



LONDON BRIDGE BUSINESS ACADEMY

Document checklist the documents below must be submitted by each student to enrol on the BTEC Course

Boxes marked X are considered essential for students applying through Student Loan Company (SLC)

We would need documents (copies) marked as yellow and as first emailed to: new@lbbglobal.com

Please indicate Yes/No on the last box below and according to the documents sent

Yes/No

<p>London Bridge Business Academy (Premises) 53 Farringdon Road London EC1M 3JB.</p> <p>Please email the documents marked as (first) and this page with Yes or No in box.</p> <p>Sending this form by email confirms that you agree and are aware of the information found within.</p> <p>Email new@lbbglobal.com On receipt we will invite you for an online interview and provide you with more information. Note the documents marked as Later will be needed by the start of term. Please sign if agreed.</p>	1.	Original Documents (copy) of Educational qualification	X First	
	2.	Naric for recognition and comparison of International qualifications ((level 3)	X Later	
	3.	5 Years Proof of being in the UK/ or 3 months pay slips with bank statements & with your UK immigration status i.e., Settled or Pre-Settled Status	X First	
	4.	Passport copy or Identification Card	X First	
	5.	Proof of Address in UK	X First	
	6.	CV (If required)	First	
	7.	Work Experience Letter (If required)	X First	
	8.	Proof of National Insurance number - NI CARD	First	
	9.	Any special need (SEN)/or other needs that may affect online learning	First	
	10.	2 Passport Sized Photographs (scanned with the application form)	First	
	11.	Application Form filled in correctly	X First	
	12.	Sign this form and email this form with the application form	X First	
	13.	English Level B2/IELTS 5.5, with a minimum of 5.0 being awarded on individual sections	X Later	
	14.	BTEC Registration	X Later	
	15.	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.		
	16.	Interview is mandatory and students must arrange to have an interview	X First	

Please sign and confirm you understand and agree with the information below for students applying through SLC:

- I have read and agree with the terms and conditions on the application form and the document check list. Further 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. I agree to inform the college of any changes in circumstances.
- 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 regard 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 £350.00 (Non-Refundable) and must be paid within one week of course commencement. At start of year two or year three a further £250/00(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.
- 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.
- I will refer to the Website/ Notice board / Portal to always check and refer to the policies and procedures, I agree to attend lectures online and at the Farringdon Campus and will be aware of the schedule for this.
- Assignments must satisfy the standards set by the committee. If the standard is not satisfied, then the college is not liable to accept the assignment Charges for submission will be applicable at £120 per assignment
- Late submission or deferral of assignment and presentations are subject to approval and on receipt of valid reasons. Without valid reasons late submissions will be chargeable at £120 per assignment and at £80 per presentation
- A resubmission fee is chargeable at £120 per assignment. The dates for resubmissions will be found on the notice board/portal.
- I agree to make sufficient progress on the course and am aware of the progression policy. Students found on the progression list are to be responsible and to be aware of the additional collection dates and will incur a cost of £120/00 per assignment.
- Certification- students have a maximum of six months after the course end date to hand in any referral work. For part certification you must apply in writing.

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 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.

Unless I inform LBBA otherwise Photographs/Non sensitive data can be used for the website and for Marketing purposes.

Student Name: Student Signature: Date: