London Waterloo Academy

Please Attach One Passport size Photograph

Student Application Form

For Office Use Only	Student No.	Date Applied:
	Course Applied for:	Decision:
	Total Fee Attached:	Acknowledgement Sent:
	Contact Name:	Contact Number:

Please write clearly using BLOCK CAPITALS and complete the form in black ink.

PERSONAL DETAILS

FIRST NAME(S):			SURNAME:				
TITLE:	MR/MRS/MISS/MS/ OTHER		GENDER	MALE		FEMALE	
DATE OF BIRTH:			NATIONALITY:				
PASSPORT NO.: (IF FROM EU, OTHER)			EXPIRY DATE:				
DO YOU HAVE GDC NUMBER	YES	NO	DATE VISA EXPIRES:				
YOUR GDC NUMBER:			UK ENTRY DATE:				
UK ADDRESS:			OVERSEAS ADDRESS:				
UK POSTCODE:			COUNTRY:				
TELEPHONE NUMBER			E-MAIL ADDRESS:				
MOBILE NUMBER							
DO YOU HAVE ANY SPECIAL NEEDS?	YES	NO	PLEASE STATE:				

COURSE DETAILS

COURSE(S) APPLIED FOR:							
PROPOSED COURSE START DATE:			METHOD OF STUDY (MINIMUM OF 15 HRS/WEEK)	FULL TIME:		PART TIME:	
IS ENGLISH YOUR FIRST LANGUAGE?	YES	NO	IF NO, DO YOU HAVE TOEFL, IELTS, ETC	YES:		NO:	
			TYPE OF ENGLISH CERTIFICATE:				
			SCORE:		PASSING DATE:		

EDUCATIONAL AND QUALIFICATIONS

INSTITUTION/TRAINING ORGANISATIONS	DATE OF STUDY FROM - TO	QUALIFICATION/SUBJECT TAKEN	CLASS/GRADE DATE OBTAINED

PROFESSIONAL QUALIFICATION

QUALIFICATION/CERTIFICATE	DATE FROM - TO	STATUTORY BODY	REGISTRATION NO. (IF APPLICABLE)	RENEWAL DATE

Please attach with this application certified copies of all Certificates/Qualifications including English Certificates where applicable (copies of officially translated documentations if originals are not in English).

EMPLOYMENT HISTORY TO DATE

ORGANISATION NAME & ADDRESS	DATE: FROM - TO	POSITION HELD AND DETAILS OF DUTIES

Further Information

Please use this space to tell us about any relevant information you wish to add

Next of kin

First Person	Second Person
Name:	Name:
Relationship to applicant:	Relationship to applicant:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:

Finance

Name and Address of Sponsor if not Yourself:						Sponsor's relationship to student:		
Course Fee(s), if applicable:	Total Amount Paid:		Amount in Card Payment:		Amount in Cheque:		Amount in Cash :	
If Government Funded Scheme, please tick box and give details								
Reference number:			Contact person:					
Address:								
Telephone:			Fax:			Email:		

Payment preferably in pounds sterling (£), Euro or US Dollars must be made for the correct amount calculated as the GRAND TOTAL.

Please be advised that any payment made to the account will be receipted and allow 4 days for clearance. Details of accounts shall be forwarded at the time of payment.

DATA PROTECTION NOTICE

1. **LONDON WATERLOO ACADEMY (LWA) IS COMMITTED TO A POLICY OF PROTECTING THE RIGHTS AND PRIVACY OF INDIVIDUALS, INCLUDING LEARNERS, STAFF AND OTHERS, IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATION (GDPR) MAY 2018. LWA WILL, THEREFORE, ENSURE THAT ALL INFORMATION ABOUT INDIVIDUALS IS COLLECTED AND USED FAIRLY, STORED SAFELY AND SECURELY, AND NOT DISCLOSED TO ANY THIRD PARTY UNLAWFULLY.**

The information given on this application form will be electronically stored and used for administrative purposes by the Academy in accordance with the provisions of the Data Protection Acts 1984 and 1998, and the General Data Protection Regulation (GDPR) 2018. The Academy may send you details of relevant courses and qualifications & services you may be interested in. If you do not wish to receive such information, please tick this box: ❑.

The Academy needs your consent to take and use photographs and/or video of your personal image. If you do not wish to give permission for LWA to use your personal image in our printed and on-line publicity, please tick this box: ❑

If you do not wish to grant LWA full rights to use the images resulting from photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the Academy's aims, please tick this box: ❑

DECLARATION

I have checked all the details given above carefully and give my consent to the Academy to record and process the information which I declare to be accurate.

SIGNATURE OF APPLICANT: DATE:

Terms and Condition

Please READ carefully the following Terms and Conditions before signing the application form for admission

1 The Academy undertakes to provide to the students information and guidance on appropriate learning programmes, an introduction/induction to the Academy and the learning programmes; access to an agreed learning programme in a safe, healthy, working environment; an excellent learning programme delivery system that includes tutorials, marking and returning work by suitably qualified staff to an agreed timetable; an appropriate learning programme subject to the resources available at its disposal.

2. A completed Application Form for Admission is required together with payment of the initial NON-REFUNDABLE of £300 fee or equivalent towards Registration before assessment of applicant's suitability can proceed.

3. Upon acceptance on a chosen course by Non-EU students subject to immigration control, the Academy requires payment for FULL the tuition fee for the course paid before they issue any official documentation/paper work that may support student's application for visa. *At the Academy's discretion students may be allowed to pay a deposit towards full course tuition fee but all tuition fees MUST be paid in full before commencement of the course.* Where official documentation/paper work are issued to the student applicants, admission for a course is deemed complete and is viewed by the Academy as an abiding agreement with the student to follow the courses and to pay the full tuition fee

4. Tuition fees are non refundable after commencement of the course. Students who withdraw their application before the commencement of their course will have their tuition fee refunded only provided that all original documents and receipts issued by the Academy are returned within 3 months from issuing date.

5. Short courses (less than 6 months) and Home Students only- Tuition fees are refundable under the following conditions: Students who withdraw their application up to **two weeks** before the commencement of their course will have their tuition fee **fully refunded.** Students who withdraw their application up to **one week** before the start of their course can claim a **50% refund**. **No refund** can be claimed less than **one week** prior to the start date of the course.

6. Tuition fees are non refundable after commencement of the course. In the event that students withdraw their application for admission before the commencement of their course the Academy reserves the right to apply a 20% charge for any documentation/paper work issued. The Academy will refund back to students the balance of their tuition fee* provided that all original documents/paperwork issued by the Academy are returned within 3 months of the notification of withdrawal. Students are liable to complete their tuition fee in full in case of withdrawal.

7. At the discretion of the Academy Principal, students may be allowed to pay their fees by the instalments during their second year/course at the Academy. Late payments and Bank charges are however to be met by the applicant if no prior arrangements are made with the Academy.

8. **Non-EU students** who have been refused Student Visa Entry to the United Kingdom, 80% of the tuition fee paid to the Academy shall be refunded upon receipt of (a) the original 'Refusal Letter or Dismissal of Appeal Letter" issued the UK High Commission; (b) all original documents and receipts issued by the Academy within 6 weeks of rejection. However, if it transpires that the student has made, false representation, lodged a false documentation, or refusal based on the maintenance or financial reasons - refund of tuition fees will not be granted.

9. London Waterloo Academy reserves the right to accept, withdraw, amend its offer or terminate registration at any stage of the programme should they discover that the applicant had made a false statement/examination results or omitted significant information during the enrolment process.

10. The registration/examination fees are not included to the Tuition Fees. The applicant shall pay extra fees towards external examining body.

11. The Academy reserves the right to change the timetables of any course, make changes in regulations, and alter tuition fees* structure or, if resources and/or students fail to maintain financial viability, cancel a programme without prior notice to the student. In such rare instances students will be offered alternative courses or a refund of the full tuition as well as registration fees.

12. The applicant undertakes to:

    a. Conform to Academy policies and procedures on enrolment, payment of fees*, examinations, smoking, health and safety, equal opportunities, code of behaviour, disciplinary and complaints; etc.

    b. Take responsibility to ensure the fulfilment of all parts of this Contract whilst engaged in activities associated with the Academy provision.

    c. Accept responsibility for their learning with the support of a named tutor; assessor, mentor

    d. Abide by the Academy attendance requirements which will be agreed at the start of the programme (attend classes regularly 15 hours per week day-time study and tutorials punctually) making sure that attendance shall not fall below 80% or two consecutive months without notice (unless through ill health in which case must bring supporting medical certificates) as failure to do so will result in a dismissal from the Academy and forfeiture of any remaining fees;

    e. Use the Academy facilities (computer equipment, printers etc) for authorised purposes only and with prior permission from the Academy.

    f. Accept action recommended by the Academy provision as a result of not fulfilling the above conditions, including the cancellation of this Contract resulting in withdrawal from the Academy provision if any of the above conditions are not met.

* Fees are subject to change at the Academy discretion

DECLARATION

I have carefully read all information above and undertake to honour my part by the signing of this contract.

Signature of the Applicant or their Representative: Date:	Signature of the Academy Representative: Date:

EQUAL OPPORTUNITIES & DIVERSITY MONITORING

London Waterloo Academy's aim is to provide its services equally to all. This form helps us to monitor the extent to which we are achieving this objective. Any information you give is strictly confidential.

AGE, GENDER AND DISABILITY. (Please tick one box)

Which Age Group do you fall into?	16 – 24	☐	25 – 44	☐	45 – 54	☐	55 Plus	☐
Gender	Are you Male?	☐	Are you Female?	☐				
Do you have Disability?	No:	☐	Yes:	☐				
	If Yes, please give details of any requirement:							

ETHNIC ORIGIN (Please tick one box)

White	British:	☐	Irish:	☐	Any other White background:	☐		
Mixed	White & Black Caribbean:	☐	White & Asian:	☐	White & Black African:	☐	Any other Mixed background:	☐
Asian or Asian British	Bangladeshi:	☐	Pakistani:	☐	Indian:	☐	Any other Asian Background:	☐
Black or Black British	African:	☐	Caribbean:	☐	Any other Black background:	☐		
Chinese or Other Ethnic Group	Chinese:	☐	Any other Far East:	☐	Pleas e state:			
	None of the Above:	☐	Refused to disclose:	☐				