

Application Form



Please read the Notes, Terms and Conditions overleaf and then complete this form in BLOCK LETTERS (apart from your email address). You should submit this form, together with scanned copies of your qualifications, either directly to the College using the contact details given overleaf, or via your local WLC representative.

For office use only

Reference Number	Student Number	Representative
Course offered	Instructions	
Officer	Date	

YOUR PERSONAL DETAILS

Mr Mrs Miss Ms Other

Full Name (as you would like it to appear on your acceptance letter)

First Name

Second Names (if any)

Family Name

Postal Address

Nationality

Sex Male Female

Passport Number

Date of Birth

Age

Country

Zip/Postcode

Father's Occupation

Telephone No. (inc. area code)

Mother's Occupation

Mobile/Cellphone No.

Previous West London College Student Number (if applicable)

Email

Marital Status Single Married Engaged/Unmarried Partner

YOUR COURSE

Please choose the course(s) you wish to apply for: (You may need to tick more than one box.)

Department of Business

Undergraduate Programmes

- Pre-BBA - Diploma in Business Administration
- Bachelor's Degree in Business Administration (BBA)
- Bachelor's Degree in Business & Finance (BA)
- Bachelor's Degree in Accountancy (BA)

Postgraduate Programmes

- Pre-MBA - Advanced Diploma in Business Administration
- Master's Degree in Business Administration (MBA)
- Master's Degree in Marketing (MSc.)
- Master's Degree in Financial Management (MSc.)

Department of Computing

- BCS Diploma in IT
- BCS Diploma in IT - 2nd year entry
- Bachelor's Degree in Computing (Final Year)

Department of Hotel Management

- CTH Advanced Diploma in Hotel Management
- CTH Advanced Diploma in Hotel Management - 2nd year entry
- Bachelor's Degree in Int. Hospitality & Tourism Mgt. (Final Year)

Department of Travel & Tourism

- CTH Advanced Diploma in Tourism Management
- CTH Advanced Diploma in Tourism Management - 2nd year entry
- Bachelor's Degree in Int. Hospitality & Tourism Mgt. (Final Year)

Department of Fashion

- Foundation Diploma in Fashion Design
- Higher Diploma in Fashion Design

English Language

- English Language 10 weeks 20 weeks 30 weeks
- Pre-sessional English for Bachelors/Masters degrees (6 months)

YOUR PREFERRED START DATE

When are you planning to start your course?

(Month)

(Year)

YOUR EDUCATIONAL HISTORY

Please give details of your academic qualifications and attach copies of your educational certificates and transcripts. NB. Your application cannot be considered for an unconditional offer if educational certificates are not attached. If you have taken some examinations but have not yet received the results, please list what you have taken and when the results are expected.

	Title of Qualification	Institution	Year Started	Year Passed	Results
Secondary Education					
Undergraduate Level					
Postgraduate Level					
Professional Qualifications					
English Language Score (IELTS, TOEFL etc.)					

YOUR EMPLOYMENT HISTORY

If you have any relevant work experience please tell us what sort of work you have done and for how long. Please give job title, whether full-time or part-time, and duration.

NOTES, TERMS & CONDITIONS

1. By completing and signing this application form you are agreeing to these terms and conditions. The provision of false or misleading information may result in your enrolment with the College being cancelled.
2. If your application is successful you will be sent (by email or via your WLC representative) an Enrolment Form & an International Admission Document, valid for the next two available course start dates. If neither place is taken up you may request replacement documentation for a later start but this will be subject to any increase in the tuition fee.
3. In order to confirm a place at the College you must sign and return the Enrolment Form and make an advance payment of tuition fees as indicated on the International Admission Document. In the case of overseas students the advance payment becomes non-refundable once a student visa has been issued. In the case of all students tuition fees become non-refundable once a course has commenced.
4. On receipt of the tuition fee deposit the College will confirm your place and, if you require a visa, we will issue a CAS (Confirmation of Acceptance for Study) to enable you to apply for a Tier 4 (Student) visa to enter the UK.
5. You are expected to attend at least 85% of classes and study to the best of your ability. Failure to do so without good reason may result in expulsion from the course and the forfeiture of tuition fees paid. In the case of overseas students the College may not be able to extend a visa if attendance and progress have not been satisfactory and reserves the right to withdraw sponsorship in such cases.
6. Once on course you will not be given permission to miss classes without good reason.
7. You are expected to behave in a manner so as not to cause inconvenience to staff and fellow students and to abide by College rules and regulations and also the rules and regulations of our university partners and external exam boards.. Failure to do so may result in your expulsion from the College and the forfeiture of tuition fees.
8. The liability of the College through negligence is limited to the value of tuition fees paid, unless resulting in death or personal injury. Field trips and outings are undertaken at your own risk.
9. If you are paying tuition fees in instalments you must do so in compliance with the agreed schedule. Failure to do so may result in suspension from classes.
10. If you are subject to immigration law you must comply with immigration regulations and consent to the College providing information about you to the United Kingdom Border Agency if required.
11. If you are unable to study for a length of time that may affect your exam results because you are ill or for some other good reason the College will normally, but at its discretion, allow you to repeat that part of the course without extra charge.
12. The College reserves the right to cancel a course if there is insufficient demand, in which case tuition fees will be refunded in full.

YOUR DECLARATION

Important note: Your application cannot be considered if this declaration is not signed.

I confirm that the information I have given on this application form is correct and that I have read and agree to the notes, terms & conditions above.

Your signature

Date

Your Full Name

HOW TO SUBMIT YOUR APPLICATION

PLEASE NOW RETURN THIS COMPLETED FORM TO THE COLLEGE...

By post to: The Registry, West London College, Parliament house, 35 North Row, Mayfair, London W1K 6DB.

By email to: courses@westlondoncollege.com

By fax to: +44 207 499 5853

...Or submit it through one of our local **authorised representatives** worldwide.

FINAL CHECKLIST: **Do not forget** to include...

- Your signed and completed application form
- Copies of all secondary, post-secondary & university transcripts & examination certificates.
(Official English translations must accompany all non-English documents)
- A photocopy of the ID page of your passport
- Evidence of English language proficiency (e.g.: TOEFL, IELTS)

WEST LONDON COLLEGE **WLC**[®]

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