



College of Technology London

Student Application Form

This form can be typed or handwritten. Please return by fax +44 (0)20 8983 4911, OR email: admissions@ctlondon.ac.uk OR to your local CTL representative or agent accompanied by your supporting documentation as listed in Section 13.

OFFICE USE ONLY

ID:
Date Rec:
COI Date:
UOI Date:
UOI Meth: -

Attach TWO passport-size photographs

Section 1: Applicant Details Please complete in BLOCK letters or type

Last Name								
First Name								
Date of Birth					Nationality			
Gender		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Marital Status		Single <input type="checkbox"/>	Married <input type="checkbox"/>	No. of Children
Do you consider yourself to have a disability?*		Yes <input type="checkbox"/>		Do you have a criminal conviction?*		Yes <input type="checkbox"/>		

*If 'YES' please to either of the above provide details separately in a sealed envelope

Permanent Home Address				Address for Correspondence (if different from Home Address)			
City				City			
Post Code		Country		Post Code		Country	
Telephone				Telephone			
Email				<i>Please write your email address clearly</i>			

Section 2: Course Selection Refer to: www.ctlondon.ac.uk/courses

Business & Information Technology Programmes <input type="checkbox"/> HNC: Higher National Certificate <input type="checkbox"/> BBM: BA (Hons) in Business Management <input type="checkbox"/> BBM2: BA (Hons) in Business Management YR2 Top-up <input type="checkbox"/> BIT: Bachelor of Information Technology (BIT) <input type="checkbox"/> BIT2: Bachelor of Information Technology YR2 Top-up	<input type="checkbox"/> APDMS: Advanced Professional Diploma in Management Studies <input type="checkbox"/> PSMEP/MBA: Pre-sessional Master Entry Programme with Masters of Business Administration (MBA) <input type="checkbox"/> PSBMF/MBA: Pre-sessional Business Management Foundation Programme with Masters of Business Administration (MBA) <input type="checkbox"/> MBA: Master of Business Administration (MBA)
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English Programmes <input type="checkbox"/> PSAE0: Pre-Sessional Academic English (Fast track) <input type="checkbox"/> PSAE1: Pre-Sessional Academic English (Full) <input type="checkbox"/> PSEE0: Pre-Sessional Executive English (Fast track) <input type="checkbox"/> PSEE1: Pre-Sessional Executive English (Full)	<input type="checkbox"/> FPE: International Foundation Programme in English <input type="checkbox"/> PSFE0: Foundation Programme in Academic English <i>Students not having the requisite level of English language to enter the main programme will be required to undertake a pre-sessional English language programme. Refer to www.ctlondon.ac.uk/english.</i>
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Intake for which you are applying for: <input type="checkbox"/> February <input type="checkbox"/> June <input type="checkbox"/> October <input type="checkbox"/> Other Please check course start dates: www.ctlondon.ac.uk/fees	Have you applied to CTL before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes then please give details: Year applied: _____ Course Name: _____
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AGENT'S STAMP (if applicable) <div style="text-align: center;"> A_REF: _____ </div>	In partnership with the UNIVERSITY OF WALES LAMPETER
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Section 3: Education Details*Your qualifications must demonstrate eligibility for the course. Complete in BLOCK letters or type*

List all academic qualifications that you have achieved from 'O' Level grade or equivalent. Copies of all relevant final transcripts must be attached with this application. Copies can be scanned and emailed to admissions@ctlondon.ac.uk. Please provide translations to English if required.

Qualification	From	To	School/ College/ University Name	Grade / % Mark

Section 4: Results Pending

List any results you are awaiting and include anticipated grades.

Qualification/ Course/ Examination	Exam Date	School/ College/ University Name	Expected Grade

Section 5: English Language*Your level of English must meet course prerequisites*

If your mother tongue is not English, then please provide details of your ability in English language and documentary proof, e.g. IELTS, TOEFL score.

Mother Tongue English Other (please name):

English Qualification:

Grade:

Date Achieved:

In which language was the medium of instruction in your last two years of education?

i.e. what was the language that your school, college or university conducted lessons in (English, Spanish, Bengali etc.)?

Section 6: Employment Details*Important if you are applying as a mature-age student*

Please give details of positions held over the past 5 years. If you are applying as a mature-age student, or for admission as a post graduate, provide detailed job descriptions on a separate page, and attach documentary evidence, e.g. reference letters from employers.

Employer Name	Address	Position Held	From	To

Section 7: References*Please complete in BLOCK letters or type*

Please provide the names of two referees; at least one should be an academic referee who has knowledge of your academic ability.

Referee Name	Address	Telephone	Email

Section 8: Finances

London is a rewarding yet expensive city in which to study. Indicate how you intend to finance your studies and your living expenses in London.

How will you finance your studies at CTL? Family Employer Loan Savings Other

Your Sponsor's Name		Job Title	
Telephone No.		Email	

Sponsor Declaration: I have agreed to finance the above named applicant in his/her studies in London and agreed to release funds for tuition fees and living expenses as and when required.

Signed: _____ by Sponsor

Name:

Date:

Section 9: Student Progress Reports

Parent, Guardian or Sponsor's contact details

The College often sends reports to parents, guardians or sponsors. Complete this section so that we can contact the appropriate person.

Contact Name:

Contact Address: same as - Permanent Home Address: - Correspondence Address:

Other:

Please send reports by email: post:

Contact Email:

Contact Tel:

Section 10: Statement of Purpose

In not less than 250 words. Continue on a separate sheet if necessary.

Please provide a statement in your own words explaining: (i) why you wish to study in the UK, (ii) why you have chosen CTL and if you have researched any other institutions before deciding upon this College, (iii) why you have chosen this course and how it fits with your career path, (iv) what you intend to do after you complete the course, (v) how you intend to finance your studies and living expenses in the UK.

Section 11: Student Questionnaire

Please tick each box if you are in agreement

1. I know the cost of my chosen course and have a payment plan. *(Please ask your agent or the Admissions Office for a payment plan).*
2. I know that the tuition fee does not include the cost of living in London.
3. I know that I must have sufficient funds to cover my living expenses.
4. I understand that I cannot rely on part-time work to finance living expenses in the UK.
5. I know that attendance is compulsory and I must achieve a minimum of 85% attendance or I could be excluded from CTL.
6. I understand that the College will inform the IND Home Office of my registration and attendance details.
7. I know that text books will have to be purchased for most subjects and a laptop computer may be required for personal study
8. I understand that I cannot change or defer my course without prior written permission?

Student Declaration: I have read and understood the above rules and requirements and agree to abide by them.

Signed: _____ Name:

Date:

Section 12: Market Information

Where did you hear of CTL?	<input type="checkbox"/> Internet	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Education Agent/ Representative
<input type="checkbox"/> British Council	<input type="checkbox"/> Friend or Relative	<input type="checkbox"/> Education Fair/ Exhibition	<input type="checkbox"/> Other: _____

Section 13: Documents Required *You need to submit these documents to apply for your course*

1. Application form [mandatory] <input type="checkbox"/> <i>3 signatures required (including sponsor).</i>	4. TWO references [mandatory] <input type="checkbox"/> <i>(For graduates two academic references; applicants with managerial experience at least one academic reference).</i>	7. One copy of photo page of passport <input type="checkbox"/>
2. Latest academic transcripts [mandatory] <input type="checkbox"/> <i>From highest qualification only.</i>	5. Work references showing at least TWO years managerial experience <input type="checkbox"/>	8. Two passport-size photo of student <input type="checkbox"/> <i>Attach to front of this application.</i>
3. Graduation certificate or evidence of course completion [mandatory] <input type="checkbox"/> <i>As per course prerequisites.</i>	6. IELTS or TOEFL test score <input type="checkbox"/> <i>If required. Check course prerequisites.</i>	<p>PLEASE NOTE: Students are required to bring their original documents on Registration Day.</p>

Section 14: Terms and Conditions *Refer to www.ctlondon.ac.uk/tandc for full terms and conditions*

CTL is committed to providing a quality learning environment to all students. As a quality institution we expect our prospective students to adhere to certain conditions when applying for a course. Please read the following declaration carefully prior to signing this document.

1. I am responsible for familiarising myself with and abiding by all College student policies, as listed in the Admissions Handbook available at www.ctlondon.ac.uk/downloads.
2. I consent to the release of personal and academic data by the College in accordance with the Confidentiality of Student Records policy.
3. I agree to meet all assessment and exam requirements as stipulated by the College.
4. I agree to abide by the attendance rules of the College and ensure that my class attendance is a minimum of 85% throughout the duration of the course. I understand that if classroom attendance is not maintained at the minimum level then, after three warnings, I can be excluded from further studies at the College and my parents/ guardian, sponsor and Home Office IND will be informed in writing.
5. Library membership and Information Technology Department (IT) computer accounts and possibly other departmental accounts will be created for me. I agree to abide by the College, University and Departmental codes of conduct and to be responsible for the payment of charges incurred by use of IT computer and library accounts.
6. I agree to purchase text books and material associated with the course as stipulated by the College.
7. In agreeing to abide by this declaration I undertake to pay all fees as they become due and to meet any late fees and collection charges.
8. I agree to meet my financial obligations to the College in full and by the due date provided to me as detailed in my Payment Plan. I understand that I will not be permitted to enrol, sit for exams or graduate if I fail to do so.
9. I hereby state that the information I have provided to the College is true and factual and that no information which would have a material bearing on this application has been withheld. I understand that the College will take action if it considers appropriate if subsequently it is found that part or all of the information provided is false.
10. I understand the College refund policy as follows:
 - a) Where a student has applied through an official CTL agent or office, a full refund will be given if the application is declined by the College.
 - b) Where a student has applied directly to the College a full refund less £100 will be given if the application is declined by the College.
 - c) External charges such as credit card commissions and bank fees will be deducted from refund amounts if they apply.
 - d) If a student has applied for a student visa outside of the UK and is refused a visa, a refund will be paid upon presentation of the original APP200 letter and the return of the original admission and receipt letters.
 - e) If a student has applied for a student visa within the UK and is refused a visa after having commenced classes, a refund will be paid less the cost of the current term being undertaken, and any agent or other commissions incurred by the College.
 - f) After being granted a student visa, the student will not be eligible for a refund of fees paid, and will not be able to change to another institution. Any request for a change in course or deferral will be at the discretion of the Director of Studies or the Dean.
 - g) If, after being granted a student visa by deception as a result of presenting false documentation to the College or any agent of the College the student forfeits the right to a refund for fees paid, and may be excluded from the College.
 - h) If an application for a student visa is rejected by the British High Commission/ British Embassy, due to false documentation provided by the student, sponsor, parent or any party connected with the application the student will forfeit the right to a refund.

Student Declaration
I am applying for admission to CTL. I understand that the decision to offer me a place rests with the College, and the decision of the College is final. I am offered and accept a place on the programme, I agree to abide by the rules and regulations of the College.

Signed: _____ Name: _____ Date: _____

Agent Assessment	<i>FOR OFFICIAL USE ONLY</i>
The student has sufficient funds to meet tuition fees and living expenses.....	<input type="checkbox"/>
The student is committed to their chosen course and is academically able to complete....	<input type="checkbox"/>
Estimate the student's English, ranked as IELTS... <input type="checkbox"/> 4.0 <input type="checkbox"/> 5.0 <input type="checkbox"/> 6.0 <input type="checkbox"/> 7.0 <input type="checkbox"/> 8.0 <input type="checkbox"/> 9.0	
<i>For comparison with TOEFL see: www.ctlondon.ac.uk/ielts Please check one if no IELTS is attached</i>	
I have informed the student about the course, College and attendance requirements.....	<input type="checkbox"/>
I have interviewed the parents/ guardian and they support the student for this course.....	<input type="checkbox"/>
I have interviewed the student's sponsor and they are willing and able for financial support	<input type="checkbox"/>
I have checked all enclosed financial and supporting documents and they are genuine.....	<input type="checkbox"/>
The student meets financial, English and academic prerequisites for the chosen course...	<input type="checkbox"/>
Agent Declaration	
<i>As Agent/ Representative it is my professional opinion that this student is academically capable for the chosen course, intends to complete the course and meet all financial commitments.</i>	
Signed: _____	Date: _____
Agent/ Representative Name: _____	

Section 15: Students from the UK	
<i>Please complete the following if you are currently applying from within the UK. Tick your response.</i>	
1. I hold a UK/ EU passport.	<input type="checkbox"/>
2. I have a non-UK/EU passport with permission for leave to remain.	<input type="checkbox"/>
3. I am an overseas student on a...	
• Student visa	<input type="checkbox"/>
• Dependent visa	<input type="checkbox"/>
• Tourist/ visit visa	<input type="checkbox"/>
• Working holidaymaker visa	<input type="checkbox"/>
4. Date of first arrival in the UK:	
5. Visa Issue Date:	
6. Visa Expiry Date:	
OFFICE USE ONLY	
Fees:	P_Method: -
Pay Date:	SA: _____