

BRITISH SCHOOL OF COMMERCE, COLOMBO

MBA APPLICATION FORM

BSC
Colombo

BSC
Colombo

THE BRITISH SCHOOL OF COMMERCE IS A DIVISION OF THE LONDON
SCHOOL OF COMMERCE GROUP OF COLLEGES

1. Personal Details

Title: Mr : <input type="checkbox"/>	Mrs : <input type="checkbox"/>	Ms: <input type="checkbox"/>	Other (Please Specify) : _____
Surname: _____			
First Name: _____			
Gender: Male: <input type="checkbox"/>	Female: <input type="checkbox"/>		
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 : _____	
How did you hear about the course? Friend : <input type="checkbox"/> Media (Adverts / Exhibitions etc.) : <input type="checkbox"/> Internet: <input type="checkbox"/> Representative : <input type="checkbox"/> Please briefly give details : _____ _____	

Official Use Only

Student ID No. :	MBA Ref. No. :
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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

Please give a brief explanation below (no less than 200 words) why you have chosen to study the MBA course.

6. References

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

Academic Referee 1
Address: _____ _____
Town / City : _____
County / State : _____
Post Code : _____
Country : _____

Tel : _____

Mobile : _____

Email : _____

Fax : _____

Academic Referee 2
Address: _____ _____
Town / City : _____
County / State : _____
Post Code : _____
Country : _____

Tel : _____

Mobile : _____

Email : _____

Fax : _____

7. Passport Details

Passport No. :

Date of Issue. :

Place of Issue. :

Date of Expiry. :

Issuing Authority. :

8. Terms & Conditions

- 1. Attendance:** Students are expected to maintain 100% attendance. Students whose attendance is unsatisfactory may be required to leave the programme.
- 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. Students are required to fully complete the required preparation for teaching sessions and fully participate in group discussions and tasks so as not to disrupt the learning experience of other students.
 - I understand and agree that if in the opinion of the School I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress the School has the absolute right to terminate my registration at any time and require me to withdraw from the programme and the School premises.
 - I understand that formal disciplinary action may be taken against students for any inappropriate form of behavior or conduct which could lead to exclusion/termination from the course
 - I understand that I and all students are expected to conduct themselves with integrity in their academic and public activities at all times and must behave in a respectful manner and that any student who contravenes this could have their registration terminated
- 3. Programme Fees and Refund Policy:**
 - The student agrees to pay all his instalment payments (UK University Associate College Fees & the Local BSC Colombo Campus Course Fees) on the due dates as specified in the offer letter and failing to comply, student will be liable for a late payment fee of Rs. 5,000/- for each month in default.
 - Once the student has commenced the course, fees will not be refunded.
 - In the event of termination from the course, a fee of GBP 850/- of the initial deposit paid will not be refunded. Any fees that have been paid in excess of GBP 850/- including local fees paid may be refunded at the sole discretion of the School.
- 4. Academic Progression:** The student will be permitted to a maximum of two resits per module. The total number of module subject failures across the entire course should not exceed four. Any variation to the above is at the sole discretion of the academic board and will be assessed on a case by case basis.
- 5. Deferrals:** The student is allowed to defer or freeze his/her programme only to a maximum period of four months at any given time subject to a valid reason is given while producing proof documents.
- 6. Published course content:**
 - I understand that programmes and modules could be subject to change and could vary from time to time and that the School reserves the right to change the curriculum of the programme and that in the event of a programme being withdrawn a suitable alternative will be provided with an alternative institution/university if required.
 - I understand that the School has the right to offer online delivery of a programme, should the need arise, in the event of exceptional mitigating circumstances.
- 7. 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.
- 8. 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.
- 9. 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.

Please note that these are the basic terms and conditions applicable to your programmes in addition to the Agreement that will need to sign between you and British School of Commerce (Pvt) Ltd will have extended terms & conditions **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:

British School of Commerce, No. 19 Mcleod Road, Colombo 4, Sri Lanka.

Tel: + 94 11 2595995/6, Fax: + 94 11 2595919, Email: info@bsccolombo.edu.lk

Note: In view of postal delays overseas students are advised to courier the application as soon as possible.

9. MARKETEEER'S / STUDENT COUNSELLOR'S REPORT: For Official Use Only.

The below report should only be completed by Marketing Officers directly related to the school and not by any sub-agents or representatives.

Marketeer's / Student Counsellor's name: _____

1. Please give details of why you think the student is suitable for the course they have applied for:

2. Comment on the relevance/appropriateness of the student's qualifications for the course and their financial capability to pursue the course without undertaking any part-time work.

3. Please confirm that you have checked the student's original certificates are attested (signed and dated) and verified? Yes No

4. Is the student seriously committed to complying with the School's regulations and completing the programme of study by the expected date? Please comment:

5. Has the student been informed of the fee structure and instalment pattern (specified dates)? Yes No

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

7. Has the student been informed that attendance is compulsory and that they should maintain a minimum of 90% attendance throughout the course of study at LSC or they will be terminated from the course? Yes No
Please comment on the reaction of the student:

8. Has the student been informed that they cannot change or defer the course without prior written permission from the school and that the course offered in the offer letter is final? Yes No

9. Has the student been informed that they should have sufficient funds to cover their living expenses and that they should not rely on any part-time jobs during the course of study? Yes No Please comment:

10. Has the student been informed that they are required to buy their necessary core text books and a laptop or personal computer? Yes No Please comment on the reaction of the student:

11. Please confirm that the student's English language ability is suitable for the course? Yes No

12. Has the student submitted a suitable statement of purpose (not less than 200 words) and has also submitted academic references? Yes No

Signature: _____ Date : _____