

Student Application Form

Please complete this application form in BLOCK Capital letters in black ink;
Also attach a passport size photo with the application.

Please attach a passport size photo in the email with this application, if sending via email. Paste the photo if sending by Post of submitting in person

1. Candidate's Personal Details: Title (Please tick one): Mr Ms Mrs Other

First Name:

Middle Name:

Surname:

Date of Birth:

Sex: Male Female

Address:

Address Line 2:

Address in UK (If any):

Telephone No:

Email Address:

Passport No:

Postal/Zip Code:

Postal/Zip Code:

Mobile No:

Skype:

Passport Expiry Date:

2. Details of the Parents (For Emergency Contact):

Father's Details

Full Name:

Address:

Mobile No:

Telephone:

Skype:

Mobile No:

Email Address:

Mother's Details

Full Name:

Address:

Mobile No:

Telephone No:

Skype:

Mobile No:

Email Address:

3. Next of Kin/Emergency Contact Details: Tick here if same as above.

In UK

Full Name:

Relationship:

Address:

Postal/Zip Code:

Mobile No:

Email Address:

In Home Country

Full Name:

Relationship:

Address:

Postal/Zip Code:

Mobile No:

Email Address:

4. Course Details: Course Name you are intending to take admission:

Who will pay your fees? (Please tick as appropriate) Parents Relative Employer Self sponsored

5. School Leaving Qualifications

(i.e.: GCSE, 'O' and 'A' levels; Baccalaureate; High School Diploma, etc. Give full details of subjects passed in chronological order. Group together all the subjects that were passed in one sitting. **Please attach notarised copies of certificates for the Grades achieved.**)

Qualification Title	Name of University	Date of Completion	Type of Qualification	Grade Achieved

5. English Language Proficiency

Is English your first language? (Please tick as applicable)

Yes No

Have you passed any English Language Proficiency Test?

Yes No

English Language Proficiency (Please tick appropriately and furnish scores)

IELTS ESOL
 PTE Academic Others

If 'Yes' Please give full details below and attach notarised evidence

English Test	Test Scores				Overall Band	Grade or Score	Date of Test
	Listening	Reading	Writing	Speaking			
Any Additional Information							

6. Work Experience (if any) Yes No

If 'Yes' Please give full details below (Please enclose work experience certificate)

Job Title	Name of the Organisation	Full/Part Time	From	To

7. Only to be filled by Overseas Students resident in UK or have resided in the past:

S. No.	Type of Visa applied*	Date of Entry in the UK	Visa Outcome	Visa Issue Date	Visa Expiry Date

Note: (*Tier 1 | Tier 2 | Tier 4 or Tier 5) | Please use the additional page to add more details

Academic courses attended while in the UK:

Institution Name	Course Attended	Result	From	To	Attendance %

8. References (The referees will be contacted by the Institution and one referee should be from the last institution studied or worked, Referees cannot be a relative.)

Reference 1

Full Name:

Name of the Institution / Organization

Address:

Postal/Zip Code:

Telephone No:

Mobile No:

Email Address:

Reference 2

Full Name:

Name of the Institution / Organization

Address:

Postal/Zip Code:

Telephone No:

Mobile No:

Email Address:

9. Students requiring Special Needs

Do you have any special needs (including learning difficulty) or a literacy difficulty? Yes No
Please state briefly about special needs or conditions requiring special support or facilities whenever you need any special assistance or arrangements and tell us how we can help you

10. In your own words please tell us why you have chosen this course and your career and educational plans: *(This section will expand upon pressing the key "Enter")*

11. Student Questionnaire *(This section should be filled by Students)*

a.	Do you intend to stay in the country upon completion of your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Did you receive full info about all the courses offered by TBS Counsellor/Representative/Marketing Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Please note that TBS will assist in finding a part time work or any job placements. You will be charged separately for the placement and to be paid directly to our placement partners.	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Are you aware of your fee structure and instalment plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e.	Attendance at your chosen course is mandatory. Are you aware that non-attendance of a course can lead to termination of your enrolment from the college?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f.	Are you aware that the fee paid by you only relate to your tuition fees and nothing else such as travel, accommodation, food, subsistence, college books and stationery?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g.	Are you aware that you should not rely on your part time work for your living expenditure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h.	Are you aware that every time you sit any examination you have to pay examination fees yourself?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i.	Have you been refused visa to any other country (including UK)? If yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No
j.	Did the Agent give the right information about the Institution and the courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
k.	Are you aware of the Attendance and Refund Policies of the Institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No

12. Terms and Conditions of TBS Ltd

Please read the following terms and conditions carefully before signing this application.

- The Student agrees to abide by the University/ College policies and guidelines
- The registration fees and the Visa consultation fee will not be refunded
- A refund will be given to the students who have applied from overseas where the visa refusal is caused by any fault of the University/ College (refer the Refund Policy of the College/ University). No refunds will be given under the following circumstances:
 - Once a CAS has been issued, the tuition fees will not be refunded if the student changes his or mind about applying for VISA.
 - If the Home office refuse visa due to fraudulent documents that have been used in the visa application, the University /College reserves the right to refuse the refund.
 - No refunds will be made if the student visa application has been refused due to the non-submission of the listed documentation, as per the CAS statement, or if the student or guardian thereof has withdrawn the required funds which were considered in issuing the CAS statement.
 - Refunds will not be made, if the VISA is refused due to insufficient funds.
 - Refunds will not be made if the VISA refusal is due to failure of the student to answer in English at the interview.
- 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 to UK due to valid reasons (subject to prior approval of University/College), 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 problem etc). The student agrees for TBS to disclose his/her details to the relevant immigration and Home Office authorities of his/her registration attendance and progression details.

I have read and understood the above terms and conditions, I agree to abide by them*:

Applicant's Name: _____

Signature: _____

Date: _____

(*Typing your name here, filling & submitting this form electronically will be considered as you signed)

13. Document enclosure and Checklist:

Please read the following carefully before posting your application to us. This completed application form must be submitted to the admissions department together with the following documents. Please tick the appropriate box indicating what documents are attached with this form:

- | | |
|--|--|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> Copies of Passport and Visa |
| <input type="checkbox"/> The Application fees | <input type="checkbox"/> One Passport Size Photograph |
| <input type="checkbox"/> English language test score | <input type="checkbox"/> Copies of educational certificates & mark lists |

Please return the complete application and relevant documents to
Trinity Business Solutions Ltd.

Skype: TBS.LTD

Email: info.tbsltd@org.uk

URL: www.tbsltd.org.uk

FOR OFFICE USE ONLY

Mode of Interview: Direct Skype

Student Interviewed by: _____

Student Interviewed in: UK Overseas

Course Offered: _____

Course Duration: _____

Date Application Received: _____

Student Reference No: _____

Interviewed Date (dd/mm/yyyy): _____

if Overseas, Please specify country: _____

Course Level: _____

Course Start Date: _____ Course End Date: _____

Documents Verified by: _____