



Hammersmith Management College, London

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Email: admissions@hmclondon.com

Website: <http://www.hmclondon.com>

Attach 2 Photographs
here

APPLICATION FOR ADMISSION

(Students in UK)

Please type or write clearly in CAPITAL LETTERS.

Completed application forms should be returned to the above address.

SECTION 1: PERSONAL DETAILS

Surname (Mr/Miss/Mrs/Ms): _____ Nationality: _____

First Name(s): _____ Date of Birth: _____

Marital Status: _____ No of Dependants _____

Passport Number: _____ Expiry date: _____ Visa expiry date: _____

Address (U.K): _____ Next of Kin / Overseas contact details (if applicable):

_____ Name _____

_____ Address _____

Telephone: _____ Tel: _____

Email: _____ Email: _____

SECTION 2: COURSE AND STUDY MODE

Course: _____

Study Mode: (Note: Overseas students must take a full-time course). Tick one of the following:

Full-time: Day-release: Part-time (day): Evening: Weekend:

Duration: Short Course 1 year 2 Years 3 Years

Commencement date: (Tick one box): Sep Jan Apr July Year 20____

Name of the Awarding body: _____ Registration No. _____

Where did you hear about us? _____

Section for office use:

Rec: _____, Rec: _____

Course fee:	Registration fee:
Fee paid :	
Balance:	Student ID:

Rec: _____

Rec: _____

Enrolment period _____ to _____

SECTION 3: PREVIOUS EDUCATIONAL QUALIFICATIONS

Name of Institution	From	To	FT/PT	Course	Language Used

Language Proficiency: _____

Only academic qualifications appearing on the UK NARIC database will be considered as valid documentation for admission. Hammersmith Management College is a UK NARIC member.

SECTION 4: FEES (Tick the appropriate box)

Who will be responsible for your fees? Yourself: Employer Financial Sponsor

Please provide proof of income of financial sponsor: _____

SECTION 5: EMPLOYMENT

Name and contact of Employer: _____

Working days: _____ Term time working hours: _____

(You must inform the College immediately if there is a change in your working days, stated above)

TERMS AND CONDITIONS

- Registration fee (£40.00) is non refundable under all circumstances.
- Should a student wish to leave within **two weeks** of the commencement of the course, the entire course fee will be refundable, unless a CAS has been issued by the College.
- No part of the tuition fee paid is refundable should a student withdraw from the course, **two weeks** after its commencement.
- No part of the student fees will be deferred to the next session, unless agreed.
- If, for any reason, the College is unable to deliver the course for which you have paid the appropriate fee, the fee will be refunded in full.

International Students:

For a detailed schedule of refundable deposits, charges and penalties please refer to the **Section (5.9)** of your course hand book.

In order to apply for a refund, a completed 'request form' accompanied by receipt of College fee and other relevant documentation must be submitted to the administration office. All refunds take at-least four weeks to process.

SECTION 6: DECLARATION

I confirm that the information provided in this form is correct. I have fully read and understood the rules and regulations in the course hand book provided by the College and hereby agree to abide by such rules and regulations.

I authorise the college to share information regarding attendance and progress with the relevant professional body and my employer.

Applicant's signature: _____ Date: _____

Data Protection Act: In compliance with UK DATA PROTECTION legislation, any information provided on this form will be kept secure and treated confidentially. The data collected will only be used by the college and not disclosed to any external sources without your prior consent.

All application forms must be accompanied by non-refundable registration fees of **GBP 40.00**(home students). Please send Cheques /Banker's Draft made payable to HAMMERSMITH MANAGEMENT COLLEGE.

HMC reserve the rights to cancel and/or amend the course without prior notice.