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:

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 is committed to providing students with essential information and guidance on suitable learning programs, offering introductions/inductions to the Academy and its educational offerings. Students will have access to approved learning programs within a safe and healthy learning environment. We ensure the delivery of an outstanding learning program facilitated by appropriately qualified staff, including tutorials, timely work assessment, and feedback. The availability of the learning program is subject to the resources at the Academy's disposal.
2 After issuing a conditional offer, a non-refundable administrative fee of £300 must be paid. This fee confirms the applicant's commitment to accepting the offer and initiates the admission process. Please note that the administrative fee is non-refundable.
3 If a student is unable to start the course on the initial start date, they must inform the Academy at least three weeks before the start date to request a postponement to the next intake. In this case, the administrative fee may be applied toward the postponed course, subject to the Academy's discretion. However, if the student fails to communicate with the Academy within the specified timeframe or decides to withdraw their application, the administrative fee will not be refunded.
4 London Waterloo Academy reserves the right to accept, withdraw, modify its offer, or terminate registration at any stage of the programme if it is discovered that the applicant provided false information or omitted significant details during the enrolment process.
5 Registration and examination fees are not included in the tuition fees. The applicant is responsible for additional fees associated with external examining bodies. The examination fee is non-refundable under any circumstances, following the policies of the awarding body.
6 Tuition fees become non-refundable after the commencement of the course. Refunds may be considered under the following conditions: Students who withdraw their application up to three weeks before the course's commencement date will receive a full tuition fee refund. Students who withdraw their application up to two weeks before the course start date can claim a 50% refund. No refund can be requested if the withdrawal occurs less than one week prior to the course's start date.
7 Students may be permitted to pay their fees in instalments during their course at the Academy. However, students will remain liable for the full tuition fee if they withdraw or do not complete the course. Late payments and bank charges are the responsibility of the applicant if prior arrangements have not been made with the Academy**.**
8 No course fee refunds will be granted after the course start date.
If a student wishes to dispute a decision regarding the refund of course fees, they have the right to follow the Academy's Appeals Policy, which does not restrict the student's ability to pursue other legal remedies.
9 If a student cannot attend the course due to illness, a valid medical certificate must be presented. In some cases, a serious illness affecting a close family member may be accepted as a valid reason for not attending the course, but course fees will not be refunded.
10 In cases where a refund is declined, the student will have the option to take up the course at a later date of their choosing, provided that the date falls within the academic year as specified by the Academy.
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

* 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:	☐			