



# CONCEPTS COLLEGE LONDON

## STUDENT APPLICATION FORM

VERSION: CCL0810/001

### FOR OFFICE USE ONLY

Student Ref:

Application Received Date:

Course Applied For:

Agent Ref:

Instructions:

Please return this FORM TO:

**By Post: Concepts College London, 7th Floor Ambassador House,  
Brigstock Road, Thornton Heath, CR7 7JG, United Kingdom.**

**By Email: info@conceptscollege.co.uk**

**By Fax : +44 (0) 20 8665 8200**

**Tel: +44 (0) 20 8684 1888**

*This Form can be Hand Written and submit to your local  
CCL representative along with all relevant documents.*

Attached Your  
Photo Here

### SECTION 1 PERSONAL DETAILS

Title: MR / MRS / MISS / MS / OTHERS (Specify)

Last Name :

Applicant's Name :

Other Name Known:

Date of Birth : MM / DD / YYYY

Nationality :

Passport No.:

Gender : MALE / FEMALE

Marital Status :

No. of Dependents :

Do you consider yourself to have a Disability:\* YES / NO

Do you have a Criminal Convictions:\* YES / NO

*\* If "YES" either of above, Please provide details separately in sealed envelop .*

PERMANENT ADDRESS (OVERSEAS)

CORRESPONDENCE ADDRESS (If different from permanent address)

POST CODE

COUNTRY

POST CODE

COUNTRY

CONTACT TEL:

CONTACT MOBILE:

EMAIL:

### SECTION 2 COURSES SELECTION

Please refer to our website for further information about courses.

Preferred Intake for which you are applying for:

Please specify Month and Year here:

Have you applied to CCL before : YES / NO

PLEASE SELECT PREFERRED COURSES

 Diploma in Business Studies

 Post Graduate Diploma in Business Management

 OTHERS 
 Advanced Diploma in Business Studies

 Post Graduate Diploma in Hospitality Management

 PRE- Sessional Academic English Course

Have you ever been rejected for UK Visa? YES / NO (If YES, Please specify the reason and submit refusal letter.)

**SECTION 3 ACADEMIC DETAILS***(Please use separate paper sheet if required)*

QUALIFICATION	FROM	TO	INSTITUTE/UNIVERSITY	GRADE

**SECTION 4 ENGLISH LANGUAGE**

Is your first language is ENGLISH ? YES / NO

OTHERS please specify :

*If your Mother tongue or first Language is not English, than please provide the evidence of your English language ability in documentary proof. i.e. IELTS . TOEFL. Etc.*

In which Language medium of your instruction of your last two year of education :

ENGLISH QUALIFICATION

DATE ACHIVED MM / DD / YYYY

GRADE:

**SECTION 5 EMPLOYMENT DETAILS***(Please use separate paper sheet if required)*

COMPANY NAME	FROM	TO	POSITION	REASON TO LEAVE

**SECTION 6 REFERENCES**

NAME	ADDRESS	CONTACT NUMBER	EMAIL

**SECTION 7 FINANCES***Indicate how you intend to finance your studies and your living expenses in U.K.*

How will you finance your studies at CCL?

Family Savings Loan Employer 

OTHERS

Sponsor's Name Job Title Email Phone **Sponsor's Declaration***I have agreed to finance the above name applicant in his/her studies in United Kingdom and agreed to release funds for tuition fees and living expenses as and when required.*

Signature of Sponsor

Name

**SECTION 8 STATEMENT OF PURPOSE***In not less than 150 words or continue on separate paper sheet.**Please provide a statement in your own words explaining: (i) why you wish to study in the UK, (ii) why you have chosen CCL and if you have researched any other institutions before deciding upon this College, (iii) why you have chosen this course and how it fits with your career path, (iv) what you intend to do after you complete the course, (v) how you intend to finance your studies and living expenses in the UK***SECTION 9 DOCUMENT REQUIRED**

- |    |  |                          |    |   |                          |
|----|--|--------------------------|----|---|--------------------------|
| 1. | Application form [mandatory]<br>3 signatures required (including sponsor).   | <input type="checkbox"/> | 5. | Work references showing at least TWO<br>years managerial experience               | <input type="checkbox"/> |
| 2. | Latest academic transcripts<br>from highest qualification.   | <input type="checkbox"/> | 6. | IELTS or TOEFL test score<br>If required. Check course prerequisites              | <input type="checkbox"/> |
| 3. | Graduation certificate or evidence of<br>course completion [mandatory]<br>As per course prerequisites                                  | <input type="checkbox"/> | 7. | Copy of passport (Mandatory)  | <input type="checkbox"/> |
| 4. | Two references [mandatory]<br>(For graduates two academic references;<br>One managerial experience, If not two<br>academic reference). | <input type="checkbox"/> | 8. | Two passport-size photo of student<br><i>Attach to front of this application.</i> | <input type="checkbox"/> |
- PLEASE NOTE: Students are required to bring their original documents on Registration Day.**

## TERMS AND CONDITIONS

1. College reserves the right to reject an application without giving any reason, if not satisfied.
2. Admin fee of £150 will be charge at the time of application, this is non-refundable.
3. Students are responsible for registration and exam fees of the external awarding body of their courses (which is not included in Tuition fees); however college will assist students on how to register with these awarding bodies.
4. The college must be in possession of full tuition fees of the course applied before the commencement of the course.
5. No student will be allowed to start the course unless & until the programme co-ordinator is satisfied that all necessary academic requirements are met. The College also reserves the right to change or downgrade the level of the course, if we feel the student is not good enough to under take the course he/she applied for, at the time of arrival.
6. The college reserve the rights to demand unpaid fees using external sources & students are liable to pay the legal fees incurred in addition to tuition fees .
7. It is the student's responsibility to inform & update the college of their change of address, telephone no. or any other mean of communication .
8. The student must confirm that they have sufficient funds available for their living cost & course fees. The tuition fee does not include the cost of living in London.
9. The College has a very strict policy on attendance. Minimum of 85% attendance is compulsory to be eligible to sit in the exam. Less attendance may result in termination of student admission.
10. Student who misses 10 consecutive classes will have their admission terminated from the college and consequently withdraw the sponsorship and report to UKBA accordingly.
11. Student will be liable to pay full fees and no fees is refundable once the student has been granted visa on our college sponsorship /granted the visa but doesn't want to come for any reason.
12. College takes no responsibility or have no influence over issuance of visa whether in UK or outside UK.
13. The college does not offer any immigration service except where compelled by law to do so. Students who may or will require more need for immigration services are advised to seek services of legal immigration advisers or to contact the OISC for registered legal advisors near them.
14. The college reserves the right to suspend a particular course due to situation beyond our control, such as civil unrests, political instability, natural calamities or disasters, Fire, etc..
15. The college reserves the right to suspend a particular course due to sudden absence of the lecturer or due to a lack of enough number of students for particular course.
16. The college may share student's details with our partners for the purpose of service provision. Concepts College London students intending to join a partner university onto the second or third year of their degree programme might be interviewed at any stage by the concerned partner to confirm their eligibility.
17. External charges such as credit card commissions and bank fees will be deducted from refund amounts if they apply.
18. No refund once the course has started and no refund will be made for non-attendance of scheduled classes.
19. Only students who have paid full fees and have been refused visas for the reasons, which are genuinely not their fault, will be allowed a refund. However, an administration fee of £150.00 plus a proportion of tuition fee calculated on a pro rata basis will be retained.
20. The college does not provide refund on refusal application of the students due to misleading information provided by the students.
21. Student who knowingly provide misleading information to college or college granted agencies including immigration or try to fraudulent means to obtain immigration favours will not be eligible for refund.
22. Refund request received after 14 days of actual decision made, date mentioned on the original refusal letter, will be invalid unless student has a valid proof if he applied for an appeal or administration review against the decision.
23. All refund will be processed within 28 days of the request of refund subject to providing original refusal letter and request letter from the students, Some refunds may take longer depending on the nature of individual applications .
24. In case of plagiarism fees are non refundable and non transferable.
25. Student who want to change their immigration status will be liable to pay full fees once the course has stated, and the student who did so will be not liable to refund of tuition fees.
26. Student should advise the college of their travels dates & flight in advance, if the student is not granted entry clearance, he is not entitled for refund.
27. Student who applied for visa and was refused and have appealed or send for an administrative review will not be liable for refund until the final decision by relevant authority.
28. Student who have been refused visa for knowingly non compliances with either the college policies or violation of previous visa granted to them will not be granted any refunds and they will be liable to pay full fees.
29. Once refunds are made the applicant loses all rights against the college including usage of the college's name to gain favours.
30. Students who have gained immigration favours with the name of the college will not be allowed to transfer to another institution or change their immigration status before the end of their academic year otherwise the full tuition fee will be charged.
31. If, after being granted a student visa by deception as a result of presenting false documentation to the College or any agent of the College the student forfeits the right to a refund of fees paid, and may be excluded from the College.
32. Text books will have to be purchased for most subjects by the students and a laptop computer may be required for their personal use.
33. Student cannot change or defer any course without prior written permission.

**By signing the form, college understands the student has read and agreed all the terms and conditions mentioned above and gives the college an authority to process this application.**

**Applicant's Full Name:**

**Signature:**

**Date:**

**If you need any further assistance to complete this form, please contact us at:**

### CONCEPTS COLLEGE LONDON

7th Floor Ambassador House, Brigstock Road, Thornton Heath, CR7 7JG, United Kingdom.

Email : [info@conceptscollege.co.uk](mailto:info@conceptscollege.co.uk) , [www.conceptscollege.co.uk](http://www.conceptscollege.co.uk)

Tel: +44 (0) 20 8684 1888 , Fax: +44 (0) 20 8665 8200