

APPLICATION FORM FOR ADMISSION

39B (First Floor) Westgate, Mansfield NG18 1RX, United Kingdom; Tell: 01623661215; email: info@eclb.co.uk

1. COURSE / PROGRAMME DETAIL

Title of programme/Course _____ Full time Part time

Course / Programme code(if known) _____ Year of entry : DD/MM/YY

Awarding Body _____ Session : DD/MM/YY

Current course(s) name: _____ Entry level : _____ Start date : DD/MM/YY
(if attending) (with ECLB)

Institution last attended : _____ End date : DD/MM/YY

2. PERSONAL DETAIL

Title _____ Surname/ Family name _____
(Mr/Ms/Miss/Mrs/Dr)

First name _____ Middle name _____

Gender(Male/Female): _____ Date of birth _____ Age _____
(DD/MM/YYYY)

Passport number _____ Visa Expiry date _____ Date of entry to UK : _____

3. ADDRESSES AND OTHER CONTACT DETAILS

You must give an address where we can send all correspondence. We will use this address unless you notify us of any change.

Address for correspondence (Current Address)

Permanent address (if different from current address)

Postcode _____ Country: _____ Postcode : _____ Country: _____

Telephone : _____ Telephone : _____

Mobile _____ Fax/Email : _____

4. NATIONALITY / DOMICILE

Country of domicile or area of permanent residence: _____ Nationality: _____

Country of Birth: _____

5. DISABILITY / SPECIAL NEED

Please tick one or more of the following boxes if u consider yourself to have a disability and / or specific learning difficulty.

- | | |
|--|---|
| 0. None <input type="checkbox"/> | 5. Wheelchair user/mobility difficulties <input type="checkbox"/> |
| 1. Autistic Spectrum Disorder/Asperger Syndrome <input type="checkbox"/> | 6. Mental health difficulties <input type="checkbox"/> |
| 2. Specific learning difficulty (e.g. dyslexia) <input type="checkbox"/> | 7. Two or more of the above <input type="checkbox"/> |
| 3. Blind/Partially sighted <input type="checkbox"/> | 8. Unseen disability, e.g. diabetes, epilepsy or a heart condition <input type="checkbox"/> |
| 4. Deaf/hard of hearing <input type="checkbox"/> | 9. Not listed above <input type="checkbox"/> |

6. PREVIOUS EDUCATION

You should list all subjects taken, whatever the result of your highest qualification. Please attach transcript of all results. Continue on a separate sheet if necessary or if you are unable to match your qualifications to this format.

	Institution attended	From (DD/MM/YY)	To (DD/MM/YY)	Title of award	Subject studied	Class/Grade
1.						
2.						
3.						
4.						
5.						

7. ENGLISH LANGUAGE PROFICIENCY

Is English your first language?

Yes

No

If you are a non-native speaker of English please give details of your highest English language qualification (eg IELTS, TOFELS). How your present condition will satisfy in terms of English language ability?

Course title

Date taken

Grade or mark

8. WORK EXPERIENCE

Please give details of your most recent work experience, training and employment. Continue on a separate sheet if necessary.

	Job title and Nature of work	Name and location of organisation	Full-time or part-time	From (DD/MM/YY)	To (DD/MM/YY)
1.					
2.					
3.					
4.					

9. PERSONAL STATEMENT

Please state your interest in the subject/profession and give information on any related activities which may help us to process your application. Please cover the following topics while writing personal statement: 1. **How will the course fit to your future career plan?** 2. **Why do you think that you have clear eligibility to meet admissions criteria?** If you prefer to type this, you may attach it as a separate sheet. Please add your name and course to any attachment.

References

This should not be from family or friends. Please give one academic reference from your School, College or University and one personal reference from an employer. Attach both reference to this application form.

Referee 1

Name :

Post held :

Address :

Postcode/
zipcode :

Telephone:

Email :

Referee 2

Name :

Post held :

Address :

Postcode/
zipcode :

Telephone:

Email :

Decision by Principal:

Contact Details

This section is for office use only. Do not complete.

Date Received :	Course :
Course code :	Year :
Course fee :	Amount received :
Unconditional Offer :	Yes <input type="checkbox"/> No <input type="checkbox"/>
Interview/Test :	Time :
Date :	Location :
With Conditional offer :	Yes <input type="checkbox"/> No <input type="checkbox"/>
The condition of the offer are:	
Reject :	Yes <input type="checkbox"/> No <input type="checkbox"/>
Recruitment Agent's ID :	

Please forward this form to the relevant admissions and marketing office as given in the prospectus or webpage. If you are unsure, then forward to:

Director of Studies
European College of Law and Business (ECLB)
39B (First Floor) Westgate,
Mansfield NG18 1RX, United Kingdom

Phone : 01623661215

Email : info@eclb.co.uk

www.eclb.co.uk

Checklist

Have you included?

- Completed application form properly
- Verified copies of transcript/certificates of your qualifications
- Documentary evidence of your Visa status in the UK
- Documentary evidence of your all other settlements

Signature & Date

Office seal

10. FEE STATUS/PAYMENT OF TUITION FEE

Name of the bank :NatWest Plc
Branch :Mansfield Branch, 9 Church Street, Mansfield, Notts NG18 1AF
Account name :European College of Law and Business
Sort code: 60-14-03
Account no: 61269751



11. CRIMINAL CONVICTIONS

Do you have any criminal convictions?

Yes

No

If you have been convicted of a criminal offence, excluding motoring offences for which a fine and/or up to three penalty points were imposed, you are required to declare this. If you tick 'Yes' box you will be required to provide details of the conviction on a separate sheet

12. ETHNIC ORIGIN

Please tick box that you feel most adequately describes your ethnic origin

- | | | | | | |
|-------------------------------------|--------------------------|--|--------------------------|-----------------------------|--------------------------|
| 1. White-British | <input type="checkbox"/> | 7. Asian or Asian British-Indian | | 13. Mixed-White and Asian | <input type="checkbox"/> |
| 2. White-Irish | <input type="checkbox"/> | 8. Asian or Asian British-Pakistan | <input type="checkbox"/> | 14. Other Mixed Background | <input type="checkbox"/> |
| 3. Other White background | <input type="checkbox"/> | 9. Asian or Asian British-Bangladesh | <input type="checkbox"/> | 15. Other Ethnic Background | <input type="checkbox"/> |
| 4. Black or Black British-Caribbean | <input type="checkbox"/> | 10. Chinese or other Ethnic background-Chinese | <input type="checkbox"/> | 16. Not known | <input type="checkbox"/> |
| 5. Black or Black British-African | <input type="checkbox"/> | 11. Other Asian Background | <input type="checkbox"/> | 19. Information refused | <input type="checkbox"/> |
| 6. Other Black background | <input type="checkbox"/> | 12. Mixed-White and Black Caribbean | <input type="checkbox"/> | | |

13. TERMS AND CONDITIONS

No student will be admitted to any programme unless the Director of Admissions is satisfied that the previous qualifications will enable the applicant to benefit from the proposed programme.

- It is condition that the College requires at least 80% attendance from a student before examination. In the event of a student being expelled by the College, fee will not be refunded.
- If a student decides to withdraw, he/she can apply for partial refund of the paid tuition fees only if he/she has valid ground and the College accepts it.
- Any prolonged absence from classes must be reported to the administrative office immediately. **Students must notify any changes of address to the office.** Overseas students must note that where a statement has been sent to UKBA to support visa applications, the College will be obliged to notify UKBA of any cancellation.
- The College reserves the right to cancel any course prior to commencement date whereupon any fees paid will be refunded in full.
- The College reserves the right to withdraw a subject at any time when it considers that it is not viable, whereupon an alternative subject will be offered.
- If any student ceases to study at the College for any reason whatsoever (for example: suspension, expulsion, cancellation of registration) the agreed installments are still payable by the student for the remaining portion of the academic year at the same dates and time as in the original enrollment contract.
- Students are not entitled to any refund of the deposit where the enrollment has been supported by a visa letter from High Commissions/Embassies or UKBA in the UK. The students are further liable for the tuition fees for a complete academic year.
- The formation or continuation of any course/class is dependent upon adequate number of students enrollment and attendance. For most courses there will be a minimum enrollment and attendance.
- Students supplying false information on the application form are liable to be suspended from the College.

If the official admission form is signed on behalf of the student by his sponsor/guardian, these conditions remain binding on all parties. The College reserves the right to make whatever changes may be deemed necessary in admission requirements, fees, tuition policies, regulations and academic programmes prior to the start of it.

14. DECLARATION

No application will be considered if this declaration is not signed by the student.

I declare that the statement made by me is correct to the best of my knowledge and belief. I have read and understood the College's terms and conditions. I agreed to be bound by those terms and conditions. I understand that no refund will be made in the event of cancellation or non-attendance of the course.

Sign Date:

