

REF NO:

FOR OFFICIAL USE ONLY



# APPLICATION FORM

Please write in BLOCK LETTERS

## PERSONAL DETAILS:

Title:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Full Name as in Passport:				
Last Name:				
Date of Birth:	(dd/mm/yyyy)			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Single		
Nationality:				
Student No. (if currently registered at this School):				
Has this application been discussed with a member of the LCHRM staff ? If YES ' please give the name				

## CONTACT DETAILS:

Address in UK (if known):	
Address Overseas (must be applicant's address and not agent's):	
Home Tel. No. (inc. country code):	Tel.No. of Parent/Relative (for emergency purpose only):
Mobile Tel. No. (inc. country code):	
Fax No.	
E-mail:	

## EDUCATION DETAILS:

Course/Qualification applied for:	<input type="checkbox"/> Masters	<input type="checkbox"/> Bachelors	<input type="checkbox"/> Diploma	<input type="checkbox"/> Other
Course Name:	Awarding Body:			
How do you wish to study:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time		
Note: Students can only study part-time if they are from one of the EU member states				
Please specify the intake in which you wish to begin your studies:				
<input type="text"/> Year	<input type="checkbox"/> January	<input type="checkbox"/> April	<input type="checkbox"/> August	<input type="checkbox"/> October

## INTERNATIONAL STUDENTS ONLY:

English:				
<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL	<input type="checkbox"/> OTHER _____	Overall Score:	<input type="text"/>
If English is NOT your first language (Mother Tongue)				
10th year English % _____	10+2 year English % _____	Degree Studied and assessed in English?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## EDUCATION AND QUALIFICATION

Give details of academic and professional qualifications already obtained and pending

Enclose a CV. Indicate here if you have done so

Name of Institution / Address	Dates: (month/year) from:	Qualification/award (include class & division or grade obtained if known)	Main subject
	to:		
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		

NB: You must include photocopies of all academic achievements supporting your application, including transcripts where possible.

## REASON FOR APPLYING FOR THIS COURSE

State your reason for wishing to pursue the course for which you have applied. Continue on a separate sheet if necessary. Indicate here if you have done this

## EMPLOYMENT AND TRAINING DETAILS:

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

No.	Name and Address of the Employer	Your Positions	From	To

## WHO WILL PAY YOUR TUITION FEES:

Yourself

Family Member / Parents

Sponsor / Employer

Bank/Education loan

## REFEREES:

Please supply the names and addresses of two referees from whom a reference may be sought. State how long and in what capacity, the referees have known you.

(NOTE: One referee should be from your previous academic Institution and should if possible state whether your studies were conducted entirely in the English medium.)

Title:
Full Name:
Address:
Telephone No.
Fax No.
E-mail:
Period of Acquaintance: (in what capacity?)

Title:
Full Name:
Address:
Telephone No.
Fax No.
E-mail:
Period of Acquaintance: (in what capacity?)

## REFERENCE 1

To be completed by the referee

Applicant's Name \_\_\_\_\_

Please provide a brief assessment of the applicant's suitability to study the course applied for.

1. How long have you known the applicant and in what capacity?
2. Please discuss the applicant's strengths and weaknesses, with particular reference to suitability of the course applied for.
3. Please provide a brief statement regarding each of the following: a. Dedication and commitment
b. Organisational skills
c. Interpersonal skills
d. Time Management skills
e. Reliability
4. Any other comments

Signature of Referee

Date:

Name of the Referee:

## REFERENCE 2

To be completed by the referee

Applicant's Name \_\_\_\_\_

Please provide a brief assessment of the applicant's suitability to study the course applied for.

1. How long have you known the applicant and in what capacity?
2. Please discuss the applicant's strengths and weaknesses, with particular reference to suitability of the course applied for.
3. Please provide a brief statement regarding each of the following: a. Dedication and commitment
b. Organisational skills
c. Interpersonal skills
d. Time Management skills
e. Reliability
4. Any other comments

Signature of Referee:

Date:

Name of the Referee:

## ONLY TO BE FILLED BY UK RESIDENT OVERSEAS STUDENTS

When did you first arrive into UK \_\_\_\_\_ Current UK Visa Number \_\_\_\_\_

Visa Issue Date \_\_\_\_\_ Visa Expiry Date \_\_\_\_\_ Visa Extension \_\_\_\_\_

Academic course attended in the last 12 months \_\_\_\_\_

Institution Attended	Course / Awarding Body	Result	From	To	% of Attendance

## OTHER INFORMATION:

How did you first learn about LCHRM? You may tick more than one.

- Recommended by a friend / relative    Is your friend / relative an LCHRM student?     Yes     No    If Yes (Please Specify) \_\_\_\_\_  
 Exhibition / Seminar     Internet     British Council     Newspaper / Magazine (Please Specify) \_\_\_\_\_  
 Recommended by an education agent (Please Specify) \_\_\_\_\_    Other (please specify) \_\_\_\_\_

## ADDITIONAL INFORMATION

Please use this space to provide any additional information to support your application. You should also provide details of the area of study you wish to pursue. (Please attach any other additional documentation, which you feel would enhance your application)

## SPECIAL REQUIREMENTS:

To help us provide assistance wherever possible please state briefly, if you have any special needs requiring support or facilities.

## APPLICATION CHECKLIST:

Check that you have:

- Completed all sections of the Application Form     Read and understood the Conditions of Enrolment including the Fee Refund Policy

Check that you have attached:

- Certified copies of your academic qualifications     Evidence of your English language proficiency (if required)     A copy of your passport, visa or birth certificate (if required)  
 2 passport size photographs     Curriculum Vitae     Academic References     Work References as per CV  
 Any relevant employment documentation (if required)

## DECLARATION:

I declare the information I have supplied on this form is, to the best of my knowledge and belief, complete and correct. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.

I give permission to LCHRM to obtain records and information from any educational institutions previously attended by me. I also agree that LCHRM is able to exchange information relevant to ensuring that I fulfill my visa requirements with respect to understanding and following the instructions / rules.

I accept liability for payment of all fees as explained in the LCHRM website and I agree to abide by the Refund Policy as specified in the LCHRM website.

I have also read the section in the LCHRM website relating to the cost of living and I understand that living expenses in the UK may be higher than in my own country and confirm that I am able to meet these costs. I also accept all conditions of enrolment as listed in the Prospectus / on Website.

## NOTES OF GUIDANCE TO COMPLETING THIS APPLICATION:

These notes are intended to help you complete the LCHRM Student Application Form and to ensure that your application can be processed efficiently.

### GENERAL NOTES:

1. Overseas are advised to send all correspondence via E-mail or by post via a reputable courier.
2. In any future correspondence, please quote your Application Number and Name of the Department to which you have applied for admission.
3. In order to assist the School in making a decision on your application, please enclose copies of relevant documentation (e.g. certificates, transcripts, English language results, academic/work references and CV ). To avoid delays in the selection process, please ensure that references accompany the application form, or are forwarded as soon as possible by your referees.
4. Data Protection Act – The information contained in this Application will be used for the purpose of processing your application and in case you are admitted, will form the basis of your student record.
5. All decisions by LCHRM are taken in good faith on the basis of the statements made in the Application Form. If the school discovers that any candidate has made any false statement, or omitted significant information on the application form LCHRM is entitled to withdraw or amend its offer according to the circumstances.

## TERMS AND CONDITIONS FOR THE STUDENT OF LCHRM:

- 1 The Student agrees to attend all tutorials and lectures specified in the time table and also agree that if he /she fails to achieve an attendance level of 80% this could lead to disciplinary action including termination from the course . Any absence of leave should be approved in writing by LCHRM Prior to the leave .
- 2 Disciplinary action will be taken against students for any inappropriate form of behaviour or conduct which can lead to exclusion / termination from the course.
- 3 During term, student will not be given leave of absence for overseas national holiday or attendance of family functions etc.
- 4 The student is fully aware of the subjects that are offered on his /her course and is fully aware of the facilities and services offered by LCHRM.
- 5 The student agrees that he /she cannot change defer or withdraw from the course offered , without prior written permission from LCHRM.
- 6 Your course fee includes all costs associated with your recruitment and admission and the cost of your tuition fee. LCHRM Fee refund policy is set out below .
  - (a) Fees will be refunded in full , if the student application is declined by LCHRM
  - (b) In the case of Overseas students, if the student's visa is refused, all the fees will be refunded
  - (c) In the case of overseas students ,once a student has obtained a visa, but does not commence the course. The initial deposit paid will not be refunded .
  - (d) Once the student has commenced the course fees will not be refunded .
- 7 The students agree not to defer his /her semester or change his /her course without prior written authorization of LCHRM.
- 8 All Course and modules are subject to change and can vary from time to time. LCHRM reserves the right to change the contents of the course without any prior notice to the student .In the event of the selected course/ option or degree programmes being terminated or not conducted . A suitable alternative will be provided for the student with an alternative institution /university if required.
- 9 The student is aware that the maximum number of resits permissible on the master programmes is four and bachelors programmes is eight. if the student exceeds the maximum permissible resit , their registration is liable to be terminated by the school . where student is studying pre –session English, in the event of resit, a student will not be permitted to extend the duration of study by more than one semester.
- 10 The Student agrees to buy the recommended textbooks for all the study modules prior to the commencement of the course .
- 11 The Student agree to buy his /her personal computers or laptops prior to the commencement of the course
- 12 The student agree to register for the course on the date mentioned in his /her offer letter. If there is any delay in his /her arrival to UK due to valid reasons ( subject to prior approval of LCHRM) , the student may be asked to start the course in the next available date /term . The student will not be registered under any other circumstance (personal problems, home sickness , accommodation problem etc )
- 13 The Student agree for LCHRM to disclose his /her details to the relevant immigration and home office authorities of his /her registration attendance and progression details
- 14 Signing this application indicates acceptance of the terms and conditions of the LCHRM.

I Confirm 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 condition .

Applicant's Signature: .....

Applicant's Name in Full: .....

Date: .....

Please return complete and signed form to:



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