

Official Use

Re. No.:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee paid: £

Admission Officer:



**London School of  
Science & Technology**

12 Alperton House  
Bridgewater Road,  
Wembley, Middx, HA0 1EH  
T: +44 (0) 208 795 3863  
F: +44(0) 208 795 3864  
E: [Info@lsst.com](mailto:Info@lsst.com)  
W: [www.lsst.com](http://www.lsst.com)

## Application Form

### 1. Personal Details:

Title  Last Name / Family Name:  First Name:  Middle Name (S):

2. Gender: Male  Female

3. Date of Birth:  dd/mm/yy

### 4. Permanent Address:

  
  

City  Country

Post Code

Tel:

Fax:

Email:

### 5. Correspondence Address:

(If different from section 4)

  
  

City  Country

Post Code

Tel:

Fax:

Email:

6. Country of Birth:

7. Nationality:

8. Country of Permanent Residence:

Passport No:

### 9. Academic Details:

*Please enter below exams passed.*

Certificate	From	To	Subject / Specialization	Name of University/College	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 10. COURSE OF STUDY:

- Certificate       HNC       Post Graduate       Short Course       FULL TIME  
 Diploma       HND       Doctorate       Professional Course       PART TIME  
 Higher Diploma       Undergraduate       English       Others       DL/External

Title of Course

Intake/Session  **January**  **April**  **July**  **Oct**  **200**



**15. Finance:**

Are you?

EU Student Non-EU Student 

How will you finance your study?

Self Family Employer Scholarship 

Have you obtained the Scholarship?

Yes No 

If YES, please specify

Sponsor Name:

Address:

Contact Number:

**16. Source of Information:**

How did you hear about us?: Please select the appropriate boxes.

Student/Friend

Website

Education Fair/Seminar

Graduate School Prospectus

Newspaper / Advert

Employer

Departmental Information

British Council

Tutor / Academic

If Newspaper / Advert please specify

**17. Special Needs:**

The School welcomes applications from people with special needs, and considers them on the same academic grounds as those from other candidates.

Do you have any disability/special needs / medical conditions?

Yes No 

Are you a registered as a disabled person?

If you have any special needs, then please tick all of the boxes which are applicable to you:

Dyslexia

Need Personal Care Support

Blind / Partially Sighted

Mental Health Difficulties

Deaf / Hearing Impairment

An Unseen Special Need, e.g. Diabetes, Epilepsy, or Asthma

Wheelchair User / Mobility Difficulties

Other Special Need(s)

*(please specify)***18. Declaration of Criminal record:**

If yes, please specify:

Do you have a criminal record?

Yes No **19. EQUAL OPPORTUNITIES MONITORING:**

The School provides equal opportunities policy effectively, please select the appropriate box

**Asian Background****Black Background****Mixed Background****White Background****Others**

Pakistani

Caribbean

White and Black Caribbean

British

Other Asian

Indian

African

White and Black African

Irish

Not Listed

Bangladeshi

Other Black

White and Asian

Other White

Chinese

Other Mixed

Please Specify for Other Backgrounds

## Terms & Conditions

1. Once the Student has enrolled or registered for the course of study, a place on the course will be reserved for the Student and the student will become liable for the full fees for the course.
2. If the Student decides to withdraw from the course for any reason whatsoever after the start of the course, the entire amount of all outstanding fees must be paid in full to the School. In the event that the Student has paid the full fees for the course, he/she shall not be entitled to any refund and shall thereby forfeit the whole amount paid.
3. If the student's visa application is declined from British Embassy (student's Home country), any fee or deposit received will be refunded in full excluding the 'registration fees & other admin cost', to the payer of the student fees and subject to conditions 4, 5 and 6.
4. If the student's visa application is declined and there is a subsequent appeal, refunds will not be processed until the outcome of the appeal is finalised.
5. Any refunds for overseas students will be communicated to the Home Office and the Foreign Office
6. For overseas students who claim a refund owing to a visa not being granted, LSST must receive the refund application form within the **first four weeks of the start of the semester, otherwise one semester fees will be charged from the deposit.**
7. In the event any student decides to withdraw from a course for any reason and the course has already commenced, no refund of deposit will be made and the student is liable for the full fees. In the event that any student decides to withdraw from the course before the commencement date of the course for any reason [other than an overseas student who is unable to obtain a visa] no refund will be made under any circumstances if the refund application on the appropriate form, in writing is not received at least four calendar weeks before the commencement date of the course.
8. In circumstances where a refund is claimed, the student is only able to claim refund of the proportion amounting to fees [if already paid] and not the amount that represents a deposit payment. A deposit is non-refundable.
9. In the event that a student, having enrolled/registered on a course of study, subsequently withdraws from the course either before or after the start of the course, the relevant authorities concerned will be informed. (This will include the UK Visa issuing agencies for overseas students).
10. Students may transfer to another course within the School, subject to authorisation from the academic committee according to course transfer policy and for overseas students, subject to Home Office approval.
11. In the event of absenteeism or failure in an examination, the Student agrees to pay the appropriate re-sit examination fees prevailing at the time.
12. Students should be aware that accommodation, books, stationary and other materials are not included within the course fees. However the School may be able to supply books and materials at a discounted price.
13. The Student agrees to attend all lectures and tutorials specified in the timetable. If the student fails to achieve an 85% attendance rate he/she could be:
  - (a) Disqualified from sitting the School's examination and/or
  - (b) Expelled from the School.
14. Any serious breach of School regulations will result in instant expulsion/deregistration, and full payment of any fees outstanding at the time of expulsion.
15. This Agreement is governed by and shall be interpreted in accordance with the Laws of England and Wales and shall be subject to the exclusive jurisdiction of the English courts.

## 20. DECLARATION BY APPLICANT:

1. I give my consent to process my personal data to LSST (Under the data protection Act 1998)  
By agreeing to these terms and conditions I authorize LSST to process my personal and sensitive data, both manually and by electronic means, for the purposes of the administration and management of my studies.  
"Processing" includes obtaining, recording, holding or disclosing information or data and carrying out operations on the information or data.  
"Sensitive personal data" includes information held by the LSST as to my physical or mental health, the commission or alleged commission of any offence by me and any proceedings for such an offence including the outcome or sentence in any such proceedings.
2. In making this application for admission to the chosen course, I acknowledge that any offer of admission I may receive is subject to the condition that I fulfill the relevant entrance requirements and that **I shall provide, when asked to do so, original documentary evidence of holding the academic qualifications and of any other information listed above.** If, having been admitted, I fail to fulfill the above conditions; I undertake to withdraw from the LSST.
3. I undertake not to engage in any other full-time course of study concurrently with that to be taken at LSST.
4. I hereby acknowledge that I have read and agree to be bound by the conditions of Admission above & if applicable additional regulations which are applicable to overseas students. I understand that the signing of this form by myself or anybody authorized on my behalf constitutes a legally binding agreement between me and LSST.

Signature of applicant:

[by or on behalf the student]

Date:   /  /  

Print Name:

Kindly return the completed application form to:  
**London School of Science & Technology**  
12, Alperton House, Bridgewater Road  
Middlesex, London, HA0 1EH  
United Kingdom

**Note: In view of postal delays overseas students are advised to**  
Fax : +44(0)208 795 3864  
or courier the application as soon as possible

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