



Limkokwing University London

Application Form

How to fill up the application form?

Step 1

Please fill in this application form as carefully and accurately as possible as this will speed up the application process.

Step 2

Compile all the relevant documents required for us to process your eligibility into the academy and include relevant documents required for the processing of your visa as stated in section 7 of this application form.

Step 3

After sending us your application accompanied by the registration fee payment of £50, that includes visa processing and facilitation, a conditional offer letter will be issued to confirm your acceptance.

SECTION 1 Personal details

Please complete this form in BLOCK CAPITALS

Family Name: _____ Nationality: _____

First Name (s): _____ First Language: _____

Race: _____ Religion: _____

Sex: Male Female Date of Birth: _____

Current Address: _____

Postcode: _____

City: _____ Tel: _____

Country: _____ Fax: _____

Home Address: _____

Postcode: _____

City: _____ Tel: _____

Country: _____ Fax: _____

E-mail: _____

SECTION 2 Information Requisition

Where did you get the information about Limkokwing University London for the first time?

Advertising Web Agent Friend Education Fair School Others

Name/Details of source: _____

SECTION 3 Course Details

Please tick the type of programme you wish to undertake at Limkokwing London

- Pre-University Bridging Semester Abroad
 Bachelors' Degree Dual Degree Top Up Post Graduate

Please tick the course that matches your interest.

- BA (Hons) Professional Design B. Business (Hons) Business Administration
 BA (Hons) Fashion & Retailing B. Business (Hons) Entrepreneurship
 BA (Hons) Professional Communication BSc (Hons) Business Information Technology
 BA (Hons) Tourism Management BSc (Hons) Software Engineering with Multimedia
 B. Business (Hons) International Business BSc (Hons) Information Technology
 B. Business (Hons) Marketing Others, please state _____

Are you a credit transfer student? Yes No

Current Programme: _____

Years completed: _____ Duration: _____

Preferred Intake: Feb/Mar Jun/Jul Sept/Oct Year

Would you like to further your studies in a different country during your degree?

Yes No Country of preference: _____

SECTION 4 English For Academic Purposes (EAP)

Do you require additional English tuition?

Yes No

Please state your English proficiency

<input type="checkbox"/> IELTS	Score:	<input type="text"/>	Year:	<input type="text"/>
<input type="checkbox"/> TOEFL	Score:	<input type="text"/>	Year:	<input type="text"/>
<input type="checkbox"/> Others, please state: <input type="text"/>				

Note: Students who need to improve their English proficiency are required to take the English placement test to determine their study requirements.

SECTION 5 Financial Information

Please state how you plan to finance your proposed study?

Do you require financial assistance?

Yes No

Do you presently receive any scholarship or financial aid?

Yes What type? _____ No

Payment

Please tick the option that is relevant to your choice.

I will pay my course fee by

Credit Card Bank Draft Cheque Telegraphic Transfer

SECTION 6 Accommodation Booking

Please complete this section with full details.

Personal Details

Family Name: _____

Nationality: _____

First Name (s): _____

First Languages: _____

Race: _____

Religion: _____

Sex: Male Female

Date of Birth: _____

Duration:

1 semester 2 semester others, please state duration: _____

Airport pick-up services

Students can meet our academy representatives at the Airport Information Desk for free transportation to their respective accommodation.

Do you require airport pick-up? Yes No

Check-in Date:

/	/	
Day	Month	Year

 (for office use only)

SECTION 7 Application checklist

Please make sure you have completed the necessary before submitting your application.

	Check List	For Office Use
1. Enter all personal details	<input type="checkbox"/>	<input type="checkbox"/>
2. Enter the details of the course you wish to follow	<input type="checkbox"/>	<input type="checkbox"/>
3. Enter the start dates for the course and enter how long you want to study	<input type="checkbox"/>	<input type="checkbox"/>
4. Enter the type of accommodation you wish Limkokwing University London to arrange	<input type="checkbox"/>	<input type="checkbox"/>
5. Enter whether you want Limkokwing University London to arrange to welcome you at the airport on arrival and transfer you to your accommodation.	<input type="checkbox"/>	<input type="checkbox"/>
6. Attach: <ul style="list-style-type: none">• 2 passport size photos• certified copies of your academic results• 1 copy of passport	<input type="checkbox"/>	<input type="checkbox"/>
7. Complete and return (By post or fax) the application to:	<input type="checkbox"/>	<input type="checkbox"/>

Limkokwing London International Admissions Office
Inovasi 1-2, Jalan Teknokrat 1/1. 63000 Cyberjaya Malaysia.
Fax: 603 8318 7913

SECTION 8 Rules & Regulations

1 Fees

- 1.1 An application fee of £50 must accompany all applications.
- 1.2 Cheques/bankdrafts should be made payable to **LIMKOKWING ACADEMY OF CREATIVE TECHNOLOGY LTD.**
- 1.3 With regards to payment by installment, the following apply.
 - A nominal surcharge on course fees will be levied on late payment.
 - Fee payment by installment as specified by the Academy's Finance Office will attract a nominal surcharge.
- 1.4 Registration fees are not transferable, refundable and cannot be deferred.
- 1.5 Failure to settle outstanding fees within the prescribed period may result in exclusion from the Academy's Register.
- 1.6 Any refund of fees or deposit, where applicable, will be at the discretion of the Academy Finance Office.

2 Withdrawal

- 2.1 Students must inform the Academy's Registrar in writing if they are withdrawing from a course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is £80.
- 2.3 Please note that in the event of a student failing to complete a course of study, the Academy is not obliged to return any part of the fees paid by or on behalf of the student.

3 Deferral

- 3.1 The student must apply to the Academy's Registrar in writing. Please note that this can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of the new semester.
- 3.2 In the event that a deferral is granted, a deferral fee of £80 is payable.
- 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

4 Transfer between Courses

- 4.1 A student may transfer from one course to another within the Academy only with the agreement of the appropriate authorities. No transfer will be allowed after 14 days from the commencement date of the new semester.

5 Add / Drop Module(s)

- 5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

6 Terms and Conditions

- 6.1 All students must abide by the Academy rules and regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the Academy premises will be reported to the relevant authorities.
- 6.3 The Academy and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the Academy.
- 6.4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The Academy reserves the right to revise the Academy's rules and regulations without prior notice.

7 The Academy reserves the right to accept or reject any application without assigning any reason.

8 Fees quoted in Pound Sterling will be revised as and when the need arises from the fluctuation of the currency exchange rate.

SECTION 9 Declaration

We confirm that, to the best of our knowledge, the information given in this form is correct and complete. We have read and understand the rules & regulations and abide by the term & conditions set out in this applictaion.

Applicant's Signature
Date

Parent/Guardian's Signature
Date

FOR OFFICE USE ONLY

Application Accepted Full Offer Conditional Offer

Semester Admitted

1	2	3	4	5	6	7	8	9	10
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Conditions

Exemptions

English Requirements

Remarks

Counselled by

Name in Full

Date

Enrolled by

Name in Full

Date

Data Entered

Letter of Offer Issued

Date

Application Procedures

The school aims to process your application in 5 working days, although this may take a little longer during busy summer period.

Upon receipt of the application form, the academy will send you:

- A conditional offer letter stating your acceptance in the course of your choice, tuition fees payable, and a list of requirements for your visa processing
- Details of the accommodation

An unconditional offer letter will be processed after the settlement of the full payment of your tuition fees.

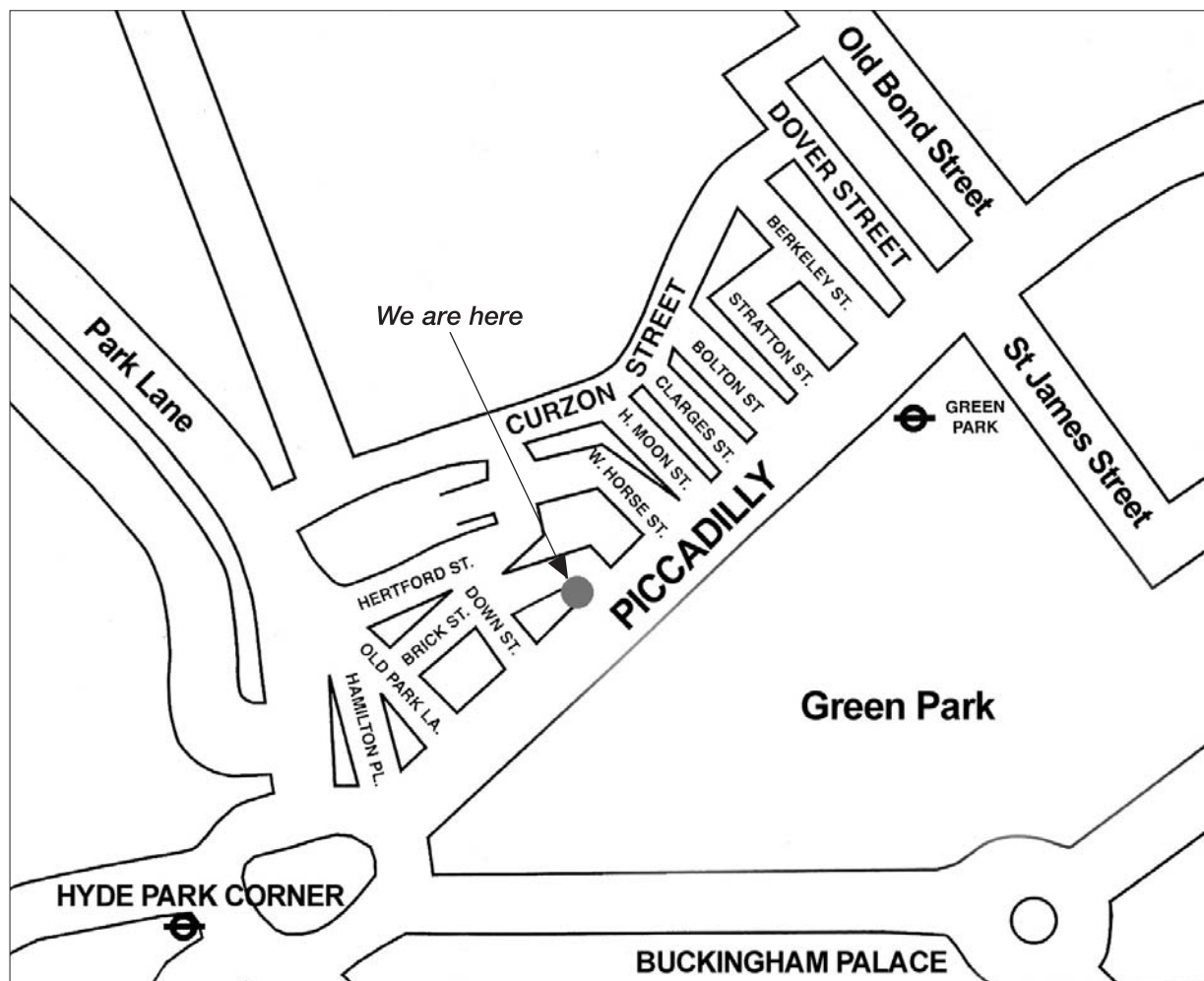
We'll be glad to help!

If at any time you need assistance or advice in completing your application form, please contact our International Admission Office. E-mail us at : admin@limkokwing.co.uk

If you are already in London, we invite you to come and visit our school at any time between 09:00 and 17:00 Mondays to Saturdays.

We will provide you with personal counseling services on the careers you have in mind and take you on a tour of our academic facilities as well as our various student facilities available for international students.

Where to find us?



Limkokwing Academy of Creative Technology
106 Piccadilly, London W1J 7NL, United Kingdom
www.limkokwing.co.uk