



# West London School of Management & Technology

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Please affix  
your  
photograph  
here

## Application Form (Please use BLOCK letter)

### Course Detail

Course Start Date	Course Title

### Personal Details

Title	First Name	Surname

Nationality	Passport No	Date of Birth

Address (Permanent Home Address)	Address (For Correspondence if Different)
Email ID	
Mobile No	
Home Contact No	

### Education and Qualifications

Kindly attach the relevant attested photocopies of your academic transcripts. Please provide English Language translations of these documents, where appropriate.

Year(s)	Examination Body	Type of Examination e.g. O, GCSC,A, STPM IELTS / TOEFL	Subjects	Results or Credit (Where relevant)

### List of Enclosures to be submitted with your application form

Applicant Check List:

Office Use Only Checked

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Passport Copy  | <input type="checkbox"/> |
| <input type="checkbox"/> Copies of my educational certificates  | <input type="checkbox"/> |
| <input type="checkbox"/> Two Passport size photographs (Please print name and intended course on the back of each photo). | <input type="checkbox"/> |

### Declaration

I declare that the statements made by me are correct to the best of my knowledge and belief, and I agree to be bound by the WLSMT terms and conditions stated (at the back of the form), which I have read.

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

Applicant Signature.	Date

## **Terms and Conditions**

Minimum age for registration is 18 years. WLSMT undertakes to take all reasonable steps to provide educational services in the manner set out in its publications. It does not, however, guarantee the provision of such services, should circumstances beyond the control of the college interfere with its ability to provide educational services, including, but not limited to, government actions, war, riots, civil commotion, fire flood, epidemic, labour disputes (including labour disputes involving the work force of any third party) and act of God, the college undertakes to use all reasonable steps to minimize the resultant disruption to those services. However, the College Shall not be liable to the other for any failure or delay in performing its obligations, if such failure or delay is due to any cause beyond the College's reasonable control.

Should you become the student with this College, this notice shall constitute a term of contract between you and the College. Any offer of a place made to you by the College is made on the basis that, in accepting such an offer, you hereby agree to the incorporation of this notice as a term of any such contract.

The information (including fees) in its current publication is accurate at the time of going to press, but amendments may be made from time to time without any notice, both in relation to individual courses and the facilities or services available from, or provided by, the College. A minimum enrolment total is required before opening of a class. The College reserves the right to withdraw or change a class, course or programme, if there is significant reduction in attendance.

Where students pay a deposit or the full tuition fee in order for enrolment documentation to be issued and their visa is declined, The College, at it's discretion, may refund part of the fees paid by the student. A minimum administration charge of £150 will be made in any event.

Without documentary originals, no refund, or part refund, will be considered. Refund claims will only be considered if these documents are presented within 6 months of the refusal notice date. Your request for a refund must also be made in writing to the College. Refunds will be paid within 6 weeks of receipt of the abovementioned documentation.

Once the student has had their student visa approved, refunds will NOT be given under any circumstances, regardless whether a student is unable to take up the course or continue for any reason. The College reserves the right to change or amend any refund procedures at its discretion. All refunds are subject to the approval of the Director.

Attendance of classes at the College is compulsory. Students are required to attend all classes and to take responsibility for their own learning. Learning is a shared experience and students are expected to play a part in promoting collective understanding.

By enrolling at West London School of Management & Technology (WLSMT), the student agrees to the terms and conditions of the College.

### ***For Office Use Only***

**Student Number** \_\_\_\_\_ **Status of Application** Accepted/Declined

**Name of Agent** \_\_\_\_\_ **Signed by** \_\_\_\_\_