



ADMISSION CHECKLIST

Undergraduate Courses

Course Details

Course Name: EduQual Top-Up

Study Mode: Blended Learning

Start Date(s): EduQual: Top-Up:

Student Details

Title: Mr Mrs Miss Ms Dr Other

First Name:

Last Name:

Date of Birth: Nationality:

Checklist

- Copy of Passport or UK driving license
- Completed application form and signed student contract
- English proficiency test (if required)
- Relevant qualification certificates
- Contact details including phone no., address and email

Entry Requirements

- EduQual Extended Advanced Professional Diploma in Business & Marketing Management
- ABE Advanced Diploma in Business Administration / Marketing
- Edexcel Higher National Diploma in Marketing
- BTEC Edexcel Level 5 Higher National Diploma in Business
- NCC Level 5 Education Advanced Diploma in Business

Additional Information

All fields to be completed by the Admission Manager

LAP / RIBD Name: Partnership: LAP RIBD

Admission Manager: Course Fee:



London School
of Marketing



An Associate College of

Anglia Ruskin
University

APPLICATION FOR ADMISSION

Your Application Guide

Please carefully read this guide to avoid delays in the application process.

Deadlines

All students are advised to apply at least 6 weeks before the course start date.

Personal Information

Please let us know if your contact details such as permanent and term time addresses, telephone numbers and e-mail address change.

Course Details

Please check carefully whether you have met the entry requirements for your chosen course. Most of our courses require students to have a combination of educational as well as employment qualifications (such as work experiences).

Educational Information

Please state your educational qualification starting most recent first. If you have not yet completed your qualification, please state the proposed completion date. We require you to submit copies of all your certificates and mark sheets with your application form. Please do not send the originals; we only require attested copies of your documents. If your documents are not in English, please include a translated copy with your application form.

Minimum IT Requirements

Students are expected to have a good internet connection to access the study platform.

English Language Proficiency

If you are a non-native English speaker, you are required to submit evidence of your ability to communicate in English. This can be done by an independently verified English language test such as IELTS, Cambridge Certificate, etc. Please send the attested copies of such certificates with your application form.

Employment Information

Please provide us details of your work experiences, starting from the most recent. Please mention clearly your duties and responsibilities with specific attention given to any tasks that are relevant for your chosen course. Please also mention clearly the start and end dates of your experiences. Also mention whether they are full time, part time or internships. Please also include copies of any work reference letters to support the activities that you have mentioned under 'Duties and Responsibilities'.

Fee Information

The minimum course fee must be paid before a place is offered. If you are planning to apply for sponsorship or a bank loan, please tick the appropriate box under 'Course Fees'. We will then issue a conditional offer email confirming your eligibility for your chosen study programme and the fees, enabling you to apply for your funds. Otherwise, tick 'Self-funded'. Please also budget for any potential exam resit fees, as these are not included in the initial course price. If you are a LAP student, the fees should be paid to the LAP.

If you have any questions or concerns regarding this application form, please contact your Admission Manager. Contact details of the Admission Managers can be found at:

www.londonschoolofmarketing.com/contact

*Please fill in block capitals using blue ink

Personal Details

Title: Mr Mrs Miss Ms Dr Other

First Name(s):

Last Name:

Gender: Male Female

Nationality:

Email:

Confirm Email:

Alternative Email:

Date of Birth:

Permanent Telephone
Landline: +
Mobile: +

Permanent Address
Street:
City:
Post Code:
Country: *Permanent Address must match Nationality

Term Time Telephone
Landline: +
Mobile: +

Term Time Address
Street:
City:
Post Code:
Country:

Next of Kin Details

*Please provide details of a contact person in case of emergency

Title: Mr Mrs Miss Ms Dr Other

First Name:

Last Name:

Telephone: +

Email:

Course Details

Awarding Body:

Course Name:

Intake: Jan Mar May Jul Sep Nov
 Feb Apr Jun Aug Oct Dec

English Language Level

*For non-native English speakers

IELTS ESOL City & Guilds Other (Specify)

Educational Qualifications

*Please enclose an up to date Curriculum Vitae with detailed information

Qualification 1:

Start Date: End Date: Grade:

Qualification 2:

Start Date: End Date: Grade:

Qualification 3:

Start Date: End Date: Grade:

Work Experience

*Please enclose an up to date Curriculum Vitae with detailed information

Position 1:

Start Date: End Date: Currently Working

Main Duties & Responsibilities:

Position 2:

Start Date: End Date: Currently Working

Main Duties & Responsibilities:

Course Fees

Self Funded Company Sponsored Bank Loan Local Access Point

Terms & Conditions

Please tick this box to confirm that you have read and agreed to the

[Terms and Conditions](#)

[Student Contract](#)

Please tick this box to confirm that you express consent to Consents and Warranties and that you understand their effect

Support Requirements

*Please complete this section if you have any disability, medical condition or specific learning difficulty learning.

Do you have a disability, medical condition or specific learning difficulty?

If yes, please e-mail a copy of the medical certificate to nusupport@lseeducationgroup.com

Date:

Signature:



CONSENTS AND WARRANTIES

All Study Modes

Immediate Enrolment Waiver

I give my express consent to London School of Marketing beginning delivery of the services for my chosen course within the 14 day statutory cancellation period from the date of me submitting this application, including but not limited to providing me with access to the Learning Platform and course materials. I understand and agree that this means I lose my absolute right to cancel, and that should I cancel within 14 days:

- ➔ My refund will be reduced in proportion to the services I have received (e.g. awarding body registration and agent's commission paid on my behalf will not be refunded);
- ➔ LSM may retain its own registration fee.

Fee Details Declaration

My London School of Marketing admissions manager, Local Access Point, or London School of Marketing referral agent (on behalf of London School of Marketing) has provided me with details of the following in a durable medium (e.g. by email, payment plan, or as a paper fee sheet):

- ➔ The total cost of the course fees, including VAT or other taxes where applicable;
- ➔ The amounts of any initial deposits required;
- ➔ Any accredited prior learning exemption fee.

Data Protection Consents

I consent to the collection, sharing, and use of any information I provide, including sensitive personal data such as on my health, in accordance with the following purposes:

- ➔ Enrolment with LSM, and with affiliated universities, and awarding bodies (e.g. University of Northampton);
- ➔ Monitoring attendance on the courses provided by the London School of Marketing, and associated universities;
- ➔ To ensure payment of fees specified in these Terms and Conditions;
- ➔ To allow LSM to comply, or to ensure my compliance, with the Terms and Conditions or Student Contract;
- ➔ To prevent and investigate academic offences and plagiarism (e.g. Turn-it-in);
- ➔ To allow LSM to co-operate fully with the UKVI, Police, and associated organisations.

I also consent to LSM transferring my information to countries or jurisdictions which do not provide the same level of data protection as the UK, including Sri Lanka, and my home country, or to LAPs outside of the UK, if necessary for the above purposes. I acknowledge that if LSM does make such a transfer they will, if appropriate, put a contract in place to ensure my information is protected.

Data Collection Consents

I hereby authorise my Sales Agent of LSM / my Local Access Point/ my Admission Manager, to collect appropriate and necessary data, including personal data protected by the Data Protection Act (DPA) 1998, relating to my enrolment ('Enrolment Data') including:

- ➔ Transcripts, degree certificates, and other academic qualification records
- ➔ ARU ID cards
- ➔ Enrolment letters
- ➔ Other

Student Name:

Genie No (existing students only):

Date:

Signature:



PAYMENT PLAN

Eligibility

We recognise that managing the expense of studying can be difficult so we provide the option of a three-part instalment plan to help you spread the cost of your London School of Marketing course when you enrol.

Eligibility Criteria

1. Students must have no outstanding balances from previous courses with the School.
2. Students must make a minimum of 50% deposit of the course fee, excluding the registration fee, on or before their induction to LSM.
3. Students must complete a Payment Plan Application and submit this with their application, along with all requested relevant documentation, for consideration by the Finance Department.
4. Payments are then made by direct debit** as follows:
 - ➔ First instalment (20% of total balance): payable 30 days post induction or on the 20th of the following month, whichever is sooner.
 - ➔ Second instalment (20% of total balance): payable 30 days after the first instalment payment.
 - ➔ Final instalment (remaining 10% of total balance): payable 30 days after the second instalment.

NB: Instalment deadlines are not negotiable for further extensions.
5. If any instalment payment is missed, the full amount owed becomes immediately due. A late payment interest charge of 8% will be charged immediately on the outstanding instalment balance and a late fee administration fee of £50 will be charged for each late instalment and will be payable immediately.
6. Failure to make payment when due may result in refused entry to courses booked (without any refund of any fees paid or liability on our part) and no further Payment Plan options will be made available.
7. We reserve the right to take legal action towards recovering all outstanding Payment Plans which have not been honoured.

The London School of Marketing Payment Plan is not available for students enrolling through Local Access Points.

** Students may opt to pay by debit/credit card, which will be subject to £20 arrangement fee payable in advance.



PAYMENT PLAN

Undergraduate Courses

To:

From RIBD / LAP Name:

Student Name:

Course:

Intake:

Please see below details of student’s payment plan which details the amounts owing to us and dates for payment. Please note full payment must be made on dates detailed below.

	Amount (£)	Date of Payment	Method of Payment
Total Course Fees:		dd mm yyyy	
Deposit:		dd mm yyyy	
Instalment 1:		dd mm yyyy	
Instalment 2:		dd mm yyyy	
Instalment 3:		dd mm yyyy	

Upon completion of the above payment plan, you accept the terms and conditions.

Date:

Signature: