



Please affix your
passport size
photo in this space

Royal Overseas University College

GE - 239 - 9416, ATAA ADOM LN.
P.O.Box 15934, Accra-North, Ghana.
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North Legon, Accra
Email: rouc.info@gmail.com
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+233 (0) 302 500 802 / +233 (0) 577 476 391 /
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STUDENT APPLICATION FORM

Please complete this application in Block Capital letters in Black Ink

Section 1: Personal Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Others_____	First Name	<input type="text"/>
Middle Name	<input type="text"/>			Surname	<input type="text"/>	
Date of Birth	<input type="text"/>			Nationality	<input type="text"/>	
Permanent Address	<input type="text"/>					
<input type="text"/>						
<input type="text"/>				Post code	<input type="text"/>	
Telephone No	<input type="text"/>			Mobile no	<input type="text"/>	
Email Address	<input type="text"/>			Passport no	<input type="text"/>	
				N. I. Number	<input type="text"/>	

Section 2: Course Details

Course Title

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Section 3: Qualifications

Institution Name / Awarding body name	Title of Qualifications	Full-time / Part-time	Dates of Study		Year of Completion (DD/MM/YYYY)	Grade
			Start date	End date		

Section 4: Professional Work Experience (most recent first)

Dates of post		Employer's name, Address & Type of Business	Job title	Full-time / Part- time	Key roles & Responsibilities	Reason for leaving
Start date	End date					

Section 5: English Skills

In what language were you taught and examined in for your highest qualification?

Please state your first language?

Do you have any English Language qualifications ?
(Eg: TOEFL, IELTS, ESOL)

YES NO

If 'YES' please specify:

Section 6: Disability Monitoring

Do you consider yourself to have a disability?

YES NO

If 'YES' please describe:

Do you have any special requirements?

YES

If 'YES' please describe:

Section 7: Emergency Contact Details

Full Name

Relationship

Address

Full Name

Relationship

Address

Contact No

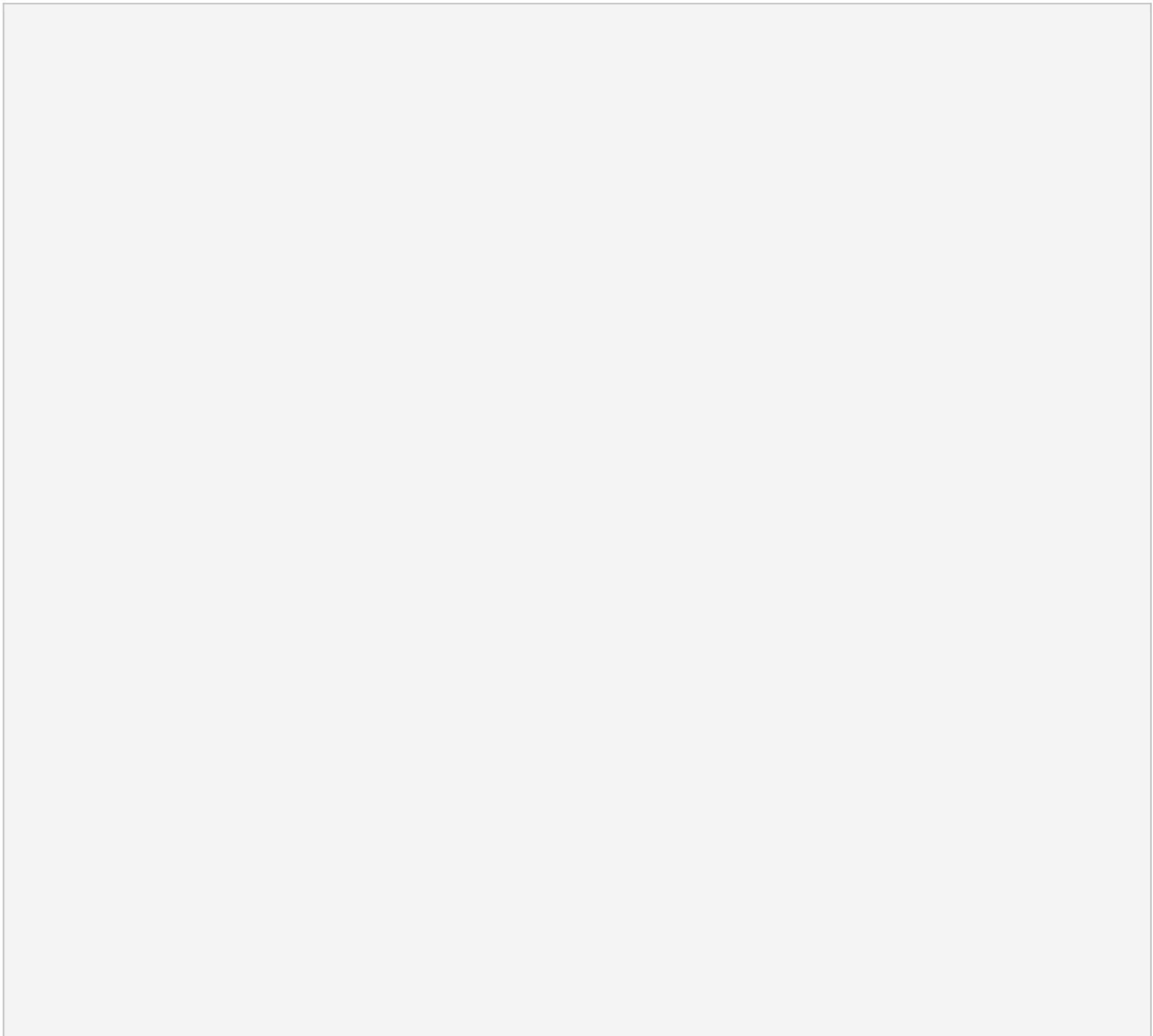
Email Address

Contact No

Email Address

Section 8: Personal Statement in Support of your application

(Use this space to tell us why you choose this course and what you hope to gain from it.)



Section 9: Terms and Conditions

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

1. It is the student's responsibility to ensure at all times that the information held by the college is up to date.
2. It is the student's responsibility to maintain a minimum of 80% attendance during the course. If the student fails to maintain the minimum required attendance without any valid reason i.e. medical, the college reserves the right to expel the students with no obligation to offer any award or a refund.

3. The college has the right to instigate disciplinary action or expel students whose behavior is deemed unprofessional or disruptive to other students or staff. Under such circumstances any tuition fee paid remains non-refundable.
4. The college reserves the right to make changes to time table, tutors or venues without prior notice. This will not affect your studies.
5. The college reserves the right to cancel or reschedule intakes should there be insufficient enrolment in any particular course. Students may opt for a refund in these circumstances prior to commencement of their course.
6. The college is not liable for student's loss of belongings whilst in campus or personal injury.
7. A student's place on the course will not be held unconditionally without receiving the full payment specified on the offer letter.
8. Should a student wish to change course, their request must be put in writing and is subject to the discretion of the college.
9. Once a valid visa has been issued, visa fees will not be refunded unless the college cancels the course.
10. Once a student pays the tuition fees and arrives to the country, there will be no refund of tuition fees unless the course is cancelled.
11. Students will receive certificates based on any outstanding being cleared.
12. LCM reserves the right to expel students without an award or a refund should the student default in an agreed installment payment.
13. In addition to college tuition fees, students are responsible to pay for exam fees, course membership fees as specified by the course awarding body. The student is also required to pay for study materials, accommodation and living expenses. Such costs are explained on the conditional offer letter.

By enrolling at London College of Media, I have read and agree to the above terms and conditions set by the institution.

Full Name

Signature Date

Section 10: Documents Enclosures (Please tick the appropriate box)

- | | | |
|--|--|--|
| <input type="checkbox"/> Fully filled Application form | <input type="checkbox"/> Colour Copies of Passport | <input type="checkbox"/> English language test score |
| <input type="checkbox"/> 2 Colour Passport Size Photographs | <input type="checkbox"/> Copies of transcripts / Mark sheets | |
| <input type="checkbox"/> Copies of educational certificates and relevant documents | | |

Please return the complete application and relevant documents to

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