



**How to apply for Full time Courses**

**For Home/International Students (Cas)**

Document checklist to be submitted with the Course application form by fee paying students  
LBBA/Awarding Body requirements are marked X. In addition to these documents students requiring a  
**CAS to apply for a Tier 4 Visa are marked as Y.**

1.	Original Documents of Educational qualifications	X
2.	Official Translation of Educational qualifications (If Required)	X
3.	Application Form	X
4.	2 Passport Sized Photographs	X
5.	Passport Copy or National Identification Card	X
6.	Any special need (SEN)	X
7.	Interview Form	
8.	CV	X
9.	Reference Letter( if related to Work experience)	X
10.	English Level B2 / IELTS 5.5, with a minimum of 5.0 being awarded on individual sections and 6.0 if for PG DIP CTH	X
11.	Full fees for the course is due on course commencement	X
12.	Bank statements and or Sponsors letter as per UKVI requirements	Y
13	Awarding body registration within one week of course commencement	X

Kindly note that all the documents submitted must be genuine and students will be reported UK Visa and Immigration /Awarding bodies if found otherwise.

Please ensure you have checked UK Visa and Immigration requirements in regards to acquiring a CAS and agree to comply.

The English entry requirements for all courses are found on our website.

Please submit the relevant application form with the documents (checklist) to be assessed by Administration.

Students must refer to the website for Information on admissions process, terms and conditions, fees associated with the course and policy on refunds.

During the interview/ induction the student will be given a chance to ask questions and be provided with details on the course, expectations, suitability of the student and if extra support is needed. Students must notify the college as soon as their visa is received and inform the college about their flight details, travel plans.

Students with Visa refusal please check information on our website regarding the refund and inform the college of your refusal as soon as possible.

Students must agree to refer to website, notice board, portal for our terms and conditions, policies and procedures at all times.

Students must agree to inform the college of any changes in circumstances.

LBBA has a right to withdraw you from the course if your full fees has still not been paid at the commencement of the course, failure to comply with the attendance policy.

Students can email and request for the attendance policy applicable to students on a CAS or otherwise. However they must ensure If a student does not attend for enrolment within one week of start date of classes, they will be reported to UK Visa and Immigration (formally know as UK Border Agency) as a non- attendee their sponsorship will be withdrawn and their student Visa is likely to be revoked.

If you require any assistance, please contact a member of the Admissions Team on 0207 404 2222 or Email us on: [info@lbbaglobal.com](mailto:info@lbbaglobal.com)