



Rayat London College

Application for Admission

2 passport size photographs required.

Section 1: Applicant's Details

(Please Complete In Block Capitals)

Title						
Family Name						
First Name				Initials		
Date of Birth						
Nationality						
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	
Are you suffering from anything that could affect your ability to study or if you have any special needs (if so please give us full details):-						

Permanent Home Address / Overseas Address		Address for Correspondance (if different)	
Post Code		Post Code	
Country		Country	
Telephone		Telephone	
Email			

Section 2: Course selection

BA (Hons) in Business Studies – University Of Wales 3 Year Programme

Course Description	The BA programme at Rayat London College offers an essential understanding of business principles and management concepts. This course offers an excellent pathway into further post-graduate disciplines including our MBA program.
Entry Requirements	A Higher Secondary education from a recognised educational institution. IELTS score of 5.5 or above.
Course commencement <i>please specify the month - February, June or September - and Year of entry</i>	

MBA – University Of Wales 1 Year Programme

Course Description	The MBA is designed to equip you with essential modern management skills, knowledge and provide you with an enterprising spirit grounded on solid business practices.			
Entry Requirements	A good first degree from a recognised higher educational institution or equivalent professional qualification with an IELTS scores of 6.5 or above.			
MBA Pathways	Banking and Finance	<input type="checkbox"/>	Retail Management	<input type="checkbox"/>
	Hospitality Management	<input type="checkbox"/>	Human Resource Management	<input type="checkbox"/>
	General Management	<input type="checkbox"/>	International Marketing	<input type="checkbox"/>
Course commencement please specify the month - February, June or September - and Year of entry				
MBA Pathways	Banking and Finance	<input type="checkbox"/>	Retail Management	<input type="checkbox"/>
	Hospitality Management	<input type="checkbox"/>	Human Resource Management	<input type="checkbox"/>
	General Management	<input type="checkbox"/>	International Marketing	<input type="checkbox"/>
Course commencement please specify the month - February, June or September - and Year of entry				

Edexcel- 1 Year Programme

Course Description	This course is committed to give students the necessary skills and experience in management. The programme concentrates on the reflective and analytical skills needed by participants at this level.			
Entry Requirements	An Edexcel BTEC Higher National Diploma, A first Degree (or equivalent), or An appropriate professional qualification with 2 years experience of working in a management position and an IELTS score of 5.5 or above			
Course commencement please specify the month - February, June or September - and Year of entry				

Association of Business Executives –2 Years Programme

Course Description	This course will provide you with resources and a professional pathway for the degree programmes.			
Entry Requirements	A Higher Secondary education from a recognised educational institution. IELTS score of 5.5 or above.			
ABE Pathways	Business Management	<input type="checkbox"/>	Business Information Systems	<input type="checkbox"/>
	Financial Management	<input type="checkbox"/>	Human Resources Management	<input type="checkbox"/>
	Marketing	<input type="checkbox"/>	Travel, Tourism & Hospitality Management	<input type="checkbox"/>
Course commencement please specify the month - February, June or September - and Year of entry				

Section 3: Academic Qualifications (Most Recent First)

List all academic qualifications that you have achieved from 'O' Level grade or equivalent. Copies of all relevant final transcripts must be attached with this application. If you have IELTS/TOEFL, please provide details. Copies can be scanned and emailed to admissions@rayatlondoncollege.co.uk. Please provide translation to English if required.

Term of Study		Full Time or Part Time	Institution/College	Subjects Studied	Awarding Body	Date Of Award	Qualifications Obtained
Start Date	End Date						

Section 4: Employment History (most recent first)

Please give details of the positions held over the past 5 years. If you are applying as a mature student, or for admissions as a post graduate, provide detailed job description on a separate page, and attach documentary evidence, e.g. reference letters from employers.

Term of Employment		Company name/ Organisation	Position	Address
Start Date	End Date			

Section 5: Documents Required

PLEASE NOTE: Students are required to bring their original document on Registration Day.

1. Application form (**Mandatory**) signatures required (including sponsor).
2. Latest academic transcripts (**Mandatory**) from highest qualification only.
3. Graduation certificate or evidence of course completion (**Mandatory**) as per course prerequisites.
4. TWO references (Mandatory)
(For graduates two academic references; applicants with managerial experience at least one academic reference).
5. Work reference showing at least TWO years managerial experience.
6. IELTS OR TOEFL test score (if required. check course prerequisites).
7. One photocopy of passport.
8. Two passport-sized photographs (attach to front of this application)

Section 6: Terms and Conditions

Fees for the BA degree are payable yearly in advance. 80% of the fees for the MBA are payable in advance, the remaining 20% is payable before the start of the second semester. Dishonoured cheques will be charged at £50 to cover bank charges and administration costs. Fees include VAT and study material where applicable. The college reserves the right to alter time tables and teaching staff when it may be necessary. Course once booked cannot be cancelled or deferred and total course fees will remain payable. However, the management at its discretion and in exceptional circumstances may cancel notices received two weeks prior to course commencement. Administration charges and costs incurred to the college will be deducted on all cancellations. Overseas students have to provide evidence of refusal of VISA and the original Visa support letter to support their request for refund. Fees cannot be deferred or transferred to another named student on failure to provide documentary evidence of VISA refusal. If the student VISA application has been refused, then the fees paid will be refunded less administration charges of £100 on production of the documents. 1. Copy of student Passport showing Both Photograph and Signature. 2. Copy of VISA Refusal Letter (APP200) 3. Where the payee was not a student, an original authority letter from the student authorizing the repayment to the payee. Representatives or agents of Rayat London College staff are not permitted to charge any fees or commission to those students who have been refused VISA or have cancelled their course for whatever reason.

The College reserves the right to cancel MBA Pathways if insufficient students take up an option

Overseas students have to pay a £100 non-refundable deposit. Overseas students should note that they must attend minimum 15 hours a week. College reserves the right to supply any of accountable authorised bodies with all relevant information concerning the student from a course at any stage who fails to comply with health and safety requirements, persistent lateness, absenteeism and tutorial requirements or if the student's continual presence is regarded as detrimental to other students or staff. In such circumstances, any refund would be entirely at the discretion of the college management. The College reserves the right to inform the appropriate authority including the British Home Office where a student has been removed from the college lectures.

Student Declaration

I am applying for admission to Rayat London College. I understand the decision to offer me a place rests with the College, and the decision of the college is final. If I am offered and accept a place on the programme, I agree to abide by the rules and regulations of the College.

Data Protection Act: The information contained in this form will be used for the purposes of processing your application and, if your application is successful will form part of your University Record.

I certify that, to the best of my knowledge, all information I have given is complete and correct.

Signed:

Name:

Date:

Rayat London College · Heston Park House · New Heston Road · Heston, Middlesex · TW5 0LJ · United Kingdom
Tel: - 02087543330 · Fax: - 02087543331
Email: - info@rayatlondoncollege.co.uk
Website: - www.rayatlondoncollege.co.uk

