 702 4608
Email : info@eastbankcollege.org.uk

www.eastbankcollege.org.uk

Checklist

Have you included:

- Completed application form properly
- Verified copies of transcript/certificates of your qualifications
- Documentary evidence of your Visa status in the UK
- Documentary evidence of your all other settlements.

11. FEE STATUS/PAYMENT OF TUITION FEE

Payment can be made either by bank draft payable to LONDON EAST BANK COLLEGE or by fund transfer to the following account:

Name of the bank : HSBC
Branch : Whitechapel branch
Account name : London East Bank College
Sort code : 40-02-33
Account no : 51461664

12. CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes No

If you have been convicted of a criminal offence, excluding motoring offences for which a fine and/or up to three penalty points were imposed, you are required to declare this. If you tick 'Yes' box you will be required to provide details of the conviction on a separate sheet.

13. ETHNIC ORIGIN

Please tick box that you feel most adequately describes your ethnic origin

- | | | | | | |
|-------------------------------------|--------------------------|--|--------------------------|-----------------------------------|--------------------------|
| 1. White-British | <input type="checkbox"/> | 7. Asian or Asian British-Indian | <input type="checkbox"/> | 13. Mixed-White and Black African | <input type="checkbox"/> |
| 2. White-Irish | <input type="checkbox"/> | 8. Asian or Asian British-Pakistan | <input type="checkbox"/> | 14. Mixed-White and Asian | <input type="checkbox"/> |
| 3. Other White background | <input type="checkbox"/> | 9. Asian or Asian British-Bangladesh | <input type="checkbox"/> | 15. Other Mixed Background | <input type="checkbox"/> |
| 4. Black or Black British-Caribbean | <input type="checkbox"/> | 10. Chinese or other Ethnic background-Chinese | <input type="checkbox"/> | 16. Other Ethnic Background | <input type="checkbox"/> |
| 5. Black or Black British-African | <input type="checkbox"/> | 11. Other Asian Background | <input type="checkbox"/> | 17. Not known | <input type="checkbox"/> |
| 6. Other Black background | <input type="checkbox"/> | 12. Mixed-White and Black Caribbean | <input type="checkbox"/> | 18. Information refused | <input type="checkbox"/> |

14. TERMS And Conditions

No student will be admitted to any programme unless the Director of Admissions is satisfied that the previous qualifications will enable the applicant to benefit from the proposed programme. The registration fee of £100 is non-refundable.

- It is condition that the college requires at least 80% attendance from a student before examination. In the event of a student being expelled by the college, fee will not be refunded.
- If a student decides to withdraw, he/she can apply for partial refund of the paid tuition fees only if he/she has valid ground and college accepts it.
- Any prolonged absence from classes must be reported to the administrative office immediately. **Students must notify any changes of address to the office.** Overseas students must note that where a statement has been sent to UK BA to support visa applications, the college will be obliged to notify UK BA of any cancellation.
- The college reserves the right to cancel any course prior to commencement date whereupon any fees paid will be refunded in full.
- The college reserves the right to withdraw a subject at any time when it considers that it is not viable, whereupon an alternative subject will be offered.
- If any student ceases to study at the college for any reason whatsoever (for example: suspension, expulsion, cancellation of registration) the agreed installments are still payable by the student for the remaining portion of the academic year at the same dates and time as in the original enrollment contract.
- Students are not entitled to any refund of the deposit where the enrollment has been supported by a visa letter from High Commissions/Embassies or UK BA in the UK. The students are further liable for the tuition fees for a complete academic year.
- The formation or continuation of any course/class is dependent upon adequate number of students enrollment and attendance. For most courses there will be a minimum enrollment and attendance.
- Students supplying false information on the application form are liable to be suspended from the college.
- If the official admission form is signed on behalf of the student by his sponsor/guardian, these conditions remain binding on all parties. The college reserves the right to make whatever changes may be deemed necessary in admission requirements, fees, tuition policies, regulations and academic programmes prior to the start of it.

15. DECLARATION

No application will be considered if this declaration is not signed by the student.

I declare that the statement made by me is correct to the best of my knowledge and belief. I have read and understood the college's terms and conditions. I agreed to be bound by those terms and conditions. I understand that no refund will be made in the event of cancellation or non-attendance of the course.

Signed: _____ Date: _____

Reference request for study at London East Bank College

CONFIDENTIAL STATEMENT BY REFEREE

- Academic achievement and potential, including predicted results or performance
- Suitability for programme(s)/subjects(s) applied for
- Factors that may have influenced or influence performance
- Personal qualities (motivation, powers of analysis, communication skills, independence of thought)
- Other interests and activities
- In the case of applicants whose first language is not English it is helpful to comment upon the applicant's ability in written and spoken English. Please clarify, where appropriate, the proportion of courses studied or being studied in which the medium of instruction is English

Applicant's name:

Programme applied for:

Name of referee :

Official Stamp :

Signature :

Date :

Please tick this box if you do not consent to the reference being made available to the applicant.

under the terms of data protection act (1998), circumstances may arise in which the college would be obliged to reveal the reference even in the event of your consent having being withheld.

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