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|-----|--|---|
| 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<br>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.....