



# LONDON INSTITUTE OF TECHNOLOGY

Where education meets career

3, Admiral House, Cardinal Way, Harrow, London, HA3 5TD, Middlesex, UK.

Dr. U. A. Kazi, Professor

Executive President

Ph.D (B'ham Uni), MSc (LSE), M.A. (Bom)

## APPLICATION FORM

Student Ref. No: \_\_\_\_\_ ID No: \_\_\_\_\_ Checked by: \_\_\_\_\_

### Required Documents:

- Copies of relevant academic certificates
- Three Passport size photographs
- Registration Fee £250
- Copy of Passport
- Two references (At least one academic)

### English Qualification:

Please tick relevant box:

Grade

1. IELTS \_\_\_\_\_ out of 9
2. TOEFL \_\_\_\_\_ out of 120
3. OTHERS \_\_\_\_\_

**Full Name (Mr./ Mrs./ Miss):**  
according to passport

**Address** (to which all correspondence should be sent)

\_\_\_\_\_  
\_\_\_\_\_

**Post Code:**

**Tel:**

**Permanent Address** (If different from correspondence address / Same as passport)

\_\_\_\_\_  
\_\_\_\_\_

**Post Code:**

**Tel:**

Overseas Contact Name:

Photograph

Passport size  
photograph

**Date of Birth:**

**Passport Number:**

**Nationality:**

**Passport Expiry Date:**

**Visa Issue Date:**

**Visa Expiry Date:**

**Email address:**

**Admission Sought for:**

- Full-time (resident)  Part-time learning  Distance Learning  E-learning

**Semester Intake:**  September (Fall)  January (Winter)  May (Spring)

**Proposed Starting Date:** \_\_\_\_\_

Specify your area of specialization / concentration in the study you would like to undertake at LIT  
(Please check one only)

NQF	Courses	Duration	Fees
<input type="checkbox"/> L7	<b>ABP</b> ABP - Post Graduate Diploma (Leading to Top Up MBA/Masters)	12 Months	4750
	<b>Specialization</b>		
	<input type="checkbox"/> Business Management		
	<input type="checkbox"/> Information System		
	<input type="checkbox"/> Business Computing		
	<b>ABE</b>		
<input type="checkbox"/> L4	ABE - Certificate	12 Months	3750
<input type="checkbox"/> L5	ABE - Diploma	12 Months	4250
<input type="checkbox"/> L6	ABE - Advance Diploma	12 Months	4750
	<b>Specialization</b>		
	<input type="checkbox"/> Business Management		
	<input type="checkbox"/> Business Information System		
	<input type="checkbox"/> Travel, Tourism and Hospitality Management		
	<input type="checkbox"/> Human Resource Management		
	<input type="checkbox"/> Marketing		
	<input type="checkbox"/> Financial Management		
	<b>IMIS</b>		
<input type="checkbox"/> L3	IMIS Foundation Diploma	12 Months	3750
<input type="checkbox"/> L4	IMIS Diploma	12 Months	4250
<input type="checkbox"/> L4	IMIS Higher Diploma	12 Months	4750
	<b>CTH</b>		
<input type="checkbox"/> L4	CTH - Diploma	12 Months	3750
<input type="checkbox"/> L5	CTH - Advanced Diploma	18 Months	4250
	<b>Specialization</b>		
	<input type="checkbox"/> Hotel Management		
	<input type="checkbox"/> Tourism Management		
	<b>Professional Courses</b>		
<input type="checkbox"/>	CAT (T1-T4)	06 Months	2000
<input type="checkbox"/>	ACCA – Papers F1 to F9	18 Months	4500
<input type="checkbox"/>	ACCA – Papers F4 to F9	12 Months	3250
<input type="checkbox"/>	ACCA – Papers P1 to P7	12 Months	3000
<input type="checkbox"/>	CIMA Certificate (C01 TO C05)	12 Months	2500
<input type="checkbox"/>	CIMA Operational/Management/Strategic Level	18 Months	4500
	<b>ESOL or IELTS</b>		
<input type="checkbox"/> A1	Breakthrough/1 - 2.5 Bands	03 Months	500
<input type="checkbox"/> A2	Waystage/ 3 Bands	03 Months	500
<input type="checkbox"/> B1	Threshold/3.5 - 4.5 Bands	03 Months	500
<input type="checkbox"/> B2	Vantage/5 - 6 Bands	03 Months	500
<input type="checkbox"/> C1	Effective Operational Proficiency/6.5 - 7 Bands	03 Months	500
<input type="checkbox"/> C2	Mastery/7.5 - 9 Bands	03 Months	500

**For Degree/ Top up MBA and Distance courses please contact Admission Office**

## Academic Qualification

Qualification	Subjects	Name(s) of Academic Institution	From	To	Grade(s)

Examination to be taken, or with results pending (add further sheet, if necessary)

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Provide the following details of two referees:

Name:
Contact:
Address:
Contact No.:
E-mail:

Name:
Contact:
Address:
Contact No.:
E-mail:

I hereby acknowledge that all the information above is correct to the best of my knowledge

Name & Signature of Student

Date:

dd/mm/yyyy

### Fees, Admission rules and terms and condition

- No student will be admitted to a programme unless the Director of studies is satisfied that the student's previous education will enable him/her to undertake and benefits from the proposed programme.
- The registration fee of £250 is non-refundable.
- Fees must be paid in full before commencing the study programme, unless an instalment schedule (legally binding) has been agreed beforehand (This is not a common practice and is only applicable by exception.)
- In the event of a student being dismissed by the Institute or leaving after attendance one or more class, any fee/deposit will not be refunded.
- Enrolment for a programme, together with the payment of the required deposit, creates a binding agreement to follow the programme and pay full fee.
- If the official admission form is signed on behalf of the student by his/her guardian/sponsor, these conditions still remain binding to both parties.
- During the term time students will not be given leave of absence for any overseas national holidays or to attend family functions etc. In the event of any such unauthorized absence UKBA will be informed and it will lead to deregistration of the student.
- The student must become fully aware of the subjects that are offered on his/her course and of the facilities and services offered by the Institute well in advance of arriving at the Institute for their first class.
- The student agrees that he/she cannot change, defer or withdraw from the course offered, without prior permission from the Institute, and notifying the UKBA.
- The student must register for the course on the date mentioned in his/her offer letter. In the event of a delay in his/her arrival to the UK for some valid reasons, the Institute must be informed with the evidence of reasons for delay & valid reasons do not include home sickness, family functions etc.
- The Institute reserves the right at any time to make any changes in admission requirements, fee structure, policies, regulations and academic programmes as and when changes are required in line with immigration legislation and in the interest of the Institute.
- The Institute reserves the right to cancel any module/subject up to four weeks after the publicized commencement date if it considers the module/subject to be not viable to run. In such a case an alternative subject will be offered within the boundaries of the larger course.
- Overseas students' fees/deposits are not refunded once VISA is granted on LIT admission.
- It is the Institute's requirement and every student's responsibility to be punctual, attend lectures, submit course work and attend all tests and examination during the study period.
- Any absence without prior permission and notification of sickness will lead to deregistration of the student.

Continued P.T.O.

- If a student changes his/her programme of study for which enrolment has already been taken, no refund will be payable for the revised programme if it is shorter than the original programme. An additional fee will be payable if the new programme is larger than the original one.
- For all programmes leading to external award such as ACCA students are liable to pay the registration and examination fee.
- All fees represents an annual tuition fee and in the event of a student having to continue his/her course & study for more than one year, then the second year's fee will be payable.
- Students requiring visa extension will not be issued with a visa support letter (confirmation of acceptance letter) unless they complete the enrolment formalities and pay the required fee.
- The Institute reserves the right to increase the fee as deemed appropriate. Such information will be published in the publicity material, prospectus and on the web site.
- Unpaid/uncleared cheques will result in a charge of £25.
- It is the responsibility of students to buy text books and other study material.
- The Institute is responsible for regularly monitoring and checking students' immigration status and is obliged to inform the UKBA of any change in their circumstances. Students are therefore required to provide the required information to the Institute.
- The Institute reserve the right to change programmes faculty, dates and locations.
- Programmes and fees are not transferable between students.
- Any misconduct on the part of a student will lead to disciplinary action.

**English Proficiency:**

- All students must provide evidence of proficiency in English to enable them to successfully study their programme.
- Students are required to achieve minimum 5.5 IELTS proficiency band or comparable TOEFL or ESOL B2.

**Privacy Policy:**

- The Institute is registered with the Information Commissioner's Office (ICO), in compliance with the Data protection Act of 1998.
- The Institute will share information on students' immigration status, attendance, progress report or any other such information required by the UKBA or any other legal authority if necessary. However, all information will be kept confidential from any other person and body with legal authority.

**Declaration:**

No application will be considered if this declaration is not signed by the applicant.

I declare that the statements made by me are correct to the best of my knowledge and belief. I have read and understood the Institute's Terms and Conditions and I agree to be bound by them. I understand that LIT may need to process and store my information in countries outside the UK (and not subject to UK Data Protection laws), such as the United States or other countries where we have offices or service providers. I consent to transfer of my information to these other countries.

I confirm that I have completed all relevant sections of this form.

**Signed:**

**Name:**

**Date:**

Please return the completed form to LIT administration.

**Bank Details:**

Bank: Barclays Bank  
 Branch: Harrow, Station Road Branch  
 Account Name: LIT LON LTD  
 Sorting Code: 20-37-16  
 Account No: 10701394  
 IBAN: GB65BARC20371610701394  
 SWIFTBIC: BARCGB22

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