

**Ref. No:****Student ID No.**  
**(Official use only):****Application Form** Please complete the form in **BLOCK CAPITALS**.**1. PROGRAMMES:**

Bachelor of Science (Honours) Financial Accounting	<input type="checkbox"/>	Business English	<input type="checkbox"/>
Bachelor of Arts in Business Studies	<input type="checkbox"/>	Academic English (4 months)	<input type="checkbox"/>
MBA (Full-Time)	<input type="checkbox"/>	Academic English (8 months)	<input type="checkbox"/>
MBA (Part-Time)	<input type="checkbox"/>	Academic English (12 months)	<input type="checkbox"/>

**2. PERSONAL DETAILS:** *(As per your passport/ID)*

Surname: \_\_\_\_\_

First Names(s): \_\_\_\_\_

Gender: Male ☐ Female ☐

Nationality: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Are you currently living in Malta? Yes ☐ No ☐

**3. PERMANENT ADDRESS:****Current Malta Address** *(if applicable): \**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode / Pincode: \_\_\_\_\_

Country: \_\_\_\_\_

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

Tel: \_\_\_\_\_

Country Code Phone No.

**Permanent Home Address** *(if different):*

Please note: If you are an overseas student, please complete your permanent overseas address.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode / Pincode: \_\_\_\_\_

Country: \_\_\_\_\_

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

Tel: \_\_\_\_\_

Country Code City Code Phone No.

**4. NEXT OF KIN DETAILS:**

Surname: \_\_\_\_\_

First Names(s): \_\_\_\_\_

Tel: \_\_\_\_\_

Country Code City Code Phone No.

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

**Address: \***\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode / Pincode: \_\_\_\_\_

Country: \_\_\_\_\_

## 5. PASSPORT DETAILS:

Passport No.: \_\_\_\_\_

Date of Expiry: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Place and Country of Issue: \_\_\_\_\_

6. Have you previously applied to LSC Malta or any of its affiliated colleges? Yes ☐ No ☐

If yes, please give details: \_\_\_\_\_

7. Do you have any friends or relatives currently studying at LSC Malta or any of its affiliated colleges? Yes ☐ No ☐

If yes, please give details: \_\_\_\_\_

8. How did you hear about the college? Friend ☐ Media (adverts, exhibitions etc.) ☐ Website ☐ Representative ☐

Please give brief details (e.g. name of friend, representative, website etc.) of the above source:

\_\_\_\_\_

## 9. EDUCATION:

Please list all the relevant qualifications you have obtained since the age of 16 for which the results are known. Please attach the relevant attested photocopies of your educational qualifications. Please provide official English language translations of these documents where appropriate.

Name of School / College / University Awarding Body / Country	Title of Course	Grades / Overall Percentage	Dates of Study	
			From (mm/yyyy)	To (mm/yyyy)

## 10. PENDING RESULTS:

Please list any examinations you have taken for which the results are still pending. Please also list any examinations you will be taking in the near future.

Name of School / College / University Awarding Body	Course / Title of Exam	Dates of Study	
		Date of Exam (mm/yyyy)	Expected Results Date (mm/yyyy)

## 11. ENGLISH LANGUAGE PROFICIENCY:

IELTS: \_\_\_\_\_ PTE: \_\_\_\_\_ TOEFL: \_\_\_\_\_

GCSE English Grade: \_\_\_\_\_ Other: \_\_\_\_\_

## 12. TUITION FEES:

Please give details of how your tuition fees will be paid. Please select the appropriate box:

Yourself ☐ Family Member / Parents ☐ Sponsor / Employer ☐ Bank Loan ☐ Scholarship ☐

## 13. EMPLOYMENT AND / OR TRAINING DETAILS:

Sr. No.	Name and Address of the Employer	Your Position and Brief Job Description	Dates	
			From (mm/yyyy)	To (mm/yyyy)

## 14. REFERENCES:

All applicants must provide at least one academic referee. The referee should not be a friend or family member.

### Referee 1 (Academic Referee):

Name:

\_\_\_\_\_

Position / Designation:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Tel (including Country and Area Code if overseas):

\_\_\_\_\_

Country Code    Area Code    Phone No.

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

### Referee 2 (Other Referee):

Name:

\_\_\_\_\_

Position / Designation:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Tel (including Country and Area Code if overseas):

\_\_\_\_\_

Country Code    Area Code    Phone No.

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

## 15. PERSONAL STATEMENT:

**Please indicate the reasons as to why you have chosen to study this programme at LSC Malta. You should also indicate as to how you would benefit from this programme.**

*(Please complete this section in not less than 200 words)*

Do you have any pre-existing medical conditions?    Yes ☐    No ☐

(A pre-existing medical condition is any condition that in the last 12 months meant you have sought the advice of a doctor, had or needed medical treatment/ had signs or symptoms, whether diagnosed or not).

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 16. STUDENT QUESTIONNAIRE:

**Please complete:**

Full Name:

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Course Applied For:

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1. What made you choose London School of Commerce Malta as your higher education institution?

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2. What is your career objective on completion of the course?

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3. Were you fully informed by your counsellor/representative about LSC Malta and the programmes offered? Yes ☐ No ☐

4. Are you aware of your fee structure and instalment plan? Yes ☐ No ☐

5. Are you aware of the Malta visa guidelines in relation to living expenses and other visa requirements?  
Yes ☐ No ☐

6. Are you aware that the fee paid will only be refunded in the case of your visa being refused? Yes ☐ No ☐

7. Are you aware that attendance is compulsory and that failure to achieve satisfactory attendance may lead to your enrolment on the  
course being terminated? Yes ☐ No ☐

8. Are you aware that you cannot change or defer the course without prior written permission from the school? Yes ☐ No ☐

9. Are you aware that the tuition fee mentioned refers only to the academic fee and that it does not cover any living expenses incurred as a student? Yes ☐ No ☐

10. Are you also aware that you should have sufficient funds available to cover your living expenses for the entire duration of your study period? Yes ☐ No ☐

11. Are you aware that there is a resit fee for students who are not successful in examinations at the first attempt?  
Yes ☐ No ☐

12. Are you aware that you are required to purchase necessary core textbooks and a laptop / personal computer for study purposes? Yes ☐ No ☐

13. Were you a previous student at LSC Malta or any of its affiliated colleges? Yes ☐ No ☐ If yes, please give details:

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14. Have you ever been refused a visa to any country (including Malta)? Yes ☐ No ☐  
If yes, please briefly indicate the reasons for the refusal:

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15. Are you aware that LSC Malta will inform the relevant Immigration and other relevant authorities of your registration, attendance and progression details? Yes ☐ No ☐

## Terms and Conditions for Students of LSC Malta [1 of 2]

THESE TERMS AND CONDITIONS ARE A PART OF THE SCHOOL ADMISSION REQUIREMENTS AND ARE TO BE AGREED BY ALL STUDENTS WHO ARE REGISTERED ON ANY ACADEMIC PROGRAMME AT THE SCHOOL

Please ensure that you are in agreement with the below terms and conditions before signing this document.

I \_\_\_\_\_, agree to the following terms and conditions.

### 1. Personal details requirements

- I agree to inform the School immediately and without ANY delay, of changes to my personal details while I am a student of the School (All students are required to note that this INCLUDES: ANY changes to your contact and personal details including – your Malta residential address, your telephone number, your mobile number, your next of kin, your personal status, any other change, etc.)
- I agree to provide the School with any changes to my Passport details.
- I agree to inform the School of any significant changes in my personal circumstances (including financial circumstances)
- I agree to immediately inform the School if I am found in breach or violation of any Malta Laws. (Including - Civil, Criminal, Immigration, or other Malta Government law or regulations).

### 2. Malta and Schengen visa requirements (for non-EU/EEA students) - if relevant

- I understand and agree that I am required to read and comply with the Malta and Schengen visa rules, regulations and guidelines which are located on the official website of the Ministry for Home Affairs and National Security.  
(<https://homeaffairs.gov.mt/en/MHAS-Information/Schengen/Pages/Third-Country-Nationals.aspx>)
- I understand and agree that if I submit, or have submitted, any false or forged documents, or certificates, or bank statements to the School or commit any similar act the School may report this to the Maltese Immigration Authorities and any fees paid to, or financial commitment made by me to the School can be forfeited to the School.
- I understand and agree that the School can disclose my personal academic attendance record and academic progression details to the relevant Immigration Authorities, and also to parents and sponsors.
- I understand and agree that travel involving a return to my home country or outside of Malta during scheduled term time is NOT permitted except in the event of exceptional mitigating circumstances. In this event I understand and agree that I must inform the School prior to leaving the country. I understand and agree that if I travel overseas at any period, this will be done exclusively as permitted by my Visa and that I should seek advice from the School prior to booking such overseas trips.

### 3. Misrepresentation and providing false or misleading information

- I understand that if I have deliberately provided misleading information, or misrepresented or falsified in any way the information which I have used to support my entry to the programme of study for which I am registered, or to which I am applying, or if I have provided any such information in support of my application to study in Malta, or to the Ministry for Home Affairs and National Security, or in any way in support of my Visa application, then the School reserves the absolute right to terminate my studies forthwith and require me to leave the School premises immediately.
- I understand that if I have submitted any misleading or falsified work as a part of the academic work which I submit for assessment for my programme of study then the School may terminate my studies forthwith subject to the school academic regulations.

### 4. Registration requirements

- I understand and agree that I am required to register for the programme of study to which I have been admitted by the date indicated in the offer letter which I have received and that if there is any delay to my arrival into Malta due to valid reasons then I may be required to start and be admitted to and register for the programme at next available cohort entry and commencement date. I understand that all such deferral of entry to a programme is (a) subject to prior agreement by the School (b) subject to the absolute discretion of the School and (c) may not be guaranteed. Other causes of delay in registration for the programme of study (private personal problems, home sickness, problems with accommodation etc.) will mean that I may not be registered.
- I understand, that I will be required to produce all original relevant educational certificates at registration. If this is not possible, I will be required to submit attested copies of the original certificates.
- I understand and agree to the School reserving the absolute right to capture and store my photographic, biometric and any other required details for administrative purposes and college documentation, including student photo ID cards, attendance and academic records and other records required by the Ministry for Home Affairs and National Security.
- I also give full permission for the school to contact my prior institutions of learning, for the purpose of verification of my previous academic qualifications.
- I agree to inform the School immediately if I decide to defer, suspend my studies or withdraw from the course
- I understand that the School will only run a programme if there is sufficient demand and that if an insufficient number of students are enrolled on a course, LSC Malta reserves the right not to run the programme and in this event I may be offered an alternative course or a refund of the fees paid.

### 5. Attendance and absence from study

- I understand that travel involving a return to my home country or outside of Malta during scheduled teaching semesters/term time is NOT permitted except in the event of exceptional mitigating circumstances. In the event of any mitigating or extenuating circumstances arising I understand that I must inform the School prior to leaving the country or absenting myself from the School and programme.
- I understand that during teaching semesters/term time that there is no leave of absence given for overseas national holidays or attendance at family functions etc.
- I understand that if I travel overseas at any period, this will be done exclusively as permitted by my visa and that I should seek advice from the School prior to booking any such overseas trip.
- I understand and agree that I cannot change, defer or withdraw from the programme of study offered, without prior written permission from the School.
- I understand, that I am required to maintain a minimum attendance rate of 70%. A failure on my part to do so, could lead to the termination of my registration with the school. Any termination due to lack of attendance will not entitle me to a refund fees paid. Any variation to this is at the sole discretion of the school.

### 6. Academic requirements

- I understand and agree that (a) I am required to and will attend all teaching sessions delivered as a part of the programme to which I have been admitted (including lectures, seminars, tutorials, and all other teaching sessions) as these are stated on my timetable and (b) that I will meet and comply with all assessment submission deadlines and undertake all required Academic work for all programme assessments and examinations in whatever form these are required.

**6. Academic requirements (Cont.)**

- I understand that I must attend all lectures and maintain a high level of attendance throughout the course, and that failure to do so could lead to disciplinary action, including termination of my studies and exclusion from the programme of study. I understand that any leave or absence from study must be approved, in writing, by LSC Malta prior to the leave or absence being taken by me.
- I understand that it is my responsibility to be fully aware of the subjects that are offered on my programme of study and the facilities and services offered by the School in support of my study and that it is my responsibility to ensure that I make use of these facilities and learning opportunities.
- I understand that programmes and modules could be subject to change and could vary from time to time and that the School reserves the right to change the curriculum of the programme and that in the event of a programme being withdrawn a suitable alternative will be provided with an alternative institution/university if required.
- I understand that the School has the right to offer online delivery of a programme, should the need arise, in the event of exceptional mitigating circumstances.
- I understand and agree that I will be required to purchase recommended textbooks and a personal laptop/computer for all study modules prior to the commencement of the course.
- I understand that the School reserves the rights to withdraw, cancel or defer any course/programme even after making an offer.
- I understand that the programme titles may change from time to time.

**7. Progression on and from the programme**

- I understand that I will be permitted a maximum of four resits in total on an undergraduate programme and 2 resits in total on a postgraduate programme. Any variations to the above is at the sole discretion of the academic board and will be assessed on a case by case basis.
- I understand that a postgraduate programme can only be extended by a maximum duration of 6 months and an undergraduate programme a maximum duration of 12 months. Any variations to the above is at the sole discretion of the London School of Commerce Malta.
- I understand that to progress academically I am required to meet the assessment progression requirements of the programme. I understand that the School Regulations only permit a maximum number of assessment failures and that if I exceed this, my registration can be terminated and I may be asked to leave the programme.
- I understand that if I progress from my LSC programme to a University programme delivered at LSC, that once I have been accepted on to that University programme, LSC will not be liable for the academic decisions of the University and hence, I will be bound by the Terms & Conditions and Academic Regulations of the University in place at that time.
- I understand, that If I am required to do Pre-Sessional English, I would need to achieve the required English proficiency level. This is normally B2 level or a proficiency level specified by the academic board. The Pre-Sessional English language course will not normally be extended beyond 6 months of its initial duration. Any further extensions can only be granted only at the sole discretion of the academic board.
- With regards to ACCA exemptions, I understand that, the number of exemptions granted may vary from time to time.
- I understand that the London School of Commerce Malta reserves the right to transfer a student to a similar degree awarded by a partner university within the LSC group of colleges.
- I understand that all courses may be conducted in a modular format.

**8. Fees and costs:** I understand that the academic fee which I am required to pay includes all costs associated with recruitment, admission and the cost of my tuition and that if I am paying fees by installments then I am required to fully comply with and meet all the installment plan specifications indicated in the offer letter.

Details of the School fee refund policy is set out below:

- Fees will be refunded in full, if my application is declined by LSC Malta.
- In the case of a full fee refund, because of a visa refusal, there will be an administration charge of €250, deducted when this fee refund is paid.
- I understand that if I am deemed to be an overseas student, once I have obtained a visa, but do not commence the course, €1,650 of the initial deposit paid will not be refunded. Any deposits paid in excess of €1,650 may be refunded at the sole discretion of the School.
- Once I have commenced the course, fees will not be refunded, except at the discretion of the School.
- In the event of termination from the course, I will be liable for a fee of €1,650 which is non-refundable plus a pro rata fee on the balance on the date of termination. Any fees that have been paid over and above the fee liability on the date of termination will be refunded.
- I will not qualify for a refund if the Schengen Visa is refused or withdrawn due to fraudulent documentation or false information provided during the Visa application.

**9. Code of behavior and conduct**

- I understand and agree that, if in the opinion of the School, I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress, the School has the absolute right to terminate my registration at any time and require me to withdraw from the programme and the School premises.
- I understand that formal disciplinary action may be taken against me for any inappropriate form of behavior or conduct which could lead to exclusion/termination from the course
- I understand that I am expected to conduct themselves with integrity in my academic and public activities at all times and must behave in a respectful manner and if I contravene this I could be terminated.

**10. Limitation of Liability:** I understand that in the event of any dispute between me and the School, the liability of the School will be restricted to the value of the course fee paid by me.

**In signing the above terms and conditions, I give full consent for this application form to be submitted/uploaded on my behalf by approved representative of the school.**

**Acceptance of terms and conditions:** I understand that I am accepting and agreeing to the Terms and Conditions indicated above. I understand that the Signature of this application by the applicant / student indicates full acceptance of the terms and conditions of the London School of Commerce Malta Ltd. by the student. I confirm that to the best of my knowledge the information given in this form is correct. If accepted on this course, I agree to abide by the above terms and conditions. I confirm that I have read and understood all of the terms and conditions of this document (2 pages).

Name as per passport/ID: \_\_\_\_\_

Signature as per passport/ID: \_\_\_\_\_

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

## 17. MARKETEER'S / STUDENT COUNSELLOR'S REPORT: For Official Use Only.

The below report should only be completed by Marketing Officers directly related to the school and not by any sub-agents or representatives.

Marketeer's / Student Counsellor's name: \_\_\_\_\_

1. Please give details of why you think the student is suitable for the course they have applied for:

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2. Comment on the relevance/appropriateness of the student's qualifications for the course and their financial capability to pursue the course without undertaking any part-time work.

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3. Please confirm that you have checked the student's original certificates are attested (signed and dated) and verified? Yes ☐ No ☐

4. Is the student seriously committed to complying with the School's regulations and completing the programme of study by the expected date? Please comment:

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5. Has the student been informed of the fee structure and instalment pattern (specified dates)? Yes ☐ No ☐

6. Has the student been informed that the fee paid will only be refunded in the case of a visa refusal and not for any other reason? Yes ☐ No ☐

7. Has the student been informed that attendance is compulsory and that failure to meet schools requirements can lead to \_\_\_\_\_ termination from the course? Yes ☐ No ☐  
Please comment on the reaction of the student:

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8. Has the student been informed that they cannot change or defer the course without prior written permission from the school and that the course offered in the offer letter is final? Yes ☐ No ☐

9. Has the student been informed that they should have sufficient funds to cover their living expenses and that they should not rely on any part-time jobs during the course of study? Yes ☐ No ☐ Please comment:

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10. Has the student been informed that they are required to buy their necessary core text books and a laptop or personal computer? Yes ☐ No ☐ Please comment on the reaction of the student:

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11. Please confirm that the student's English language ability is suitable for the course? Yes ☐ No ☐

12. Has the student submitted a suitable statement of purpose (not less than 200 words) and has also submitted academic references? Yes ☐ No ☐

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