



Professional Academy of London
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London W1D 2DY, United Kingdom
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Email : info@lpaol.co.uk

Student ID No.
(Official use only):

TO BE COMPLETED BY UK AND EU APPLICANTS ONLY.

If you are a non-EU student, do not submit this form.
Please contact LSC for an alternative Application Form

Application Form

Please complete the form in **BLOCK LETTERS** (* indicates compulsory fields).

1. COURSES: *(Please select the course for which you are applying):*

- | | | | |
|---|-----------------------|---------------------------|-----------------------|
| Postgraduate Diploma in Banking and Finance
<small>(ISLAMIC BANKING & FINANCE)</small> | <input type="radio"/> | English Languages courses | <input type="radio"/> |
| Human Resources & Talent Management | <input type="radio"/> | French Languages courses | <input type="radio"/> |
| Aspiration of Project Management | <input type="radio"/> | | <input type="radio"/> |
| Bespoke Courses | <input type="radio"/> | | |

2. PERSONAL DETAILS: *(IN BLOCK CAPITALS)*

Surname*: _____

First Names(s)*: _____

Gender*: Male Female

Nationality*: _____ Date of Birth*: _____

3. PERMANENT ADDRESS:

Permanent UK Address: *

Correspondence Address : *(if different)* *

City: * _____ City: * _____

County: * _____ County / State: * _____

Postcode: * _____ Postcode / Pincodē: * _____

Email: * _____ Country: * _____

Contact Telephone Nō.: _____ Contact Telephone Nō.: _____

8. EMPLOYMENT AND / OR TRAINING DETAILS:

Please enclose a detailed job description on a separate sheet of paper for each of the positions you have held for more than a six month period.

No.	Name and Address of the Employer	Your Position and Brief Job Description	Dates	
			From (mm/yyyy)	To (mm/yyyy)

9. REFERENCES:

All applicants must provide at least one academic referee. The referee should not be a friend or family member.

Referee 1 (Academic Referee):

Name: *

Position / Designation: *

Address: *

Tel (including Country and Area Code if overseas):

Country Code Area Code Phone No.

Email: _____

Referee 2 (Other Referee):

Name: *

Position / Designation: *

Address: *

Tel (including Country and Area Code if overseas):

Country Code Area Code Phone No.

Email: _____

10. TUITION FEES:

Please give details of how your tuition fees will be paid. Please select the appropriate box:

Yourself Family Member / Parents Sponsor / Employer Bank Loan Scholarship

11. PERSONAL STATEMENT:

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

(Please complete this section in not less than 200 words)

12. STUDENT QUESTIONNAIRE (To be completed by the student.)

1. Are you aware of your fee structure and instalment plans? Yes No
2. Are you aware that attendance is compulsory and that failure to achieve this can lead to your enrolment on the course being terminated? Yes No
3. Are you aware that you cannot change or defer the course without prior written permission from the School? Yes No
4. Are you aware that there is a resit fee for the students who do not pass their modules in the first attempt? Yes No
5. Are you aware that you are required to purchase necessary core textbooks and a laptop / personal computer for study purposes? Yes No

13. ADMISSION OFFICER/STUDENT COUNSELLOR REPORT (OFFICIAL USE ONLY)

Admission Officer / Student Counsellor Name: _____

1. Please detail why you think the student is suitable for the course they have applied for:

2. Have you checked the student's original certificates and attested (signed & dated) the copies? Yes No

3. Why do you think that the student is seriously committed to complying with the School's regulations and completing the programme of study by the expected date?

4. Have you informed the student about the fee structure and the instalment pattern (specified dates)? Yes No

5. Has the student been informed that attendance is compulsory and that failure to meet school requirements can lead to termination from the course? Yes No Please comment on the reaction of the student:

6. Have you informed the student that he/she cannot change or defer the course without prior written permission from the School and that the course offered in the offer letter will be final? Yes No

7. Have you informed the student that he/she should have sufficient funds to buy their necessary core text books and a laptop or personal computer for study purposes? Yes No Please comment on the reaction of the student.

8. Have you ensured that the student has a handwritten statement of purpose and has given details of at least one academic referee? Yes No

Counsellor's Signature : _____ Date : _____

Note : The above report should only be completed by Marketing Officers directly related to the school and not by any sub agents or representatives. Signing the above indicates that the Counsellor has taken due care to check all relevant aspects pertaining to the student and any false or incomplete information will be treated seriously by the school.

14. PASSPORT DETAILS:

Are you a UK or EU citizen? Yes No

If you are a non-EU student, do not submit this form. Please contact PAOL for an alternative Application Form

Passport No.*: _____

Nationality on Passport*: _____

Terms and Conditions for Students of LSC [1 of 2]

THESE TERMS AND CONDITIONS ARE A PART OF THE SCHOOL REGISTRATION REQUIREMENTS AND ARE TO BE AGREED TO BY ALL STUDENTS WHO ARE REGISTERED ON ANY ACADEMIC PROGRAMME AT THE SCHOOL

The following terms and conditions are the explicit responsibilities of each student while he/she is registered at the School and are not the responsibility of a third party. Please ensure you have read **both pages** of the agreement in full before signing this document:-

Personal details requirements

- 1) I agree to inform the School immediately and without ANY delay, of changes to my personal details while I am a student of the School (All students are required to note that this INCLUDES: ANY changes to your contact and personal details including – your UK residential address, your telephone number, your mobile number, your next of kin, your personal status, any other change, etc.)
- 2) I agree to provide the School with any changes to my Passport details.
- 3) I agree to inform the School of any significant changes in my personal circumstances (including financial circumstances)
- 4) I agree to immediately inform the School if I am found in breach or violation of any UK Laws. (Including - Civil, Criminal, Immigration, or other UK Government law or regulations).

Misrepresentation and providing false or misleading information

- 9) I understand that if I have deliberately provided misleading information, or misrepresented or falsified in any way the information which I have used to support my entry to the programme of study for which I am registered, or to which I am applying, or if I have provided any such information in support of my application to study in the UK, then the School reserves the absolute right to terminate my studies forthwith and require me to leave the School premises immediately.
- 10) I understand that if I have submitted any misleading or falsified work as a part of the academic work which I submit for assessment for my programme of study then the School may terminate my studies forthwith subject to the school academic regulations

Registration requirements

- 11) I understand and agree that I am required to register for the programme of study to which I have been admitted on the day and date indicated in the offer letter which I have received and that if there is any delay to my arrival into the UK due to valid reasons then I may be required to start and be admitted to and register for the programme at next available cohort entry and commencement date. I understand that all such deferral of entry to a programme is (a) subject to prior agreement by the School (b) subject to the absolute discretion of the School and (c) may not be guaranteed. Other causes of delay in registration for the programme of study (private personal problems, home sickness, problems with accommodation etc.) will mean that students will not be registered.
- 12) I understand and agree to the School reserving the absolute right to capture and store my photographic, biometric and any other required details for administrative purposes and college documentation, including student photo ID cards, attendance and academic records and other records required by the relevant government and education authorities.
- 13) I also give full permission for the school to contact my prior institutions of learning, for the purpose of verification of my previous academic qualifications.
- 14) I agree to inform the School immediately if I decide to defer, suspend my studies or withdraw from the course
- 15) I understand that the School will only run a programme if there is sufficient demand and that if an insufficient number of students are enrolled on a course, Paol reserves the right not to run the programme and in this event you may be offered an alternative course.

Attendance and absence from study

- 16) I understand that travel involving a return to my home country (in the case of international students) or outside of the United Kingdom is only permitted in the event of exceptional mitigating circumstances. In the event of any mitigating or extenuating circumstances arising I understand that I must inform the School prior to leaving the country or absenting myself from the School and programme.
- 17) I understand that during teaching semesters/term time that there is no leave of absence given for overseas national holidays or attendance of family functions etc.
- 18) I understand and agree that I cannot change, defer or withdraw from the programme of study offered, without prior written permission from the school.

Terms and Conditions for Students of LSC [2 of 2]

Academic requirements

- 19) I understand and agree that (a) I am required to and will attend all teaching sessions delivered as a part of the programme to which I have been admitted (including lectures, seminars, tutorials, and all other teaching sessions) as these are stated on my timetable and (b) that I will meet and comply with all assessment submission deadlines and undertake all required academic work for all programme assessments and examinations in whatever form these are required.
- 21) I understand that I must attend all lectures and maintain a high level of attendance throughout the course, and that failure to do so could lead to disciplinary action, including termination of my studies and exclusion from the programme of study. Any absence of leave should be approved in writing by LSC prior to the leave.
- 22) I understand that it is my responsibility to be fully aware of the subjects that are offered on my programme of study and the facilities and services offered by the School in support of my study and that it is my responsibility to ensure that I make use of these facilities and learning opportunities.
- 23) I understand that programmes and modules could be subject to change and could vary from time to time and that the School reserves the right to change the curriculum of the programme and that in the event of a programme being withdrawn a suitable alternative will be provided with an alternative institution/university if required.
- 24) I understand and agree that I will be required to purchase recommended textbooks and a personal laptop/computer for all study modules prior to the commencement of the course.
- 25) I understand that the School reserves the rights to withdraw an offer, cancel or defer any course even after making an offer.

Progression on the programme

- 26) I understand that to progress academically while a student then I am required to meet the assessment progression requirements for the programme. I understand that the School Regulations and University Regulations only permit a maximum number of assessment failures and that if I exceed this then my registration is liable to be terminated and I will be asked to leave the programme.

Fees and costs

- 27) I understand that the academic fee which I am required to pay includes all costs associated with recruitment, admission and the cost of my tuition and that if I am paying fees by installments then I am required to fully comply with and meet all the installment plan specifications indicated in the offer letter.

Details of the School fee refund policy is set out below:

- (a) Fees will be refunded in full, if a student's application is declined by Paol
- (b) In the case of overseas students, because of a visa refusal, there will be an administration charge of £1000, deducted when this fee refund is paid.
- (c) In the case of overseas students, once a student has obtained a visa, but does not commence the course, £1,650 of the initial deposit paid will not be refunded. Any deposits paid in excess of £1,650 may be refunded at the sole discretion of the School.
- (d) Once a student has commenced the course, fees will not be refunded.
- (e) In the event of termination from the course, a student will be liable for a fee of £1,650 which is non-refundable plus a pro rata fee on the balance on the date of termination. Any fees that have been paid over and above the fee liability on the date of termination will be refunded.

Code of behavior and conduct

- 28) I understand and agree that if in the opinion of the School I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress the School has the absolute right to terminate my registration at any time and require me to withdraw from the programme and the School premises.
- 29) I understand that formal disciplinary action may be taken against students for any inappropriate form of behavior or conduct which could lead to exclusion/termination from the course.
- 30) I understand that I and all students are expected to conduct themselves with integrity in their academic and public activities at all times and must behave in a respectful manner and that any student who contravenes this could have their registration terminated.

Acceptance of terms and conditions

I understand that I am accepting and agreeing to the Terms and Conditions indicated above.

I understand that the Signature of this application by the applicant / student indicates full acceptance of the terms and conditions of the London School of Commerce (a Division of St. Piran's School (GB) Ltd) by the student.

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 above terms and conditions. I confirm that I have read and understood all of the terms and conditions of this document (2 pages).

Applicant's signature as per passport: _____ **Date:** _____

Kindly return the completed application to:

Professional Academy of London, Chaucer 51 Oxford Street, London W1D 2DY, - United Kingdom
Tel: 020 000 0000, Fax 020 000 000, Email: info@paol.co.uk, Website: paol.co.uk

Note: In view of postal delays, overseas students are advised to fax (0207000000), scan or courier the application as soon as possible