



# KENSINGTON COLLEGE OF BUSINESS

12 Cavendish Place, London W1G 9DJ. Tel: 020 74046330 Fax: 020 74046708

Website: [www.kensingtoncoll.ac.uk](http://www.kensingtoncoll.ac.uk)

Email: [kcb@kensingtoncoll.ac.uk](mailto:kcb@kensingtoncoll.ac.uk)

## FULL-TIME APPLICATION FORM

Established 1982

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

College ID Number (official use only):

Surname		Title (e.g. Mr/Miss/Ms/Mrs)	
Forename		Other Names	
Date of Birth		Expected age at enrolment	Country of Birth
UK Address			
Town/City		Postcode	
UK Home Tel No.		Tel No. (Work)	
UK Mobile No.		E-mail Address	
Passport Number		Passport Expiry Date	
Nationality		Type of UK visa (if applicable)	
NI Number		Expiry Date of UK visa (if applicable)	

### NAME & CONTACT DETAILS IN CASE OF EMERGENCY

UK Contact Name & Relationship:	Overseas Contact Name & Relationship (if applicable):
UK Tel No:	Overseas Tel No:

### OVERSEAS HOME ADDRESS (if applicable)

House No. & Street			
Town/City		Zip/Postcode	
Country		Tel No.	Parent/Sponsor Tel No.

### PLEASE PROVIDE DETAILS OF YOUR UK ADDRESS IN THE LAST 3 MONTHS

### COUNTRY OF PERMANENT RESIDENCE

Address:	UK <input type="checkbox"/> EU <input type="checkbox"/> Other <input type="checkbox"/>
Post Code:	If other, please state:
From (dd/mm/yyyy):	
To (dd/mm/yyyy):	

### ADDITIONAL SUPPORT NEEDS

Disability – Physical or Sensory  Learning Support  Medical  No Disability

Please give full details:

Please tell us how you heard of the College	Word of mouth <input type="checkbox"/>	Agent (Please provide name) <input type="checkbox"/>
	Other (please specify)	

Have you previously studied at Higher Education level in the UK for six months or more?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you previously enrolled at KCB for any other course?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**QUALIFICATIONS** e.g. High School, Diplomas, Degrees, etc. Please attach copies. Originals will be viewed when you arrive.

**Please give details of the last school/college/university you have attended to date.**

Name of Institution / City	Course	From (Mth/Yr)	To (Mth/Yr)

**Please provide details of your GCSE / AS / A Levels or the equivalent.**

Subject	Level (GCSE, AS, A etc.)	Year	Grade

**What was the highest qualification you have achieved to date? e.g. HND, A-Levels**

From (Mth/Yr)	To (Mth/Yr)	Name of Institution	Qualification Awarded	Subject

**WORK EXPERIENCE** Please describe your career so far. Work experience is an important consideration and can be considered in place of academic qualifications. Please use a separate sheet if necessary.

From (Mth/Yr)	To (Mth/Yr)	Name & Address of Employer	Job Title	Brief Description

**ENGLISH LANGUAGE** If you have passed any English language qualifications (e.g. IELTS and GCSE) please list details below.

If you have taken an English language test (e.g. IELTS or KCB English test) and have scored below our English entry requirements of IELTS 5.5 (or equivalent) for HND entry or IELTS 6.0 (or equivalent) for UG entry or IELTS 6.5 (or equivalent) for MBA entry, **then please tick to indicate you will attend additional English classes as required by the College as a condition of admission.**

**Do you have any criminal conviction or caution?** If YES (Please state details below)  NO

**Please provide the contact details for your Primary Referee. This should be a professional person who has known you for at least three years (usually your current or most recent Employer/Tutor).**

Name of Referee		Tel No.	
Referee's relationship to Applicant			
Email Address of Referee			
Postal Address of Referee (please include postcode)			

WHO WILL PAY FOR YOUR TUITION FEES						
Parent/Guardian <input type="checkbox"/>	Employer <input type="checkbox"/>	Bank Loan <input type="checkbox"/>	Yourself <input type="checkbox"/>	Student Loan Company <input type="checkbox"/>		
Have you applied for Student Finance YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES please mention the category		Home Student <input type="checkbox"/>	EU <input type="checkbox"/>	Migrant Worker <input type="checkbox"/>	
	CRN:	Has your SLC tuition fee loan application been approved?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	PENDING <input type="checkbox"/>
Have you applied for SLC tuition fee loan before? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, please state when and for which course?				
Sponsor details (if applicable)						
Name of Sponsor			Company (if applicable)			
Address			Email Address			
Postcode			Tel No			

Please tick appropriate box for course & start date

Course	Start Dates					
<b>University of Chester (for exemption, please refer to our APL form)</b>						
<b>Undergraduate Programmes</b>				September 2018	January 2019	September 2019
	Year 1	Year 2	Year 3	£6,165 p.a.	£6,165 p.a.	£6,165 p.a.
BA (Hons) Business Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BA (Hons) Accounting and Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BA (Hons) Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSc (Hons) Computer Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LLB Law with Business (Hons)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Postgraduate Programmes</b>				September 2018	January 2019	September 2019
				£8,000 p.a.	£8,000 p.a.	£8,000 p.a.
MBA: Master of Business Administration				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preferred Mode of Study: Day  Evenings & Weekends

<b>Pearson BTEC</b>	Year 1	Year 2	September 2018	January 2019	June 2019
			£6,165 p.a.	£6,165 p.a.	£6,165 p.a.
HND in Business (2 Years) Preferred Mode of Study: Day <input type="checkbox"/> Evenings & Weekends <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HNC in Business (1 Year)* *APL progression to BA (Hons) Business Management Y2 & Y3 Preferred Mode of Study: Day <input type="checkbox"/> Evenings & Weekends <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BTEC Level 5 Diploma in Education and Training (DET) Preferred Mode of Study: Full-Time Day <input type="checkbox"/> NB: Students are required to find their own work placement to complete 100 hours of certified practical teaching experience in a post-16 education sector.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Pearson BTEC</b>	September 2018
	£4,625 p.a.
BTEC Level 5 Diploma in Education and Training (DET) Preferred Mode of Study: Part-Time Day <input type="checkbox"/> Evenings/Weekends <input type="checkbox"/> NB: Students are required to find their own work placement to complete 100 hours of certified practical teaching experience in a post-16 education sector.	<input type="checkbox"/>

<b>KCB English Course</b>	3 months	6 months	9 months	September 2018	January 2019	June 2019
3 Months – Intermediate/Advance	£750 <input type="checkbox"/>	£950 <input type="checkbox"/>	£1,250 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PERSONAL STATEMENT

Please write in your own words (minimum 500 words). *(Any text found not to be your own may result in your application being rejected):*

- What are your reasons for applying for this course? Please refer to career and personal reasons as appropriate.
- Indicate how your chosen course will be of special benefit to you and what the qualification will help you achieve in the future.
- Why have you chosen KCB as your preferred institution of study? Please let us know why you have decided to join us instead of other institutions in the UK.

Please continue on separate sheet if necessary.

## TERMS AND CONDITIONS

1. The student hereby confirms warrants and represents that he/she is fully aware of the subjects that are offered on his/her course and is fully aware of the facilities and services offered by the College.
2. The student hereby consents to the College processing personal data contained in this form, or other data which may be obtained from the student or others, including details of academic performance, learning support needs, disciplinary matters, destinations and comments on quality, closed circuit TV and video recording on the College premises and holding the student's photograph which is used on the student ID card and for any purpose connected with the student's application for admissions, immigration purposes, studies, health and safety, implementation of the Rules, to provide data that the College is required to hold or supply to the Higher Education Statistics Agency (HESA) or for any other legitimate reason. The student also give consent by signing this document to the disclosure of such information for academic purposes, in response to requests for references relating to continuing education, training or employment, for implementation of the Rules, in relation to council tax matters, and to sponsors. The student also gives explicit consent for the College to check, verify or communicate any personal data that the student has provided in this form or at any other point on any other documents during and in support of the student's application for admission to the College with the UKVI. By signing this document the student confirms their understanding that HESA pass data to organisations that need it to carry out their statutory functions connected with funding higher education.
3. The student hereby consents to the College obtaining and verifying his/her registration details, assessment registration and results from all professional institutes/ examination bodies.
4. When enrolling, each student will be required to produce evidence of previous relevant examination performance and/or work experience. The College reserves the right to refuse admission to students who do not provide such evidence, in which event there will be no refund to the student.
5. Credit can only be confirmed after a student has registered and submitted documentary evidence of academic qualifications with course syllabi. The admissions office will evaluate credits from other institutions on a module-by-module basis. Students should not assume that their academic qualifications will allow them credits until written confirmation has been given.
6. The College reserves the right not to commence any classes set out in the prospectus and to close, alter or combine classes which have commenced. In that event it further reserves the right to decide in its entire discretion whether the whole fee, or any portion of it, shall be returned to the student.
7. If a student has submitted any false/forged documents/certificates/bank statements the College will report the same to the UKVI/SLC/Awarding Bodies and any fees paid will be forfeited.
8. Subject to clause 12 below, all fees are payable in advance. An additional £300 charge is incurred on payment by instalment plan. Attendance at classes can only be allowed when the fee has been paid, or an application has been made to pay by instalments or for its remission, and such application has been accepted in writing by the College.
9. Students whose fees are to be paid by the Student Loans Company, employer or other body directly to the College, must produce written evidence of this at enrolment (or earlier). In the event of an SLC, employer, or other body not paying such fees, the student will remain personally liable for them.
10. The College reserves the right to refer students with outstanding fees to the Debt Collection Agency if their fees remain unpaid.
11. Students whose fees remain unpaid may be denied access to the College facilities, and the College reserves the right to withhold examination results, until payment is made.
12. Your course fees includes first attempt examination/coursework fees but not re-sit/repeat fees.
13. New students have a statutory right to cancel their contract (enrolment) with the College and withdraw from their course within 14 calendar days of the completion of that contract (enrolment). Withdrawal within this period will not incur any fees.  
If the Higher Education Loan or Career Development Loan which the student applied for is declined by the loan provider or if the student fails to apply in a reasonable period of time as determined by the College, the student will become liable for any outstanding fees.
14. If the student decides to withdraw or go on leave of absence in the academic year, the amount of tuition fees that the student will be liable for, will vary depending on the date the student withdraws:

<u>Withdrawal Date</u>	<u>Fee Liability</u>
before the first day of term 1	Nil
on or after 14 days of term 1	25% of the full annual fee
after 3 months from the first day of term 1	50% of the full annual fee
after 5 months from the first day of term 1	100% of the full annual fee
15. Students are required to attend all lectures, tutorials, tests/exams as specified on the timetable and to submit written work as required by the College/Awarding Body. The student also agrees that if he/she fails to achieve an attendance level of at least **80%**, this could lead to disciplinary action including termination of the course, in which event there will be no refund to the student.
16. Any absence of leave should be approved in writing by the College prior to the leave.
17. KCB reserves the right, as a part of this contract, to contact your parents or other responsible persons/organisations, should you be absent from lectures and not personally be contactable by the College.
18. The student agrees that he/she cannot change, defer, suspend or withdraw from the course offered without prior written permission from the College.
19. The Director of the College reserves the right to enact disciplinary procedures and/or expel a student if he/she does not fulfil the above requirements, or fails to act with an appropriate level of conduct when: in the College, dealing with staff or fellow students, representing the College or using facilities associated with the College off-campus. (Examples would include disrupting the general operation of the College; offensive, threatening, discriminatory or harassing behaviour; misrepresentation; misuse of the site/ facilities). In such an event there will be no refund to the student and the relevant authorities will be informed.
20. This leaflet is correct at the time of printing but is subject to alteration.
21. Fees and sums paid for courses and course materials will be refunded if the College exercises its right to cancel the course if there are insufficient enrolments. A refund may also be made where:
  - An applicant receives an Offer, but is considered ineligible for a CAS letter; or payment is made without an Unconditional Offer and the application is rejected or ineligible for CAS. (An administrative charge of £200 shall be retained.)
  - An applicant receives visa refusal, where refusal documents are submitted to the College within five working days of receipt of notification of the decision.
  - Where visa refusal is received prior to enrolment, all fees paid less an administration charge of £200 are refundable
  - Where visa refusal is received after enrolment, a pro-rata deduction from the full fee will be charged for courses studied prior to formal withdrawal from the programme.
  - Exceptions:

- Where an application is refused / a visa curtailed under the “General grounds for the refusal...” (Immigration Rules, Part 9: 320, 321, 322 and 323 e.g. use of deception and/or false documents; prior breaches of the immigration rules, etc.)

22. If using a Tier 4 visa, the student hereby confirms warrants and represents that he/she has fully read and understood the UKVI Tier 4 (general) student visa rules, regulations and guidelines on the UKVI website (<https://www.gov.uk/government/organisations/uk-visas-and-immigration>).

22. **LIMITATION OF LIABILITY: THE STUDENT'S ATTENTION IS PARTICULARLY DRAWN TO THIS CLAUSE.** The College shall not be liable to the student, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or for any indirect or consequential loss. The College's total liability to the student in respect of all other losses, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall not exceed the fees paid by the student to the College. Except as set out in these Terms and Conditions, all warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded. This clause 19 shall survive termination of the Contract.

**I confirm that the information given in this form is correct and complete. I accept that this agreement is subject to the College's Terms & Conditions that I have read and understood.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**I have enclosed herewith the following (please tick):**

Fully completed application form ( <i>Please keep a copy for your records</i> )	<input type="checkbox"/>
Two photographs and a copy of your passport.	<input type="checkbox"/>
Copy of all examination result transcripts and certificates (including unsuccessful attempts) and CV. <i>Original documents must be provided on arrival at the start of the course. A certified translation is required if documents are not in English.</i>	<input type="checkbox"/>
Work reference (Work Reference must be included if applying as a mature student). <i>Original documents must be provided on arrival at the start of the course. A certified translation is required if documents are not in English.</i>	<input type="checkbox"/>
Proof of address.	<input type="checkbox"/>
Details of all previous visa applications (Visa copies, refusals, appeals, admin review, removal/deportation order) and, of any immigration offences must be disclosed to the College. (If applicable) <i>Original documents must be provided on arrival at the start of the course. (Non-EU students only)</i>	<input type="checkbox"/>
I enclose the fee of £ _____ if applicable (Please make cheques payable to KENSINGTON EDUCATION FOUNDATION). Students are required to pay full fees (excluding those funded by the Student Loan Company) (or, in exceptional cases, a minimum deposit as specified in the offer letter) before the offer can be considered to have been accepted and a CAS letter issued, if relevant.	<input type="checkbox"/>

**For Official Use Only**

Issue Letter: Conditional Offer  Unconditional Offer  Reject

Comments:

Date: \_\_\_\_\_ Staff Name: \_\_\_\_\_ Staff Signature : \_\_\_\_\_