



### Terms and Conditions, Fees Policy and Financial Regulations

All application must be accompanied by a non-refundable fee of £100, copies of all the relevant certificates and two passport sized photographs. We regret that we will not be able to consider your application if the registration fee is not enclosed. This fee is non-remunerable unless admission is refused. All students must provide evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties. Any Anyone found to have given false information or forged documents will be expelled form the college.

All applicants/ students on their arrival to the UK will have their prerequisites assessed by the college academic staff. Following assessment the staff may at their discretion require the student to successfully complete an access course prior to joining their chosen course.

Applications for exemption will be assessed by, and granted only at the discretion of the College. Any exemption granted will be subject to certain conditions e.g. students wishing to join the second year undergraduate study (or an HND) need to demonstrate successful completion of the first year (for instance an HNC and its associated coursework). In all cases the decision of the academic staff is final.

Students are required to attend all lectures, take all tests and submit assignments set by their lecturers. Failure to adhere to those guidelines or deadlines may render the students liable to certain penalties such as re-sits, this may in turn effect the student duration of studies, fees, completion etc. Students must inform college of any changes to their UK address and/or telephone number.

Students wishing to transfer their course from one term to another due to extenuating circumstance acceptable to the college may do so but a notice of two weeks is required and there is an administration fee of £50. Leicester International College-UK reserves the right to alter dates, fee and any particular in any brochure without prior notice. Leicester International College-UK accepts no legal liability in the case of accidents, illness, loss of or damage to effects and mail. Students will be asked to pay for any damage they cause the premises and/ or property of the college or their accommodations arrange by the college.

Leicester International College-UK reserves the right to expel any students for improper conduct or any conduct that interferes with the being of other students, staff or the reputation of the college. Course fees may be paid by installations at the discretion of the College.

#### Financial Rules and Regulations: Information For All Students

The fees can be paid by:

An employer or other recognized sponsor. Students who are unable to produce acceptable evidence of support from their sponsor will be liable for the payment of their fees. The college reserves the right to accept a sponsor's guarantee. In a case where the guarantee is not acceptable it is the student's responsibility to pay his/her fees in line with our admission procedure. Students who are on full-time course lasting more than 5 months and are financing themselves may pay their tuition fees in a single payment at the time of enrolment or by installments.



### Admission Application Form

Please return the completed form together with the copies of all transcripts and the £50 non-returnable application fee to:

The Admissions Office  
Leicester International College-UK  
Chimex House  
132 - 134 London Road  
Leicester, LE2 1EB

This application form will be photocopied before it is sent to admissions tutors and therefore it is important that you write neatly using block capitals in black ink or typescript. **Incomplete application form submitted without ALL the supporting documents and the application fee will delay the decision process.**



Proposed Course Of Study-----

#### 1. Personal Details

First Name (s)-----

Surname (family name) -----

Date of Birth-----Gender (m/f) -----

Nationality-----Passport Number-----

Country of Origin-----

Correspondence Address-----

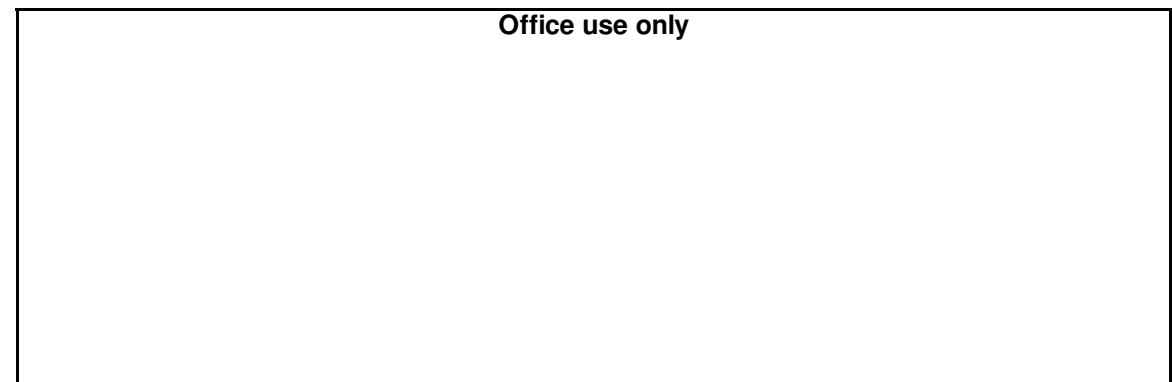
Telephone Number-----Mobile-----

Email address-----

Date of entry into UK-----

UK Address-----

City-----Post Code-----





## Admission Application Form

### 2. Educational Qualification

Name of Institution	Qualification Obtained	Date obtained

### 3. Employment History

Name/Address of Employer	Position Held	Date

4. **Proposed start date:** September/February/June

5. **Funding:** Who will be responsible for your tuition fees? (Please tick)

Yourself  Employer  Sponsor

Other: please specify-----

**6. Personal statement:** Please state your reasons for choosing the course, relevant experience and career plans. Continue on a separate sheet of paper if necessary.



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### 7. References

Please provide the names and addresses of **TWO** referees from whom references may be obtained regarding your application to study at Leicester International College-UK

#### Referee No.1

Name-----Title-----

Address-----

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Telephone no. -----Mobile-----

Email address-----

Fax No-----

#### Referee No 2

Name----- Title-----

Address-----

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Telephone no. -----Mobile-----

Email address-----Fax No-----

### 8. Signature of Applicant

I certify that the information I have given is complete and accurate to the best of my knowledge. I enclose a cheque/Banker's Draft for £50 (non-refundable) made payable to Leicester International College-UK

Sign----- Date-----