



London School of Commerce, Belgrade

Španskih Boraca 3

11070 Novi Beograd, Serbia

Tel : +381 11 7150 258

Web : www.lsc.edu.rs

Email : office@lsc.edu.rs

Ref. No :

Student ID No
(Official use only)

Application Form

Please complete the form in BLOCK LETTERS

1. COURSES: *Please tick the course for which you are applying*

MBA

☐

BA (Hons) Business and Management Studies

☐

Other (please specify) _____

Pre-sessional English (Please tick one of the above boxes for the main course)

English Course Duration : 1 term ☐ 2 terms ☐ 3 terms ☐

2. PERSONAL DETAILS: *(IN BLOCK LETTERS)*

SURNAME : _____ Sex : Female ☐ Male ☐

FIRST NAME : _____

NATIONALITY : _____ DATE OF BIRTH : Day _____ Month _____ Year _____

3. ADDRESS:

PERMANENT HOME ADDRESS

EMAIL : _____

TEL (including country and area code)

FAX (including country and area code)

**ADDRESS FOR CORRESPONDENCE
(IF DIFFERENT FROM HOME ADDRESS)**

TEL (including country and area code)

FAX (including country and area code)

PLEASE INDICATE A PHONE OR FAX NUMBER WHEREVER POSSIBLE TO AVOID DELAYS

4. Have you previously applied to LSC Belgrade or its affiliated colleges ? Yes ☐ No ☐ If yes, when?

5. How did you hear about the college ? Friend ☐ Media (Adverts, Exhibitions etc) ☐ Website ☐ Representative ☐

Give brief details of the above source _____

6. EDUCATION:

Please list all the qualifications you have obtained since the age of 14 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 attended	Course Completed	Grades / Overall percentage	Date of Study	
			From	To

7. PENDING RESULTS:

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

Name of School / College / University awarding body	Course / Title of Exam	Date of Exam	Expected results date

8. EMPLOYMENT AND TRAINING DETAILS:

Please enclose a detailed job description on a separate sheet of paper for each of the positions you have held for more than a six month period.

No	Name and address of the employer	Your position	Dates	
			From	To

9. REFERENCES:

At least one should be an academic referee. Please do not nominate a school marketing representative, or anyone related to you, as a referee. Students applying for Masters degree programmes should also submit an updated Curriculum Vitae

REFEREE 1

REFEREE 2

NAME:

NAME:

ADDRESS:

ADDRESS:

TEL NO (INC AREA CODE):

TEL NO (INC AREA CODE):

EMAIL / FAX NUMBER:

EMAIL / FAX NUMBER:

10. WHO WILL PAY YOUR TUITION FEES: (Please tick appropriate box)

Yourself

☐

Family Member / Parents

☐

Sponsor / Your Employer

☐**11. Please indicate the reasons as to why you have chosen to study the course indicated in section 1, at LSC Belgrade.**

Please complete this section in your own handwriting (not less than 200 words)

12. STUDENT QUESTIONNAIRE

To be completed
by the student

Full Name: _____ Course Applied For: _____

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

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

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

4. Are you aware that LSC Belgrade will not find you part time work or offer placement services during your course of study?
Yes ☐ No ☐

5. Are you aware of your fee structure and instalment plans? 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 you should maintain a minimum of 90% attendance throughout your study at LSC Belgrade. (Failure to achieve this can lead to your registration 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 fee mentioned refers only to the tuition fee and that it does not cover any expenses incurred as a student?
Yes ☐ No ☐

10. Are you aware that you should have sufficient funds to cover your living expenses and should not rely on any part time jobs for the same? Are you aware that LSC Belgrade does not encourage students to work part time? Yes ☐ No ☐

11. Are you aware that there is a resit fee for the students who do not clear their modules in the first attempt? Yes ☐ No ☐

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

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

14. Are you aware that LSC Belgrade will inform the relevant immigration authorities of your registration, attendance and progression details? Yes ☐ No ☐

Signature : _____

Date : _____

13. MARKETERS / STUDENT COUNSELLORS REPORT

Marketers/Student counsellor's name _____

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

2. Comment on the relevance/appropriateness of the student's qualifications for the course they have applied for and on his/her financial capability to pursue the course without undertaking any part time work?

3. Have you checked the student's original certificates and attested (signed & dated) the copies? Yes ☐ No ☐

4. Why do you think that the student is seriously committed to complying with the School's regulations and completing the programme of study by the expected date?

5. Have you informed the student about the fee structure and the instalment pattern (specified dates)? Yes ☐ No ☐

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

7. Have you informed the student that attendance is compulsory and that he/she should maintain a minimum of 90% attendance throughout the course of study at LSC Belgrade or they will be terminated from the course? Yes ☐ No ☐
Please comment on the reaction of the student:

8. Have you informed the student that he/she cannot change or defer the course without prior written permission from the school and that the course offered in the offer letter will be final? Yes ☐ No ☐

9. Have you informed the student that he/she should have sufficient funds to cover their living expenses, that they should not rely on any part time jobs for the same and that LSC Belgrade does not encourage students to work part time?
Yes ☐ No ☐ If yes, please comment in detail on how you came to this conclusion (describe the proof of funds etc)

10. Have you informed the student that he/she should have sufficient funds to buy their necessary core text books and a laptop or personal computer for study purposes? Yes ☐ No ☐ Please comment on the reaction of the student:

11. Please comment on the student's ability to read and write English? Give results of the placement test: _____

On the basis of the placement test, how many terms of English does the student require to complete the academic course? _____

(Important Note : Students whose English is very weak, should not be considered for admission)

12. Have you ensured that the student has **handwritten a detailed statement of purpose (not less than 200 words)** and has also submitted academic references with the application form? Yes ☐ No ☐

Signature : _____

Date : _____

Note : The above report should only be completed by Marketing Officers directly related to the school and not by any sub agents or representatives. Signing the above indicates that the Counsellor has taken due care to check all relevant aspects pertaining to the student and any false or incomplete information will be treated seriously by the school.

Terms and Conditions of students of LSC Belgrade

1. The student agrees to attend all tutorials and lectures specified in the timetable and also agrees that if he/she fails to achieve an attendance level of 90%, this could lead to disciplinary action including termination from the course. Any absence of leave should be approved in writing by LSC Belgrade prior to the leave.
2. Disciplinary action will be taken against students for any inappropriate form of behaviour or code of conduct which can lead to exclusion/termination from the course.
3. During the term time, students will not be given leave of absence for overseas national holidays or attendance of family function etc.
4. The student is fully aware of the subjects that are offered on his/her course and is fully aware of the facilities and services offered by LSC Belgrade.
5. The student agrees that he/she cannot change, defer or withdraw from the course offered, without prior written permission from LSC Belgrade.
6. The student agrees to pay any balance fees outstanding on the instalment plan specified in the offer letter.
LSC Belgrade's fee refund policy is set out below :
 - (a) Fees will be refunded in full, if the student's application is declined by LSC Belgrade
 - (b) In the case of overseas students, if the student's visa is refused, all fees will be refunded in full
 - (c) If a request of refund of fees is made 3 months prior to the course commencement date, up to 90 % of the fee paid will be refunded
 - (d) If a request of refund of fees is made 2 months prior to the course commencement date, up to 50% of the fee paid will be refunded
 - (e) If a request of refund of fees is made under 2 months of the course commencement date or after the course has commenced, there will normally be no refund or fees. Any fees refunded in such a situation is at the sole discretion of LSC Belgrade, and it's decision will be final.
7. All courses and modules are subject to changes and can vary from time to time. LSC Belgrade / University reserves the right to change the contents of the course without any prior notice to the student. In the event of the selected course/options or certificate/diploma/degree programmes being terminated or not conducted, a suitable alternative will be provided for the student with an alternative institution/university if required.
8. The student agrees to buy the recommended textbooks for all study modules and personal laptop/computer prior to the commencement of the course.
9. The student agrees to register for the course on the date mentioned in his/her offer letter. If there is any delay in his/her arrival into Belgrade due to valid reasons (subject to prior approval of LSC Belgrade), the student may be asked to start the course in the next available date/term.
10. The student agrees for LSC Belgrade to disclose his/her details to the relevant Immigration Department of the Ministry of Home Affairs of his/her registration, attendance and progression details.
11. Signing this application indicates acceptance of the terms and conditions of the LSC Belgrade (a Division of The London School of Commerce Group of Colleges) by the student.

I confirm 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.

Applicant's Signature _____

Date: ____ / ____ / ____

Kindly return the completed application to:

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(Division of London School of Commerce Group of Colleges)
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