



**SCHOOL OF TECHNOLOGY & MANAGEMENT (LONDON)**

Kings Head House, Kings Head Yard  
London SE 1 1NA

Tel: 020 7378 9061 Fax: 020 7403 1163

E-Mail: info@stm-london.co.uk

Website: www.stmlondon.co.uk

STM is an affiliate institution of:



**University of Sunderland**  
UK

Ref. No :

Student ID No.  
(Official use only)

# Application Form

**PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

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

- |                                     |                          |                                     |                          |
|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| BA(Hons) in Business Studies        | <input type="checkbox"/> | Master of Bus. Administration (MBA) | <input type="checkbox"/> |
| BSc(Hons) in Computer Studies       | <input type="checkbox"/> | MBA Foundation Programme & MBA      | <input type="checkbox"/> |
| Degree Foundation with BABS         | <input type="checkbox"/> | MSc in Internet Engineering         | <input type="checkbox"/> |
| Degree Foundation with BSc (CS)     | <input type="checkbox"/> | MSc in IT (Information Technology)  | <input type="checkbox"/> |
| English and DF with BABS / BSc (CS) | <input type="checkbox"/> | MSc in Computer Systems Engineering | <input type="checkbox"/> |
|                                     |                          | Other ( Please specify ) _____      |                          |

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

SURNAME : Mr / Miss / Mrs. \_\_\_\_\_

FIRST NAME : \_\_\_\_\_

NATIONALITY : \_\_\_\_\_ DATE OF BIRTH : Day \_\_\_\_\_ Month \_\_\_\_\_ Year : 19 \_\_\_\_

## 3. ADDRESS :

PERMANENT HOME ADDRESS

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

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

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

E-MAIL : \_\_\_\_\_

TEL ( including country and area code )  
\_\_\_\_\_

TEL ( including country and area code )  
\_\_\_\_\_

FAX ( including country and area code )  
\_\_\_\_\_

FAX ( including country and area code )  
\_\_\_\_\_

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

#### 4. EDUCATION :

Please list all the qualifications which you have obtained since the age of 14 for which results are known. Please attach the relevant attested photocopies of your educational qualifications. Please provide English language translations of these documents where appropriate.

Name of School / College / University attended	Course	Grades / Overall percentage	Date of Study	
			From	To

#### 5. PENDING RESULTS :

Please list any examination which you have taken for which results are awaited. Also list any examination which you will take in the near future.

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

#### 6. EMPLOYMENT AND TRAINING DETAILS :

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

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

**7. REFERENCES :**

At least one should be an academic referee. Please do not nominate the School's marketing representative or anyone related to you, as a referee.

REFEREE 1	REFEREE 2
NAME : ADDRESS :	NAME : ADDRESS :
TEL NO ( inc area code ) : E-MAIL / FAX NO :	TEL NO ( inc area code ) : E-MAIL / FAX NO :

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

Yourself	Family Member / Parents	Sponsor / Your Employer
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**9. Please indicate the reasons as to why you chose to study the course indicated in section 1, at STM.**

*Please complete this section in your own handwriting*

## STUDENT QUESTIONNAIRE

Full Name :

Course Applied for : \_\_\_\_\_

1. What made you to choose School of Technology & Management (STM) for your higher education?

\_\_\_\_\_

\_\_\_\_\_

2. What is your career objective?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Were you informed fully about STM and the programmes offered by your counselor / representative?  
Yes  No

4. Have you been informed that STM will not find you a part time work during your course of study with STM and any placement facility on completion of the programme?  
Yes  No

5. Are you aware of your fee structure, the instalment pattern and that no scholarship will be available to you?  
Yes  No

6. Are you aware that fees are normally payable approximately eight weeks prior to each end of semester examination?  
Yes  No

7. Are you aware that the fee paid will normally be refunded only in the case of a visa rejection and not for any other reason?  
Yes  No

8. Are you aware that you should have a minimum of 80% of attendance during your study at STM?  
Yes  No

9. Are you aware that you cannot change the course or defer without the prior permission of the school?  
Yes  No

10. Are you aware that if you do not sit your exams or submit assignments this amounts to automatic failure, as well as violation of university regulations and you will be terminated from the course?  
Yes  No

11. Do you know the fee mentioned is only the tuition fee and will not cover any expenses?  
Yes  No

12. Are you aware that it would be advisable to buy a personal computer / laptop and copies of core textbooks in order to help you and save you time during your studies?  
Yes  No

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

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

## MARKETERS / STUDENT COUNSELLORS REPORT

Name of the Marketer / Student counsellor: \_\_\_\_\_

Please Comment on :

1. Appropriateness of the qualifications of the student for the courses applied

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2. Ability of the student to pay the deposit at the required time and the ability of the student to pay the remainder of the fees without resorting to part time work

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3. Overall seriousness and commitment of the student to comply with the School's regulation and complete the programme of study by the due date

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4. Main purpose of the student applying for the specified course

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### Checklist

#### Application Form :

- Filled up by the student    Terms and conditions- read and signed    Statement of purpose  
 Academic certificates checked and translations provided wherever necessary.

#### English Knowledge

- In your opinion do you think the student is required to do additional English course?  
(if yes, then specify number of semesters needed)  
 1 Semester    2 Semesters    3 Semesters    Does not need English course.

#### Facilities at STM

- Multi Campus facility    Computing facilities    Library facility    Student's Welfare

#### Academic Welfare at STM

- Course Co-ordinators    Attendance requirement (min 80%)    Resits  
 Change of course ( not allowed under any circumstance ), after arrival in London

#### Financial Requirements

- Payment of deposit    Balance instalment dates (specify the dates)    Resit fees

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

\_\_\_\_\_  
Signature of the marketer / counsellor

### Terms and conditions of enrolment

1. Paying fees in part or in total indicates the acceptance of the offer by the student and the existence of a binding contract between the student and the School of Technology & Management (London) (STM).
2. The student agrees to attend all tutorials and lectures specified in the timetable and also agrees that if the student fails to achieve an attendance level of 80%, that this could lead to disciplinary action including termination from the course.
3. 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 STM.
4. The student agrees that he / she cannot change, defer or withdraw from the course offered, without prior permission from STM.
5. The student agrees to pay any balance fees outstanding on the instalment plan specified in the offer letter. STM's fee refund policy which is set out below :
  - ( a ) Fees will be refunded in full, if the student's application is declined by statement.
  - ( 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 for a refund of fees is made 3 months prior to the course commencement date, upto 90% of the fee paid will be refunded.
  - ( d ) If a fee refund request is received, prior to 2 months of course commencement date, upto 50% of the fee paid will be refunded.
  - ( e ) If a fee refund request is received, under two months of the course commencement date or after the course has commenced, there will normally be no refund of fees. Any fees refunded in such a situation is at the sole discretion of STM, whose decision will be final.
6. The student agrees not to defer his / her semester or change his / her course without the prior authorisation of the School.
7. The student agrees to comply with all the academic regulations governing the student's course of study.

I confirm to the best of my knowledge the information given on this form is correct. If accepted on this course, I agree to abide by the above terms and conditions.

Your Signature \_\_\_\_\_

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

For Office Use Only

Application Number

Date Application received

Unconditional Offer / Conditional Offer / Reject

Offer letter sent to :

Date :

Other Comments :

Kindly return the completed application to :

### **SCHOOL OF TECHNOLOGY & MANAGEMENT (LONDON)**

Kings Head House, Kings Head Yard

London SE 1 1NA

Tel: 020 7378 9061 Fax: 020 7403 1163

EEmail: info@stm-london.co.uk

Note : In view of postal delays overseas students are advised to  
FAX ( +44-20-74031163 ) or courier the application as soon as possible