

# Concepts University Institution London



PLACE  
CURRENT  
PASSPORT  
PHOTOGRAPH  
HERE

## Admission Form

40 Thorn Road Stockwell, Sw8 2BZ  
London, UK.

Ph: +44 (0) 20 7978 1885

Fax: +44 (0) 20 7622 1490

... A Step In The Right Direction

Website: [www.conceptsuniversitycolleges.com](http://www.conceptsuniversitycolleges.com)

[www.conceptscollegeuk.com](http://www.conceptscollegeuk.com)

Email: [info@conceptsuniversitycolleges.com](mailto:info@conceptsuniversitycolleges.com)

Print and return by post or emailed to the address above

A completed form must be printed and returned by post or e-mail to the address above

<b>Programme:</b> (see website for programme)	<b>DIPLOMA</b> <input type="checkbox"/>	<b>DEGREE</b> <input type="checkbox"/>	<b>PGD</b> <input type="checkbox"/>	<b>MASTERS</b> <input type="checkbox"/>	<b>OTHERS</b> <input type="checkbox"/>
--	--	---	--	--	---

<b>Course Title:</b> (see website course outline)
--

<b>Surname/Family Name</b>
----------------------------

<b>First Names</b>
--------------------

<b>Title</b> Mr/Miss/Mrs/Ms (delete as appropriate)
---

<b>Date of Birth</b>
----------------------

<b>Address:</b>
-----------------

<b>Telephone Number (day)</b>
-------------------------------

<b>Telephone Number (evening)</b>
-----------------------------------

<b>Email Address</b>
----------------------

<b>Int'l Passport No:</b>
---------------------------

Post Code

Country Of Origin?

Nationality

**Have you been resident in the UK for the last three years for other than educational purposes?**

Yes/No (please delete as appropriate)

If no, date of entry to UK

From which country

### DISABILITIES

If you have any disabilities or medical conditions we should know about, please give details:

### LEARNING REQUIREMENTS

If you have any specific learning requirements, please give details:

### EDUCATION

School/Institution/University	From Month Year	To Month Year	Qualifications Gained

**Other qualifications** (except those obtained at school), which you have already achieved

Title of Qualification	Results	Date of Award	Awarding Body

**Employment/Work Experience**

Please give brief details of your work experience. Please include training schemes, part-time and full-time employment and voluntary work.

<b>Employer</b>	<b>From Month Year</b>	<b>To Month Year</b>	<b>Job title and brief outline of responsibilities</b>

We would like to know more about you and have left this space for you to write briefly about other relevant experience and additional information that may help your application. If required please add additional sheets.

**How did you find out about Concepts Institution?**

(please delete as appropriate)

Friends/Relations:

Newspaper Advert   
(please state which newspaper)

Careers Convention

Employer:

Radio Advert   
(please state which station)

Job Centre

**CRIMINAL CONVICTIONS**

Do you have any criminal convictions?

If yes, please outline details here, including dates of conviction:

# CONCEPTS INSTITUTION LONDON

## Fee Refund Policy

**Concepts University College London** believes that all prospective students will have though long and hard about taking up a course and therefore applying for admission. However, no matter how well intentioned one is, the Institution understands that there are many reasons for wishing to withdraw from a course, both before and after courses have commenced. Accordingly, the Institution Policy on refund of fees upon withdrawal shall be as follows:-

1. Once a student has been fully enrolled, no refund is permitted or shall be made except in where the Institution is advised in writing at least four weeks before the commencement date.
2. No refund is permitted or shall be made when a student withdraws once classes have commenced.
3. A student has to pay £250 to register to apply for any courses which will not be refunded under any circumstances. This £250 is the administration cost to process student admission. In case where a prospective student is refused a student visa, the Institution will refund all fees paid to the Institution account, removing the above stated administrative cost and £50 postage fee. Whereby, a student paid for accommodation, £150 will be deducted as processing fee. However, in such an event, no refund will be made unless the Institution has received all original copies of the Institution letters of enrolment plus an original copy refusal from the appropriate immigration authority.
4. No refund is permitted or shall be made if a student enters the UK on a student visa obtained on the Institution's letter of acceptance and enrolment.
5. No refund is permitted or shall be made when a student decides to leave the Institution for whatever reason after an extension of a student visa have been obtained through Institution facilitation.

## Procedure

Whenever a student or prospective student decides to initiate a request for refund, this must be done in writing to the Administration Officer. The request will be processed in terms of existing policy and if a decision is made. It will be conveyed to the applicant in writing. Although the Institution will always endeavour to respond to refund requests with sense of urgency, but under normal circumstances it takes up to twelve weeks to process a refund.

## Declaration:

I, ..... confirm that, to the best of my Knowledge, the information given in this form is correct and complete. I have read and understood the Payment and Refund of Fees Procedures.

<b>NAME OF APPLICANT:</b>		<b>DATE:</b>								
<b>SIGNATURE</b>			D	D	M	M	Y	Y		

# Once completed, please send back the application:

**By post to:**

**ADMINISTRATIVE HEADQUARTERS:**

40 Thorn Road Stockwell, Sw8 2BZ  
London, UK.  
Ph: +44 (0) 20 7978 1885  
Fax: +44 (0) 20 7622 1490

**ABUJA OFFICE:**

Admission Department/Recruitment,  
2<sup>nd</sup> Floor, AP Plaza, Off Adetokunbo  
Ademola Crescent,  
Wuse II, Abuja, Nigeria.  
Tel: 09 – 7822111, 07025949783  
08032214875, 08054375860

**OR**

**By Email to:**

[info@conceptsuniversitycolleges.com](mailto:info@conceptsuniversitycolleges.com)  
[info@conceptscollegeuk.com](mailto:info@conceptscollegeuk.com)  
[info@conceptscolleges.com](mailto:info@conceptscolleges.com)

**Website:**

[www.conceptsuniversitycolleges.com](http://www.conceptsuniversitycolleges.com)  
[www.conceptscollegeuk.com](http://www.conceptscollegeuk.com)

**INSTITUTION ACCOUNT DETAIL:**

**Concepts Institution London**, Natwest Bank Plc, Camberwell Branch, 70 Denmark Hill, London SE5 8TT.  
Account No. 21505063      Bank Sort Code: 501029  
IBAN NUMBER----- GB70NWBK50102921505063  
BIC NUMBER----- NWBKGB2L

**This section is for Institution use only**

Status of application:

Application acknowledged By

(Staff Name)

Date application received

Date application acknowledged