



**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	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 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.

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.

Students must ensure if you do not attend and enrol within one week of start date of classes, or they will be reported to UK Visa and Immigration (formally known as UK Border Agency) as a non- attendee , their sponsorship will be withdrawn and their student Visa is likely to be revoked.

Payment to BTEC for registration for students on two year course £350.00 (Non Refundable) and must be paid within one week of course commencement. At start of year two a further £200/00(Non Refundable) BTEC registration will become due within one week of course. Failing to comply, will result in removal of the student from the course,

I am aware of fees associated with the course and of the deferral fees and resubmission fee which is chargeable at £140/00 per assignment, or £80/00 for a presentation. Time allowed for the deferment to be before the end date of the course. This is subject to approval

I agree to make sufficient progress on the course and any re submissions are chargeable at £140/00 per assignment. Late work that needs improvements the fees for this will be £100/00 and new dates will need to be arranged.

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. I will only register as a student with LBBA when I am satisfied and know what to expect as a student. I am aware and agree to allow LBBA to hold /use my personal data as per Privacy policy (GDPR) found on the website. Until I inform LBBA otherwise. Photographs/non sensitive data can be used for the website and for marketing purposes.

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)

**Student Name** .....

**Student Signature** ..... **Date**.....