

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>1st referee</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>2nd referee</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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9. 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. I understand that students who have not submitted an IELTS/ TOEFL / PTE score along with their application forms will need to appear for a TASMAC English Placement Test (EPT) on arrival. In this EPT on arrival if my 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 staff at the English department in the school.
2. TASMAC 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.
3. 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 initially be for this duration of study.
4. 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.
5. 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%.
6. TASMAC will report International Students, who have been missing from classes for two weeks, to the UK Home Office/ UK Border Agency.
7. 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 are insufficient, I understand that lectures for that specialisation modules will not be conducted in that particular semester.
8. 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 the same, students may be asked to start their course at the next intake.
9. I am aware that every student at the Master's level normally has the right to attempt to retrieve an initial failure in 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 Re-sit in accordance with the programme regulations.
10. I am subject to the rules and regulations of TASMAC London. These regulations are mentioned in the Student Handbook.
11. 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.
12. 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.
13. I am aware that TASMAC London reserves the right to alter dates, fees and programme content without prior notice.
14. 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.
15. 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.
16. 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 _____

10. APPLICATION CHECKLIST

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

- Fully Completed and Signed Application form
- Copies of Academic Transcripts In English (if applicable)
- Copies of Final Certificates of Most Recent Qualification / Letter of Attestation in English
- A photocopy of your passport photo page and the page with your specimen signature
- Copy of IELTS/ TOEFL scores (if applicable)
- 1 Reference Letter in English
- CV (if applicable)
- 2 passport sized photographs
- Scholarship Supporting Statement (if applicable)

FOR OFFICE USE ONLY

Date : _____ Approved by : _____

Conditions (If unconditional leave Blank) : _____

Other Comments : _____

Signature : _____ Form Input (Yes / No) : _____



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 Next to Jehangir Nursing Home,
 Pune - 411 001. INDIA
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