



School of Technology and Management
Hannibal House, London SE1 6TE
Tel : 020 7378 9061
Fax : 020 7403 1163
Email : info@stmlondon.co.uk

Ref. No :
Student ID No
(Official use only)

Application Form

Please complete the form in BLOCK LETTERS

1. COURSES : *Please tick the course for which you are applying*

Master of Business Administration (MBA)	<input type="checkbox"/>	MSc (Information Technology)	<input type="checkbox"/>
MFP & MBA	<input type="checkbox"/>	Degree Foundation with BSc	<input type="checkbox"/>
BSc (Hons) Business Information System	<input type="checkbox"/>	English & Degree Foundation with BSc	<input type="checkbox"/>
BSc (Hons) Computing	<input type="checkbox"/>	Other please specify _____	

Pre sessional English (Please tick one of the above boxes for the main course)
English Course Duration : 1 term 2 terms 3 terms

2. PERSONAL DETAILS : *(IN BLOCK LETTERS)*

SURNAME : _____ Sex : Female Male

FIRST NAME : _____

NATIONALITY : _____ DATE OF BIRTH : Day _____ Month _____ Year _____

3. ADDRESS :

PERMANENT HOME ADDRESS	ADDRESS FOR CORRESPONDENCE (IF DIFFERENT FROM HOME ADDRESS)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
EMAIL : _____	
TEL (including country and area code)	TEL (including country and area code)
_____	_____
FAX (including country and area code)	FAX (including country and area code)
_____	_____

PLEASE INDICATE A PHONE OR FAX NUMBER WHEREVER POSSIBLE TO AVOID DELAYS

4. Have you previously applied to STM or its affiliated colleges ? Yes No If yes, when?

5. Do you have any friends or relatives currently studying at STM or its affiliated colleges ? Yes No If yes, give details

6. How did you hear about the college ? Friend Publicity (Adverts, Exhibitions etc) Website Representative

Give brief details of the above source _____

7. EDUCATION :

Please list all the qualifications which you have obtained since the age of 14 for which results are known. Please attach the relevant attested photocopies of you educational qualifications. Please provide English language translations of these documents where appropriate.

Name of School / College / University attended	Course Completed	Grades / Overall percentage	Date of Study	
			From	To

8. PENDING RESULTS :

Please list any examination which you have taken for which results are pending. Also list any examination which you will be taking in near future.

Name of School / College / University awarding body	Course / Title of Exam	Date of Exam	Expected results date

9. EMPLOYMENT AND TRAINING DETAILS :

Please enclose detailed job description on a separate sheet of paper for each of the positions you have worked for more than six months

No	Name and address of the employer	Your position	Dates	
			From	To

10. REFERENCES :

At least one should be an academic referee. Please do not nominate the School's marketing representative or anyone related to you, as a referee. Students applying for Masters degree programmes should submit recently written references.

REFEREE 1	REFEREE 2
NAME :	NAME :
ADDRESS :	ADDRESS :
TEL NO (INC AREA CODE) :	TEL NO (INC AREA CODE) :
EMAIL / FAX NUMBER:	EMAIL / FAX NUMBER:

11. WHO WILL PAY YOUR TUITION FEES: (Please tick appropriate box)

Yourself Family Member / Parents Sponsor / Your Employer

12. Please indicate the reasons as to why you chose to study the course indicated in section 1, at STM.

Please complete this section in your own handwriting (not less than 200 words)

13. STUDENT QUESTIONNAIRE

To be completed
by the student

Full Name : _____ Course Applied For : _____

1. What made you choose School of Technology and Management (London) for your higher education?

2. What is your career objective on completion of your course?

3. Were you informed by your counsellor / representative fully about STM and the programmes offered? Yes No

4. Are you aware that STM will not find you part time work or offer placement services during your course of study?

Yes No

5. Are you aware of your fee structure and instalment plans? Yes No

6. Are you aware that the fee paid will be refunded in the case of your visa refusal? Yes No

7. Are you aware that attendance is compulsory and you should have a minimum of 90% attendance during your study at STM and failure to achieve this can lead to termination from the course? Yes No

8. Are you aware that you cannot change or defer the course without prior written permission from the school? Yes No

9. Are you aware that the fee mentioned is only the tuition fee and that it will not cover any expenses incurred as a student?

Yes No

10. Are you aware that you should have sufficient funds to cover your living expenses and should not rely on any part time jobs for the same and that STM does not encourage students to work part time during weekdays? Yes No

11. Are you aware that there is a resit fee for the students who do not clear any modules in the first attempt? Yes No

12. Are you aware that you are required to purchase necessary core text books and a laptop / personal computer for study purposes?

Yes No

13. Were you a previous student at STM or any of its affiliated colleges? Yes No If yes, give details

14. Have you been refused visa to any other country (including UK)? Yes No
If yes, briefly indicate the reasons for refusal

15. Are you aware that STM will inform the relevant immigration and Home Office authorities of your registration, attendance and progression details? Yes No

Signature : _____

Date : _____

14. MARKETERS / STUDENT COUNSELLORS REPORT

Marketers/Student counsellor's name _____

1. Why do you think the student is suitable for the course applied?

2. Comment on student's appropriateness of the qualifications for the courses applied and on his/her financial capability to pursue the course without taking any part time work?

3. Have you checked the original certificates of the student and attested the copies? Yes No

4. Why do you think that the student is seriously committed to comply with the School's regulation and complete the programme of study by the due date? Comment

5. Have you informed the student about the fee structure and the instalment pattern (specify dates) Yes No

6. Have you informed the student that the fee paid will be refunded only in the case of a visa refusal and not for any other reason? Yes No

7. Have you informed the student that attendance is compulsory and he/she should have a minimum of 90% attendance during the course of study at STM or they will be terminated from the course? Yes No
What was the reaction of student? Comment

8. Have you informed the student that he/she cannot change or defer the course without prior written permission from the school and the course offered in the offer letter will be final? Yes No

9. Have you informed the student that he/she should have sufficient funds to cover living expenses and should not rely on any part time jobs for the same and that STM does not encourage students to work part time during weekdays? Yes No
If yes, comment in detail on how you came to the conclusion (describe the proof of funds etc)

10. Have you informed the student that he/she should have sufficient funds to buy their necessary core text books and a laptop or personal computer for study purposes? Yes No Comment on the reaction of the student

11. Comment on the student's ability to read and write English? Give results of placement test _____

On the basis of the placement test, how many terms of English does the student require to complete the academic course _____

(Important Note : Students whose English is very weak, should not be considered for admission)

12. Have you made sure that the student has **handwritten a detailed statement of purpose (not less than 200 words)** and has also submitted academic references along with the application form Yes No

Signature : _____

Date : _____

Note : The above report should only be filled by Marketing Officers directly related to the school and not by any sub agents or representatives. Signing the above indicates that the Counsellor has taken due care to check all aspects of the student and any false information or incomplete information will be dealt with seriously by the school.

15. Only to be filled by UK resident overseas students:

When did you first arrive into UK _____ Current UK Visa Number _____

Visa issue date _____ Visa Expiry date _____ Visa Extensions _____

Academic courses attended in the last 12 months

Institution attended	Course Attended	Results	From	To	Attendance rate

Terms and Conditions of student of STM

- The student agrees to attend all tutorials and lectures specified in the timetable and also agrees that if he/she fails to achieve an attendance level of 90%, this could lead to disciplinary action including termination from the course. Any absence of leave should be approved in writing by STM prior to the leave.
- Disciplinary action will be taken against students for any inappropriate form of behaviour or code of conduct which can lead to exclusion/termination from the course.
- During the term time, students will not be given leave of absence for overseas national holidays or attendance of family functions etc.
- The student is fully aware of the subjects that are offered on his/her course and is fully aware of the facilities and services offered by STM.
- The student agrees that he/she cannot change, defer or withdraw from the course offered, without prior written permission from STM.
- Your course fee includes all costs associated with your recruitment and admission and the cost of your tuition fee. When students are paying fees by instalment they must comply with the instalment plan specified in the offer letter. STM's fee refund policy is set out below:
 - Fees will be refunded in full, if the student's application is declined by STM.
 - In case of overseas students, if the student's visa is refused, all fees will be refunded in full.
 - In the case of overseas students, once a student has obtained a visa, but does not commence the course, £2,950 of the initial deposit paid will not be refunded. Any deposits paid in excess of £2,950 may be refunded at the sole discretion of the School.
 - Once the student has commenced the course, fees will not be refunded.
- The student agrees not to defer his/her semester or change his/her course without the prior written authorisation of STM.
- All courses and modules are subject to changes and can vary from time to time. STM/University reserves the right to change the contents of the course without any prior notice to the student. In the event of the selected course/options or degree programmes being terminated or not conducted, a suitable alternative will be provided for the student with an alternative institution/university if required.
- The student is aware that the maximum number of resits permissible on the Masters programme is four and Bachelors programme is eight. If the student exceeds the maximum permissible resits, their registration is liable to be terminated at the School. Where students study pre-sessional English, in the event of resits, a student will not be permitted to extend the duration of study by more than one semester.
- The student agrees to buy the recommended textbooks for all study modules prior to the commencement of the course.
- The student agrees to buy his/her personal computer or laptop prior to the commencement of the course.
- The student agrees to register for the course on the date mentioned in his/her offer letter. If there is any delay in his/her arrival into UK due to valid reasons (subject to prior approval of STM), the student may be asked to start the course in the next available date/term. The student will not be registered under any other circumstances (personal problems, home sickness, accommodation problems etc).
- The student agrees for STM to disclose his/her details to the relevant immigration, Home Office authorities, parents and sponsors of his/her registration, attendance and progression details.
- Signing this application indicates acceptance of the terms and conditions of the School of Technology and Management (Division of St. Piran's School (GB) Ltd) by the student.

I confirm to the best of my knowledge the information given in this form is correct. If accepted on this course, I agree to abide by the above terms and conditions.

Applicant's Signature _____ Date : ____ / ____ / ____

For Office Use Only Other Comments :	NPM		
	NA1		NA2
	CA1		CA2

Kindly return the completed application to :
School of Management and Technology

Hannibal House, London SE1 6TE
Tel: 0207 3789061, Fax: 0207 4031163
E-Mail: info@stmlondon.co.uk

Note : In view of postal delays overseas students are advised to
FAX (+44-20-74031163) or courier the application as soon as possible