

# Application Form

**London St. Andrew's  
College**

Icon Building  
37, Ilford Hill  
Essex  
IG1 2FB

E-mail: [info@londonsac.co.uk](mailto:info@londonsac.co.uk)  
Web: [www.londonsac.co.uk](http://www.londonsac.co.uk)



<b>Student ID</b>	will provide by college
<b>CAS NO</b>	will provide by college

Please complete this form in BLOCK letters using black ink

## Section A Personal Details

Surname		Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
First Name(s)		(Please specify)				
Date of Birth		Country of Birth				
Marital Status		Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Number of dependent		Nationality				
Passport No.		Expiry Date				
Home Address						
Telephone		Mobile				
E-mail		Fax				
Where did you find out about the courses at London St. Andrew's College? .....						

## Section B Disability Information

Please indicate if you have any learning difficulty/disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe the nature of your difficulty/disability	<input type="checkbox"/> Learning disability	<input type="checkbox"/> Physical disability
Note: If you have indicated any disability or medical condition which may affect your studies, your details will be passed on to the Student Welfare Officer who will contact you to discuss your learning needs in confidence.		

## Section C Course Details (Office use only)

Programme Name		Awarding Body	
Level of Programme		Admission Date	
Semester		Duration	
Course Start Date		Course end date	
Method of study	<input type="checkbox"/> Full time	<input type="checkbox"/> Part Time	

## Section D Financial Details

Please provide full details of your sponsor, if you are sponsored by a Local Authority, State or Federal Scholarship Board or Trust Fund.

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## Section E Educational and Professional Qualifications

Please start with the most recent one first

Qualification	Institution	Dates of Study	Grades

Please forward copies of transcripts and certificates of your qualifications gained (officially translated if not in ENGLISH)

## Section F Work Experience

Please start with the most recent one first

Organisation	Position Held	Dates	Responsibilities

## Section G English Language Proficiency

Is English your first language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If English is not your first language or the medium of instruction at your previous University was not English, please give details of any relevant qualifications in English language (e.g. IELTS score and date). Please forward a copy of certificate for IELTS if already taken.		

## Section H Mandatory Questionnaire

1	Have you previously been refused a UK visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Are you aware of your fee structure and instalment plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are you aware of that you should have a minimum of 80% attendance during your study at London St. Andrew's College (London SAC)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Are you aware that you cannot change your course without prior written permission of London SAC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you aware that you should have sufficient funds to cover your study and living expenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Are you aware that London SAC will inform the relevant authorities of your enrolment, attendance and progression details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Do you agree that if you are refused UK visa as a student due to forgery, fraud or scam you will not get any refund from the college?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section I All questions Must be Answered

**Why have you chosen London St. Andrew's College for studies?**

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**Why do you want to do this course in the UK? What you want to do after completing this course?**

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**How did you plan for paying your fees and living cost?**

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**Please write about London St. Andrew's College and your course details with cleared breakdown of level of study or full course structure from your study and information search? (Minimum 200 words)**

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**Please give any additional information that's might be helpful in your application Processing**

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**College students run some activities bellow; Please tick which activity you would be willing to join ? Tell us your experience and motivation for this activity/ activities? (Please use separate sheet)**

- i) London SAC Debates Club**
- ii) London SAC Cricket Club**
- iii) London SAC Travel and Tourism and event management Club**
- iv) Student representative for Student Club**
- v) London SAC Music Club**

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**All Students must read and be aware of Tier 4 Student Responsibility during admission enrolment at St, Andrews College. Check**

[www.ukba.homeoffice.gov.uk/studyingintheuk/](http://www.ukba.homeoffice.gov.uk/studyingintheuk/)

## Section J References

First Referee		Second Referee	
Name		Name	
Address		Address	
Contact no.		Contact no.	
E-mail		E-mail	

## Section K Emergency contact details

Name		Relationship	
Contact no.		Email	
Address			

## Section L For office use only

Application Receipt Date		Home Office Reference No	
Student Reference /CAS No		Course Offered	
Awarding Body		Registration Fees	
Session		Level	
Tuition Fees		Receipt No.	
Amount Paid		Date	
Amount due		Due Date	
Remarks			

## Terms and Conditions

- 1) The minimum age for registration at the college is 18 years. A student may apply even at age of 16 for Adult student route, with a separate conformation letter from a legal guardian.
- 2) A Registration fee of £200 (non refundable) is required before a student will be issued with an offer letter. This document is required to prepare bank draft or for any other official purpose. Minimum 75% of the total tuition fees as advance tuition fee is required, to get CAS or enrolment; this document confirms your course payment and acceptance to the college. Advance tuition fee must be received before this document (CAS/ enrolment) is issued.
- 3) Registration, deposit and enrolment for any course at London St. Andrew's College (hereafter known as London SAC) constitutes a binding agreement on the student, to follow the programme and pay the full tuition fee.
- 4) Where a student visa or application has been refused, withdrawn, cancelled, suspended, the following refund scheme will apply:
  - a) If a student is refused entry into the United Kingdom or denied Leave To Remain in the UK either due to **lack of funds, working without a work permit, poor attendance and progress, an invalid change of status, or providing the British Authorities or the college with false information; failure to produce original documents to UKBA or college that have been used to obtain an offer, student is being given a different kind of visa to enter, changes of status, student failed to communicate UKBA without interpreter and refused entry, changes of type of visa or remain in the UK without permission;** they will not qualify for a refund.
  - b) No refund is permitted or shall be made if students accept or are granted UK VISA on London St. Andrew's College's CAS number unless it is college's fault. In case of college fault, college will issue a new CAS without any charge.
  - c) 50% tuition fees will be deducted from the deposit if a student failed to get visa/enrolment for his/her own mistake such as incomplete application form, delaying submission of application to the UKBA and missing semester commencement date, not presenting original documents that have been used to obtain an offer, submitting provisional certificates, lack of adequate funds in the bank statement, missed semester due to flight cancellation, change of mind after assignment of CAS/ enrolment and so on.
  - d) Where a student has obtained a student visa using our college documentation/ CAS and then decides not to follow his/ her course at this college, once visa is been granted, there will be no refund.
  - e) If a student applied for a course and later decides to withdraw his /her application after 14 days of the date of application, there will not be any refund of deposit or any registration fees paid.
  - f) No refund will be made if a student fails to meet the conditions accepted by signing the enrolment form.
  - g) If a refund application has been accepted by the admission committee, the refund will be made only in the name of the person who paid the fees or any institute where student may wish to join.
  - h) No refund will be made, for whatever reason, after the semester/course commencement.
  - i) The refund will take a minimum of 6 weeks from the date of a written application received. Applicant must provide all original documents such as money receipt, enrolment letter, ID card, and so on to London St. Andrew's College before refund.
  - j) There will be no refund made if a student has been terminated by the awarding body or has not been accepted by the awarding body on to the desired level, student may choose to join in lower level or there will be no refund made under this scheme.
- 5) If for any reason a course is cancelled, student will be offered an alternative course, or a refund of fees; there will be no refund made after acceptance of a new course with London SAC.
- 6) If a student changes his/her course of study during the term, no refund will be given where the revised course involves fewer subjects.
- 7) Fee is non- transferable to any other individual.
- 8) Students are required to maintain attendance and progress throughout the duration of their course. If student is being terminated due to poor attendance or progress, there will be no refund made to the student. In addition, the student will be made to pay rest of the tuition fee for that academic year.

### NOTE:

1. Please read these terms and conditions carefully before you sign on the application form.
2. The information given on this application form will be electronically stored and used for administrative purposes by the College, in accordance with the provisions of the Data Protection Act, 1998.

### Student Declaration

**I give consent to the processing of these data by London SAC for educational purpose under the provisions of the Data Protection Act, 1998. I also confirm that I have read and understood the terms and conditions of enrolment, the student Hand book and the general principles of Health and Safety.**

**I also confirm that if there are any other changes in my contact details e.g., residential address, telephone/mobile, e-mail address or any other changes in my personal circumstances, I will notify the college immediately.**

**I understand that I will cease to be a student of the college if I have an absence without explanation for more than ten contact points or fail to enrol before course commencement date or if it becomes clear that I have provided false statements or have withheld relevant information. In such circumstances, I also understand I will have to apply to be re-admitted as a student. By signing this form, I agree to comply with all college regulations, policies and guidelines.**

**Finally, I am conforming by signing this document, that I hold all original documents that have been used to gain offer for the course and will be able to produce them to the college or UKBA at any point of request. Failure to produce the original documents will lead to termination from the course and no refund will be made in such circumstances.**

Applicant's Signature	Date of Application

For more information about your study, refund policy, student handbook, course structure, equal opportunity policy, pre arrival information and many more things about your course and Institution visit <http://www.londonsac.co.uk/> also visit UKBA at <http://www.ukba.homeoffice.gov.uk/studyingintheuk/>, your home country British high commission, <http://www.britishcouncil.org/new/> , The UK Council for International Student Affairs (UKCISA) at <http://www.ukcisa.org.uk/> And <http://www.visitbritain.com/>