



In association with

University of Wales  
Prifysgol Cymru



# Application for Admission

PLEASE COMPLETE THE FORM IN BLOCK / CAPITAL LETTERS AND IN BLACK INK

Admission decisions depend on information provided within your application. Our aim is to receive a complete profile of the applicant before making the admission decision. It is therefore in your best interests to complete the application form in full and provide as many details as possible. If space is insufficient, please attach additional sheets. Wherever options are provided please tick appropriate option.

Please make sure the application form is completed and signed by you as the student, and not by anybody else on your behalf.

## 1. PROGRAMME :

Programme Name (Please tick appropriate box)

Programme Fees

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> MBA Full Time  | £6950                            |
| <input type="checkbox"/> MBA Weekend Part Time*   | £7950                            |
| <input type="checkbox"/> Masters Qualifying Programme + MBA Full Time                       | £1950+£6950                      |
| <input type="checkbox"/> BA(Hons) in Business Administration                                | £11850                           |
| <input type="checkbox"/> BA Top Up  | £4950 (International) £3300 (EU) |
| <input type="checkbox"/> Degree Foundation Programme + BA (Hons) in Business Administration | £2950 + £11850                   |
| <input type="checkbox"/> MBA ACCA/CIMA Top - Up   | £3950                            |
| <input type="checkbox"/> Study Abroad Programme   | £2300                            |
| <input type="checkbox"/> English for Academic Purposes                                      | Free                             |

## 2. MODE OF STUDY :

- BA(Hons) in Business Administration  Standard (3 year duration)  
 Fast Track (2 year duration without semester breaks in the 3 levels)

\* International applicants requiring a Tier 4 student visa are not eligible for this programme. Only students who do not require a Tier 4 visa or are UK citizens, residents or those who have a valid UK work permit may apply for this programme.

## 3. INTAKE APPLIED FOR :

- 27th September 2010     7th February 2011     6th June 2011     26th September 2011     6th February 2012

## 4. PERSONAL DETAILS :

Title: Mr/ Ms/ Mrs/ Other

Full Name (as you would like it to appear on your offer letter)

First Name : \_\_\_\_\_ Second Name (if any) : \_\_\_\_\_

Last Name : \_\_\_\_\_ Passport Number : \_\_\_\_\_

Nationality : \_\_\_\_\_ Date of Birth : DD   MM   YY   Country of Birth : \_\_\_\_\_

Are you a Permanent Resident in the UK ?  Yes  No. Country of Permanent Residence : \_\_\_\_\_

Home Address : \_\_\_\_\_

Country : \_\_\_\_\_ Area/ Postcode : \_\_\_\_\_

Landline Telephone : \_\_\_\_\_ Mobile Number : \_\_\_\_\_

Email : \_\_\_\_\_

Address for Correspondence (if different from Home Address)

Present Address : \_\_\_\_\_

Country : \_\_\_\_\_ Area/ Postcode : \_\_\_\_\_

Telephone Number : \_\_\_\_\_ Mobile Number : \_\_\_\_\_

Email : \_\_\_\_\_

Would you like us to arrange accommodation for you  YES  NO

Please Note : Accommodation bookings must be for a minimum of one semester. One month's notice is also required to leave your accommodation and you must inform the school.

All courses are in English. You will therefore need to have working knowledge of the language.

Is English your first language?  Yes  No

**English Language Qualifications** : Please state which qualifications you have or intend to take and provide the Grade/ Score below (e.g. TOEFL/IELTS)

English Qualification / Certificates	Date Awarded	Grade/ Score

How did you hear about us?  School Representative \_\_\_\_\_  Friend Name \_\_\_\_\_  
 Website \_\_\_\_\_  Education Fair Location \_\_\_\_\_  
 Advertisement (List the Publication) \_\_\_\_\_  Other \_\_\_\_\_

**5. EDUCATION**

Dates		Qualification (eg. A level/ GCSE/ High School/ Degree)	Name and Address of School/ College/ University	Grade/ Percentage/ Result achieved
From (year)	To (year)			

**6. Work Experience/ Past Employment :**

If you have had any work experience/ jobs during the last few years, including voluntary work, please give details, starting with the most recent.

Employer's Name and Address	From		To		Full Time / Part Time	Position Held and brief Description of Duties
	Month	Year	Month	Year		

**7. REFERENCES :**

These should not be from friends or family. State the name and contact details of two people who have provided reference letters that you are attaching with this application form.

<p><b>1st referee</b></p> <p>Name and Title : _____</p> <p>Position Held : _____</p> <p>Organisation : _____</p> <p>Address : _____</p> <p>_____</p> <p>Postcode : _____</p> <p>Telephone No. : _____</p> <p>Fax No. : _____</p> <p>Email : _____</p>	<p><b>2nd referee</b></p> <p>Name and Title : _____</p> <p>Position Held : _____</p> <p>Organisation : _____</p> <p>Address : _____</p> <p>_____</p> <p>Postcode : _____</p> <p>Telephone No. : _____</p> <p>Fax No. : _____</p> <p>Email : _____</p>
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8. Application Questionnaire:

1. Can the programme you are applying for be studied in your home country? Why do you want to study in the UK? Why TASMAL London?

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2. How is this course going to benefit you now or in the future?

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3. If your proposed course is a change of direction from your previous qualifications or work experience, please explain why are you choosing to do this.

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4. If your proposed course is at the same or lower level than qualifications you already have please explain why you have chosen to do this?

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5. How do you intend to finance your course and living costs?

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6. Name all the people financially supporting your studies. Exactly how are they related to you? What is their income per year and how much are they providing.

NAME	EXACT RELATIONSHIP	AMOUNT	INCOME

7. Have you taken a bank loan to fund these studies? If so, how much? Who is the guarantor and how are they related to you?

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8. Do you have any relatives in the UK? Do you intend to stay with them when you study with us and what is their address?

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9. Have you ever been refused a visa to the UK or any other country? If so, please give details.

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10. What do you plan to do about your accommodation while studying?

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11. Do you have any dependants? If yes, do you plan for them to arrive with you to the UK?

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12. Please give reasons on why you would like your dependants to join you and when you would like them to join you.

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13. What do you intend to do after you have finished your studies?

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#### 9. APPLICATION CHECKLIST

Please use the checklist below to ensure that your application is complete with all documents before it is submitted.

- Fully Completed Application form. (The application form must be signed by the student)
- Authenticated copies of Academic Transcripts In English (if applicable)
- Authenticated copies of final Certificates of most recent Qualification / Letter of attestation in English
- Photocopy of your passport pages with photo and signature
- Authenticated copy of IELTS/ TOEFL score
- 1 Reference letter in English
- CV (if applicable)
- 2 passport sized photographs
- Scholarship Support Statement (if applicable)

#### 10. DECLARATION

I confirm that to the best of my knowledge, the information given in this form is correct and complete. I confirm and agree to the following terms and conditions:

1. All answers above are my own, as I am the student who has applied for a programme at TASMALC London.
2. Part time employment for students is not guaranteed. It may take a few months to find a part time job and chances of finding it depend totally on a student's skills (including language and communication skills) and capabilities. Hence, I understand and appreciate that students must not depend on Part Time work for their living costs, at least for the first few months.
3. Classes at TASMALC London are usually all 5 days of the week from Mon to Fri any time between 9am – 7pm. Programmes at TASMALC London are intense and need an investment of time of at least 18-20 hours a week on self study by the student in addition to the time spent in the classroom.
4. If students need to do an English programme before their degree programme, they must successfully pass the English programme before they proceed to do their degree programme.
5. I understand that students who have not submitted an IELTS/ TOEFL / PTE score along with their application forms will need to appear for a TASMALC English Placement Test (EPT) on arrival. If the score/ English level is found to be below what is needed , then I may have to study for an additional English programme at an additional cost before I start the programme(s) I have been accepted for. This will be the decision of the staff at the English department in the school.
6. TASMALC London will not refund the deposit in case a visa has been granted to me or for any other reason due to which I do not join the programme.
7. TASMALC London will not refund fees to students who had their visa application refused due to submitting fraudulent documentation or deception.
8. Students who have undertaken their course of study, but failed to progress academically will not receive any refund for the tuition fees received already.

9. For BA(Hons) students who select the Fast Track mode of study - I understand that the Fast Track mode of study for BA(Hons) in Business Administration has 3 levels of BA, studied for in a 2 year duration, without semester breaks in each level (each level has 8 months/ 2 semesters).Therefore visas issued for students who do a Fast Track BA(Hons) would be for this duration of study. Students studying on the Standard mode of study can take breaks only in the summer months, and only after completing at least 2 terms with TASMAC London.
10. In case of visa refusal, TASMAC London will refund the deposit(or full fees if the student has paid full fees in place of the deposit) without any deductions, provided the original Visa Refusal Letter from the British High Commission is submitted by me. I am familiar with the conditions of refunds available on TASMAC London website.
11. I understand that a minimum of 85% attendance on the programme is required for students as per UK Border Agency requirements. The School has the right to expel me from the course and report me to the UK Border Agency if my attendance falls below the needed 85%.
12. TASMAC will report International Students, who have been missing from classes for two weeks, to the UK Home Office/ UK Border Agency.
13. I understand that the specialisations are offered depending upon the number of students choosing the particular specialisation. If the number of students for a particular specialisation is insufficient, I understand that lectures for that specialisation modules will not be conducted in that particular semester.
14. I understand that students must arrive on time for their programme of study at TASMAC London, as per the date documented on the acceptance and visa letter. If there is any reason to delay arrival and registration for the course, students must take prior approval from TASMAC London. If there is no written approval for late arrival, students will be asked to start their course at the next intake and return home until then. Their visa will be cancelled and students will have to apply for a new visa.
15. I am aware that every student at the Master's level normally has the right to resit an element of assessment or the complete module by re-assessment on one occasion only. The Board of Examiners will determine conditions to apply for resit in accordance with the programme regulations.
16. I am subject to the rules and regulations of TASMAC London. These regulations are mentioned in the Student Handbook.
17. I understand and agree that fee payments need to be made in accordance with the fee sheet as provided by TASMAC London and that a place on the programme applied for, cannot be reserved for students who fail to meet their financial commitments.
18. I will pay my fees on the date of my signed payment plan.. If not, I will be liable to pay the late fee / not be allowed to appear for the examinations. I am aware and accept that fees once paid are not refundable.
19. I am aware that TASMAC London reserves the right to alter dates, fees and programme content without prior notice.
20. I am aware that disciplinary action will be taken against students for any inappropriate form of behaviour or code of conduct. TASMAC London reserves the right to expel any student for improper conduct or any conduct that interferes with the well being of other students, staff or the reputation of TASMAC London. Once expelled on disciplinary grounds, the student will not be given a refund of fees paid to the school.
21. TASMAC London accepts no legal liability in the case of accidents, illness, loss of or damage to, personal effects and mail. Students will be required to pay for any damage they cause to the premises and/ or property of TASMAC London or their accommodation.
22. I agree that my registration, attendance and progression details may / will be disclosed by TASMAC London to the relevant Immigration and Home Office authorities.

Date : \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date : _____	Approved by : _____
Conditions (If unconditional leave Blank) : _____	
Other Comments : _____	
Signature : _____	
Form Input (Yes / No) : _____	



**TASMAC London School of Business**  
**Wembley Campus:** 388 High Road,  
 Wembley, London HA9 6AR  
**Kingsbury Campus:** 1-3 Valley Drive,  
 Kingsbury, London NW9 9NG  
 Tel : 0044 (0)208 206 0066.  
 Fax : 0044 (0)208 206 1999  
 E-mail : info@tasmac.org.uk  
**Website: www.tasmac.org.uk.**

**Asia Admissions Office**  
 C2, Shardaram Park, 37/37A, Sassoon Road,  
 Next to Jehangir Nursing Home,  
 Pune - 411 001. INDIA  
 Tel : +91 (0)20 6401 9086 / 87 / 88  
 Fax : +91 (0)20 2612 4279  
 E-mail : admissions@tasmac.org.uk