

KENSINGTON COLLEGE OF BUSINESS

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 Web site www.kensingtoncoll.ac.uk Email kcb@kensingtoncoll.ac.uk

PROFESSIONAL FULL-TIME COURSES APPLICATION FORM

PLEASE COMPLETE IN CAPITAL LETTERS

College Student Number

Surname		Title (e.g. Mr/Ms/Mrs)	
Forename		Other Names	
Date of Birth		Nationality	
UK Address			
Town/City		Postcode	
Tel No. (H)		E-mail Address	
Fax No.		Tel No. (Work)	
Passport Number		UK Visa Expiry Date	

Name & contact details of your next of Kin in case of emergency:

OVERSEAS ADDRESS (overseas students - please state your address in your home country)

House No. & Street			
Town/City		Zip/Postcode	Country
Tel No		Passport No.	

SPONSORED STUDENTS (IF APPLICABLE) - If your company is sponsoring you, please attach their letter of confirmation.

Name of Sponsor		Company (if applicable)	
Address			
Postcode		Tel No.	Fax No.

Please tell us how you heard of the College

QUALIFICATIONS e.g. High School, Diplomas, Degrees, etc. Please attach copies. Originals will be viewed when you arrive.

Month/Year	Examining Body	Full Title of Subject	Level	Grade

WORK EXPERIENCE Please describe your career so far. Work experience is an important consideration and can be considered in place of academic qualifications. Please use a separate sheet if necessary.

Month/Year	Employers name & business	Job description

ENGLISH LANGUAGE If you have passed any English language qualifications (e.g. TOEFL, IELTS, 'O' Level) please list details below.

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KCB APPLICATION FORM PROFESSIONAL COURSES FULL-TIME 2009

QUALIFICATION	Course Fee	Jan-Jun Course	Feb-Jun Course	Jul-Dec Course	Sep-Dec Course
The course fees stated belows are inclusive of £100 registration fee.		<i>Please tick box for course date selected</i>			
IBD Diploma	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBD Advanced Diploma	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBD Higher Diploma	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Business Information Systems Certificate	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Business Information Systems Diploma 1	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Business Information Systems Diploma 2	£1800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Business Information Systems Adv Dip	£1800	n/a	<input type="checkbox"/>	n/a	<input type="checkbox"/>
ABE Travel & Tourism Certificate	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Travel & Tourism Diploma 1	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Travel & Tourism Diploma 2	£1800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Travel & Tourism Advanced Diploma	£1800	n/a	<input type="checkbox"/>	n/a	<input type="checkbox"/>
ABE Business Studies Certificate	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Business Studies Diploma 1	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Business Studies Diploma 2	£1800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Business Studies Advanced Diploma	£1800	n/a	<input type="checkbox"/>	n/a	<input type="checkbox"/>
ICSA Certificate in Company Secretarial Practice	£800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICSA Diploma in Company Secretarial Practice	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICSA Professional Stage 1 [Day + Evenings]	£1360	n/a	<input type="checkbox"/>	n/a	<input type="checkbox"/>
ICSA Professional Stage 2	£1360	n/a	<input type="checkbox"/>	n/a	<input type="checkbox"/>
CIM Professional Certificate	£1460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIM Professional Diploma	£1460	n/a	<input type="checkbox"/>	n/a	<input type="checkbox"/>
CIM Professional Postgraduate Diploma	£1460	n/a	<input type="checkbox"/>	n/a	<input type="checkbox"/>
BA Bridging Course [after ABE Dip2, ICSA DBP, CIM Prof Dip]	£1700	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I enclose herewith the following (please tick):

Two photographs, a copy of your passport and a copy of examination results and/or work reference (CV and Work Reference must be included if applying for the MBA)

And either

The **full fee** of (Please make cheques payable to KENSINGTON EDUCATION FOUNDATION)

or

A **deposit** of £1000 for Professional Courses (*£500 deposit for 1st term & £500 deposit for 2nd term*). Outstanding fees are to be settled upon arrival, otherwise an Instalment plan can be arranged (with a 10% surcharge of outstanding fees). Please make cheques payable to KENSINGTON EDUCATION FOUNDATION

Note: If your application is successful and you have sent the full fee or a deposit you will receive a registration letter that can be used for UK Visa purposes. The best way of establishing that you have the funds available for your study and the Immigration Officers is to pay the full fee. Fees and sums paid for courses and course materials are non-refundable, unless (a) visa is refused or (b) the College exercises its right to cancel the course if there are insufficient enrolments.

If your application is successful but you have not sent a deposit you will receive an offer letter that cannot be used for UK visa purposes.

IMPORTANT: If you are sending any money in this application procedure, how are you paying? Please tick:

I enclose a cheque or draft

I am paying through the bank and

I am not paying any money with this form

enclosed confirmation of bank transfer

I accept that this agreement is subject to the College's Terms & Conditions that I have read in the prospectus and understood.

Signature

Date