



Please send all applications to this address:

LONDON BRIDGE BUSINESS ACADEMY LTD.  
 53 Farringdon Road, London EC1M 3JB  
 Email: [new@lbbaglobal.com](mailto:new@lbbaglobal.com) (For new students)  
 Website: [www.lbbaglobal.com](http://www.lbbaglobal.com) (Reg: No 4947131)

Tel: 0207404 2222

UK VI  
 SPONSOR  
 LICENSE  
 NUMBER  
 7T4X0JE57  
 TIER 4  
 GENERAL

Please fill the application form on the basis that you are aware of and will comply with the Terms & Conditions found at the back of this application form (Page 2).

Forename(s) Mr/Mrs/Ms -----  
 Surname: -----  
 UK Address -----  
 City: ----- Postcode-----  
 Home Telephone:-----Work / Mobile: -----  
 Email----- D.O.B-----  
 Qualifications-----Date-----  
 Ethnicity ----- Any Disability -----  
 Nationality-----Religion. -----  
 Passport Number/ National Identity Card NO -----  
 Next Of Kin: Full name -----Mobile-----  
 UK Address: -----  
 Any Additional Information: -----  
**OVERSEAS STUDENTS ONLY** [Proof Needed] Please check terms  
 Overseas Home Address-----  
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LBBA : For all Applications  
 Please post to the college location  
 London Bridge Business Academy  
 53 Farringdon Road, London EC1M 3JB

ATTACH PASSPORT SIZE Photograph

**Edexcel BTEC Higher National Certificate in Business (level 4)**

Kindly note : All students on their first year are enrolled on the HNC and only on suitable progression, conduct and registration can you progress on to the HND in the second year. The units selected for the course are listed below, please ensure you are aware there is no other choice available. The units include the BTEC Business core units marked below as well as the optional units not marked.

1. Business and the Business Environment– Core Unit
2. Marketing Processes and Planning - Core Unit
3. Human Resource Management – Core Unit
4. Leadership and Management - Core Unit
5. Accounting Principles - Core unit
6. Managing A Successful Business Project – Core Unit
7. Business Law - Optional Unit
8. Innovation and Commercialisation - Optional Unit





TERMS AND CONDITIONS / INFORMATION ON FEES BTEC

1. All students must take a minimum of four modules each. Students with a visa must also take the English module to meet the requirements of their visa and to comply with the timetable and attendance requirements.
2. Students must check the College website and document check list for more information.
3. Fees paid are non-refundable except as set out in section 4 below.
4. If a student applying from overseas has their visa application refused, then the amount paid will be refunded, less an administration charge of up to £350 on production of the following documents:
  - a. Copy of the visa refusal letter (app200),
  - b. Copy of the student's passport showing both a photograph and signature; and
  - c. Where the payer was not the student, an original authority letter from the student authorising the repayment to the payer. Refunds will only be made under the above if requested in writing with the necessary supporting documents, and within four weeks from the published commencement date of the course.
5. Should students who have a Confirmation of Acceptance for Studies (CAS) have commenced the course at the college and then be refused a visa, then provided it is within eight weeks and full annual fees have been paid, they will then be allowed a refund of half (50%)
 

In the following circumstances students will be withdrawn from the course with no refunds payable: -

  - a. Where the student has supplied incorrect, fraudulent or misleading information.
  - b. If a visa application is refused on the grounds that the student was unable to provide the necessary documents or demonstrate adequate financial support.
  - c. Or if the visa application was submitted late by the student
6. All students are advised to be aware of UK visas and immigration (UKVI) guidelines.
7. Students issued a CAS for the purpose of a visa application may not withdraw his or her application. Should a student withdraw the application no refunds will be payable.
8. Any student requiring a CAS letter would need to pay at least 80% of the fees due for the duration stated in the CAS letter. Note the remaining fees will be payable on commencement of the course.
9. Should non-visa fee paying students have commenced the course and for any reason need to withdraw, then provided it is within eight weeks and full annual fees have been paid, they will then be allowed a refund of half (50%)
10. The college reserves the right to report offenders to their professional body and appropriate authorities in accordance with the policies and procedures.
11. Events outside our control may necessitate changes to courses. These include, without limitation; over or under demand from students, staff illness, civil disorder, political unrest, government restrictions with regard to the transmission of serious illness. Should any such circumstance arise then we shall use all reasonable attempts to lessen the effect of the event and communicate these to students in a timely manner. If students are adversely affected, then they will be given the option to either switch courses or to withdraw from the college.
12. The college reserves the right to dismiss any student at any time whose standard of conduct is in breach of what the college considers appropriate behavior. For example, for the non-payment of fees, failure to meet the ongoing attendance or progression requirements, late commencement of study and misconduct. The college reserves the right to inform the appropriate authorities where a student has been removed from the college. Should this happen, no fees will be refundable for any student dismissed under this section and college policies. Any fees owed for that term will still be payable either by the student or by Student Loan Company (SLC) should the student be funded by them.
13. Tuition Fees payable may increase or decrease and are published at the start of the academic year. However, an increase in fees imposed by external bodies (e.g. SLC) may arise at other times throughout the course. Tuition Fees or any other fees paid late may incur an additional cost and are subject to approval.
14. All fees exclude amounts payable to the professional body for student registration. Books and other necessary course materials are also excluded.
15. Students will be allowed up to one week on the course from the start date to register with the awarding body through the college. The registration fee for BTEC is chargeable at £350 (non-refundable fee) and is paid to the college. The college reserves the right to register fee paying students providing the full fees for the course have been paid. For BTEC courses of two years duration or more, at the start of year two or year three a further £250 BTEC registration will become due. This must be paid at the start of the term for the student to be allowed to continue the course.
16. Students applying for student funding must comply with the SLC terms and conditions and keep the college informed at all times of their communication with them. Information on how to apply for funding is found on our website and at the administration desk. Students are advised to apply for funding subject to document approval, and after the results of their interview. Students must ensure that the College is provided with up-to-date information at all times such as email, address, and telephone numbers.
17. Full annual course fees are payable on the commencement of the course. Students applying through SLC will be allowed one week before the assignment collection date to make payment.
 

If fees have not been paid, collection of assignments will be chargeable at £160 (non-refundable fee) subject to approval by the college. The assignment results will be withheld until the full course fees have been received. If the full fees have not been paid prior to the start of the following term the student would need to discontinue the course.
18. 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 and students will be advised on making necessary improvements. Charges for submission will be applicable at £120 per assignment.
19. 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.
20. A resubmission fee is chargeable at £120 per assignment. The dates for resubmissions will be found on the notice board/portal.
21. Students who are funded by the SLC but whose tuition fee loan does not cover the full cost of tuition must pay the remainder of the tuition fees either in full or via an instalment plan agreed with the college.
22. All SLC funded Students wishing to withdraw from the course within two weeks of commencement can withdraw but must inform the college in writing and request a withdrawal. After two weeks of the course commencement and prior to their fees being paid by (SLC) or any other source, students will be personally liable for payment of the tuition fee for the entire term. In the situation where a funded student does not wish to continue receiving financial support from the (SLC) the student will be personally liable for the payment of the outstanding balance of the course fee due.
23. Certification students have a maximum of six months after the course end date to hand in any referral work. If a student does not wish to hand in more work, they have a maximum of six months after course end date to apply in writing for part certification. Failing this they will not have any certification.
24. Noticeboard, emails and portal must always be checked by students for information such as timetables, deadlines and other changes.