



West London Vocational Training

APPLICATION FORM

Attach two passport size photographs
(For postal application)

There are two ways of filling this form.

1. Fill it online and email it to us along with your scanned documents at course@wlvlt.org.uk
2. Complete, Print and post it to us along with the photocopies of your supporting documents.

Please write your name as it appears in your passport. Please complete the form with BLOCK CAPITAL

PERSONAL DETAILS		Student ID (office use only)	
Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		Male <input type="checkbox"/> Female <input type="checkbox"/>	
Surname		Date of Birth (DD/MM/YYYY)	
First Name		Email	
UK address Is this your Correspondence address Yes <input type="checkbox"/> No <input type="checkbox"/>		Overseas address Is this your Correspondence address Yes <input type="checkbox"/> No <input type="checkbox"/>	
Postcode		Postcode	
How long have you lived in this address for?		How long have you lived in this address for?	
UK Telephone		Overseas Telephone	
UK Fax		Overseas Fax	
Nationality		Passport No	
Visa Required <input type="checkbox"/>		Date Visa Expires	
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/>			
Do you have any children? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, how many children do you have?	
Occupation			
COURSE APPLYING FOR		Choose that applies.	
<p>LANGUAGE <input type="checkbox"/> English Language</p> <p>ACCA <input type="checkbox"/> Foundation <input type="checkbox"/> AAT Accounting <input type="checkbox"/> Final</p> <p>IAB <input type="checkbox"/> Diploma in Bookkeeping <input type="checkbox"/> Diploma / Advanced Diploma <input type="checkbox"/> Integrated Graduate Diploma</p> <p>AAT <input type="checkbox"/> Diploma <input type="checkbox"/> PG Diploma</p>			

REFEREES / NEXT TO KIN	Please include one personal and one educational or Work referee.
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Referee 1	Name	Telephone
Referee 2	Name	Telephone
Next to Kin	Name	Telephone

Do you have any criminal convictions? YES NO

If YES the give details

Question 1. Please state your reasons for choosing this course?

Question 2. Why have you chosen to study at West London Vocational Training?

Question 4. What do you intend to do after your studies at West London Vocational Training?

Question 5. Personal Statement: Please add a statement reflecting your aspirations and goals for the future.

Please send the completed form, Passport Photocopy, qualification and transcripts to:

WLVT, Alperton House, Suite 14, Bridgewater Road, Wembley, Middlesex, HA0 1EH

Please note all scanned documents and photocopies should be colour-copies.

Tel : 020 8795 4373

Email: course@wlvt.org.uk

Please read the following terms and conditions before signing the declaration:

1. Enrolment for a course at the college constitutes a binding agreement on the student to follow the course and pay the full tuition fees.
2. The minimum entry requirements are set out in the college prospectus.
3. A remittance of £250 (non-refundable) is required after the admission (before issuing Unconditional letter or Visa letter).
4. Once the student has been accepted by the college, the first year fee is also payable before Visa letter can be issued.
5. All tuition fees must be paid in full prior to the commencement of the course. The college reserve the right to change a students fee classification in the light of changes in legislation, or where it can be shown that a student has withheld information relevant to his/her status. Please note that college will not agree to the delayed payment of fees because of exchange control issues.
6. Tuition fees are not refundable. However refund of tuition fees are made if the following conditions are met:
Refusal of the entry clearance : Student provides the college with the original refusal letter issued by the British High Commission.

No refunds will be made if home office reports that i. fraudulent documents have been used in visa documents ii. the student submitted incomplete documents iii. did not comply with the requirement of the British High Commission in respect of funds.

Appeal : If the student has lodged an appeal against the decision of the British High Commission, the fees will only be refunded once the colleges receives documentary evidence that the appeal has been refused.

Please note: Refunds will be made in Pound Sterling less the registration fees.

7. In case a course is cancelled by the college for any reason, the college will offer the enrolled student(s) an alternate similar course at no extra cost. In such a case, if the student does not agree to enrolment in an alternate course, the full course fee shall be refunded.
8. If a student is required by the home office to leave the U.K because of none / poor attendance or due to a breach of law, tuition fees paid will not be refundable.
9. The college reserves the right to make changes in regulations, syllabuses, fees etc.

DOCUMENTS REQUIRED

The following documents are required to assess your suitability for the course. Please send us the scanned copies (colour copies) or photocopies (also colour copies) of the following.

1. The photo page of your current passport
2. If you are not living in your home country, the page in your passport containing your current visa / work permit
3. For postal application, include 2 recent photographs. For online application, attach your photograph before scanning.
4. Colour photocopies or Colour Scanned copies of your educational, professional, vocational training certificates, diplomas and or degrees, including the transcripts.
5. Proof of your English language ability (E.g., IELTS, TOEFL, etc)
6. References for all relevant jobs / work experience, if available. (If applicable)

DECLARATION

Write your name in the Applicant's Signature below if you are filling this form online.

I hereby confirm that the information provided by me as it appears in this document is to the best of my knowledge true and correct and is independently verifiable and that the documents provided by me herewith are authentic and they that also they are independently verifiable. Please read the above declaration before signing.

Name

Applicant's Signature