



1.	Original Documents of Educational qualification	
2.	Translation of Educational qualification (If Required)	
3.	5 Years Proof of being in the UK	X
4.	Passport copy or Identification Card	X
5.	Proof of Address in UK	X
6.	CV (If Required)	
7.	Work Experience Letter (If Required)	
8.	Proof of National Insurance number -NI CARD	X
9.	Any special need (SEN)	
10.	2 Passport Sized Photographs	X
11.	Application Form	
12.	Interview Form	
13.	Reference Letter(if related to Work experience)	
14.	English Level B2/ IELTS 5.5, with a minimum of 5.0 being awarded on individual sections	X
15.	BTEC Registration	X
16.	Full fees for the course is due on commencement unless student is applying through Student Loan Company Information on refunds is found on the website.	

Please sign and confirm the following information for students applying through SLC

- ✓ I have understood the information I received and agree with the terms and conditions of LBBA.
- ✓ All the information provided to the college is authentic and conforms to the list above.
- ✓ I have provided all genuine documents necessary to complete the registration and will be reported to SLC if found otherwise.
- ✓ I have read and I agree with the terms and conditions of Student Finance Loan Company(SLC website)
- ✓ I have read and I agree with the terms and conditions of London Bridge Business Academy
- ✓ LBBA will not assume any responsibility in any way for the student finance Arrangements.
- ✓ LBBA has the right to withdraw you from the course if your payment has not been paid to LBBA or for poor attendance or conduct
- ✓ I have had an interview and have asked all the questions I need in regards to the course and other matters.
- ✓ I will keep the college informed at all times of any correspondence I receive from Student Finance Loan Company at all times. In regards to my loan and otherwise.
- ✓ Payment to BTEC for registration £285.00 (Non refundable) and must be paid within one week of course commencement. Failing to do so, will result in removal of student from the course.
- ✓ Any student signing this document is liable to pay the college full fees should they not have any of the documents above or if they are not genuine.
- ✓ The students agrees to inform the college of any changes in circumstances.
- ✓ I will refer to the Website/ Notice board / Portal to check and refer to the policies and procedures at all times.
- ✓ I am aware of the fees associated with the course such as the late fees and resubmission fees are £80/00 per assignment, £50/00 for presentation
- ✓ I agree to make sufficient progress on the course .

NB: This data will be provided to HESA (Higher Education Statistics Agency) on a regular basis.

PLEASE NOTE:

I hereby agree to the information on this form and will comply with the LBBA attendance requirements, behaviour and conduct expected as a student I will only register as a student with LBBA when I am satisfied and know what to expect as a student.

Student Name

Student Signature Date.....