



London School of Commerce

Chaucer House, White Hart Yard,
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The Associate College of

**President Development Centre /
President University**
Jl. Ki Hajar Dewantara,
Jababeka Education Park,
Cikarang Utara, Bekasi 17550, Indonesia
Tel: +62 21 8910 9762-63
Fax: +62 21 8910 9768
<http://www.presidenttraining.com>

London School of Commerce Post Graduate Diploma (PgD) in Business and Management

1. Personal Details

Title: Mr : Mrs : Ms: Other (Please Specify) : _____

Surname: _____

First Name: _____

Gender: Male: Female:

Nationality: _____

Date of Birth: _____

2. Address Details

Home Address: _____ _____ _____ Town / City : _____ County / State : _____ Post Code : _____ Country : _____	Contact Address (if different): _____ _____ _____ Town / City : _____ County / State : _____ Post Code : _____ Country : _____
Tel : _____	Tel : _____
Mobile : _____	Fax : _____
Email : _____	
Fax : _____	

Official Use Only

Student ID No. :

Ref. No. :

How did you hear about the course?
 Friend : Media (Adverts / Exhibitions etc.) : Internet: Representative :
 Please briefly give details :

3. Education

Name of School, College or University	Course Completed	Grade(s)	Dates of Study	
			From	To

4. Employment History

Name and Address of Employer	Position	Dates of Employment	
		From	To

If you require additional space, please continue on a separate sheet.

5. Statement of Purpose

Why you have chosen to study the PgD in Business and Management

6. References

Please give the names and contact details of 2 references, these may be either professional or academic.

Referee 1
Name: _____
Address: _____

Town / City : _____
County / State : _____
Post Code : _____
Country : _____

Tel : _____

Mobile : _____

Email : _____

Fax : _____

Referee 2
Name: _____
Address: _____

Town / City : _____
County / State : _____
Post Code : _____
Country : _____

Tel : _____

Mobile : _____

Email : _____

Fax : _____

7. Terms & Conditions**Terms and Conditions of Students of the School**

- 1. Attendance:** Students are expected to maintain 100% attendance.
- 2. Code of Conduct:** Disciplinary action will be taken against any student for inappropriate behaviour or breach of our code of conduct and could lead to exclusion/termination from the programme.
- 3. Programme Fees and Refund Policy:** If a student would like to accept their place on the course, a minimum deposit of £2100 must be paid in advance or the fee in full. Your course fee includes all costs associated with your recruitment and admission. When students are paying fees by instalment, they must comply with the instalment plan specified in the offer letter.
- The School's fee refund policy is set out below:
- Fees will be refunded in full if the student's application is declined by the School.
 - Once the student has commenced the course, fees will not be refunded.
 - In the event of a withdrawal from the course, the student will be liable for a fee of £2100 which is non-refundable plus a prorated fee on the balance to the date of withdrawal. Any fee that have been paid over and above the fee liability to the date of termination will be refunded.
- 4. Deferrals:** The student agrees not to defer or change his/her programme start date without prior written authorisation from the School.
- 5. Published course content:** All courses and modules offered by the School are subject to changes and can vary from time to time. The School reserves the right to change the course content without any prior notice to the student. In the event of the selected modules, options or degree programmes being closed or not conducted, a suitable alternative will be provided.
- 6. Equipment / Textbooks:** The student is expected to buy the recommended textbooks for all study modules prior to the commencement of the course. The student Agrees to purchase a personal computer or laptop prior to the commencement of the course.
- 7. Documents Supplied by Student:** All documents and information supplied are true, authentic and correct. If any document supplied is incorrect, fraudulent or misleading, the student will automatically be terminated from the course.
- 8.** In the event of a student being terminated for lack of attendance or progression, the student will be liable for the entire course fee and there will be no refund of fees.
- 9.** The School cannot be held liable for any delays in exam boards and results.
- 10. Liability of the School:** I understand that in the event of any dispute between me the applicant and the School, the liability of the School will be restricted to the value of the course fee paid by me the applicant
- 11. Acceptance of terms and conditions:** I understand that I am accepting and agreeing to the Terms and Conditions indicated above.

I confirm that 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 Signature (as per passport) : _____

Date : _____

Kindly return the completed application to:

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