



For Office Use Only

Application received by _____ Date received
| D | D | | M | M | | Y | Y | Y | Y |

Student User ID
| | | | | | | | | | |

Student Invoice Number
| | | | | | | | | | |

1/8

Professional Development (CPD)

Please complete all sections of this enrolment form clearly in black ink and BLOCK CAPITALS. Please complete the following sections to the best of your knowledge.

Personal Details

Title Mr Ms Mrs Miss Other Gender Male Female

Mobile Number

First Name

Email Address

Surname

If holder of a UK entry visa please state type

Preferred Name

Date of arrival into the UK
| | | | | | | | | |

Date of Birth
| D | D | | M | M | | Y | Y | Y | Y |

Correspondence address if different to previous (eg UK address if you are already living here). All correspondence will be sent to this address unless stated otherwise.

Nationality (as shown in passport)

Correspondence Address, Line 1

Country of Birth

Correspondence Address, Line 2

Permanent Home Address, Line 1

City/Town _____ Postcode _____

Permanent Home Address, Line 2

Country

City/Town _____ Postcode _____

Telephone Number

Country

Daytime Contact Number

Evening Contact Number

Professional Development (CPD)

Digital Graphic Design Modules

Please select your preferred intake dates:

1 Oct 19 1 Oct 20 1 Oct 21

If you are only interested in specific modules (and not the full programme) please select your preference from the list below and we will let you know the specific availability, fee and intake dates for each module selected.

| Design Modules | Oct-19 |
|--|-----------|
| <input type="checkbox"/> Computer Graphic Applications | 01-Oct-19 |
| <input type="checkbox"/> Illustration | 05-Nov-19 |
| <input type="checkbox"/> Typography | 07-Jan-20 |
| <input type="checkbox"/> Visual Communication | 04-Feb-20 |
| <input type="checkbox"/> Web Design | 03-Mar-20 |
| <input type="checkbox"/> Digital Publishing | 05-May-20 |
| <input type="checkbox"/> Visual Merchandising | 02-Jun-20 |
| <input type="checkbox"/> Corporate Identity | 07-Jul-20 |
| <input type="checkbox"/> Branding | 04-Aug-20 |

Module: £200
Total Course Fees: £1800

Please provide a brief description of your level experience with computer graphic applications.

| Design Modules | Oct-20 |
|--|-----------|
| <input type="checkbox"/> Visual Communication | 06-Oct-20 |
| <input type="checkbox"/> Computer Graphic Applications | 03-Nov-20 |
| <input type="checkbox"/> Typography | 12-Jan-21 |
| <input type="checkbox"/> Illustration | 09-Feb-21 |
| <input type="checkbox"/> Web Design | 09-Mar-21 |
| <input type="checkbox"/> Branding | 04-May-21 |

Module: £200
Total Course Fees: £1200

| Design Modules | Oct-21 |
|--|-----------|
| <input type="checkbox"/> Visual Communication | 05-Oct-21 |
| <input type="checkbox"/> Computer Graphic Applications | 02-Nov-21 |
| <input type="checkbox"/> Typography | 11-Jan-22 |
| <input type="checkbox"/> Illustration | 08-Feb-22 |
| <input type="checkbox"/> Web Design | 08-Mar-22 |
| <input type="checkbox"/> Branding | 03-May-22 |

Module: £200
Total Course Fees: £1200

Please provide a brief description of why you are interested in this course and summarise your industry experience.

How would you describe your level of English?

- Fluent
- Intermediate
- Advanced
- Elementary / Beginner

Terms and Conditions Campus Programmes

Application Deadlines

Due to a high demand for our Programmes, places are limited. We therefore advise that you apply as early as possible.

Conditions of Application

Before completing this form, please ensure that you have read the full London College of Contemporary Arts (LCCA) General Terms and Conditions, as well as and the Key Terms and Conditions for our CPD Programmes; displayed on our website,

www.lcca.org.uk/terms-and-conditions/

1 Student warranties

- The student warrants that all documents and information supplied are true, authentic and correct.
- Where the student has supplied incorrect, fraudulent or misleading information they will automatically be withdrawn from the course, and will not be entitled to a refund of any fees paid.

2 Student on a visa

- Students on a visa must adhere to the Attendance and Immigration Regulations.
- Students must familiarise themselves with Home Office regulations and at all times abide by the conditions of their visa.
- Students must inform LCCA immediately of any change to their immigration status.

3 Disclosure to the Home Office

LCCA reserves the right to disclose student's details, including academic progress and attendance rates to the Home Office.

4 Programme fees

4.1 UK / EU Students

- To book a place on a course, either the full fee or a minimum deposit of 50% of the first year course fee is required. All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.
- Should the student pay a deposit of 50%, they are required to pay the remaining 50% of the first course fee by the induction date, and the remaining fees for the 2nd year must be paid within the next 6 months of the last payment.

4.2 International students

- To book a place on a course, either the full fee or a minimum deposit of 50% of the first year course fee is required. After a Confirmation of Acceptance for Studies "CAS" is issued, the student has 14 days to pay a further 50% of the first year course fees. The remaining fees for the 2nd year must be paid within the next 6 months of the last payment.
- All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.

- Where a student pays any amount by instalments they will be charged a fee of £30.00 per instalment ("the Instalment Fee").

4.3

- Students who have not paid on time will not be granted admission to LCCA.
- Tuition fees are subject to change.
- A charge of £150.00 will be made for all dishonoured payments.
- LCCA reserves the right to report offenders to the authorities including the Home Office.
- For the avoidance of doubt London School of Business & Finance ("LSBF") is the sponsor for international students on the programmes subject to the terms of this agreement".
- Students may defer their place on a programme by up to one academic year subject to awarding body regulations by informing LCCA in writing.
- Non-payment of fees – LCCA reserves the right to suspend any dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.

5 Refunds policy

- Once letters have been issued confirming full time status, no refunds or course transfers are permissible other than in the instance of visa refusal subject to clause 5 (c) and (d) below.
- Subject to section 5 (c) and (d), if a student's visa application has been refused, then fees paid will be refunded less an administration charge of £150.00 (plus any courier and transfer charges) on production of the following documents: **(1)** Copy of the visa refusal letter (APP200) **(2)** Copy of the student's passport showing both a photograph and signature; and **(3)** where the payee was not the student, an original authority letter from the student authorising repayment to the payee.
- If a visa application is refused on the grounds that the student was unable to provide the necessary documents, demonstrate adequate financial support or for other reasons for which the student is accountable, LCCA accepts no responsibility to refund under section 5 (a) and (b). The student is held responsible if the visa application has been made late and

their LCCA enrolment has already been processed.

- All applications for refunds, including those under section 5 (a) and (b), must be made in writing at least 15 days before the commencement date of course (published date).
- In the circumstance where notification under clause 5 d) will be impossible, a student may be asked to waive their right to apply for a refund by completing a Waiver Form before they enrol on any course. For the avoidance of doubt, where a Waiver Form is completed, the student agrees to waive their right to a refund.

6 Courses paid for online or via the telephone

Students may be entitled to a full refund if a course is purchased and paid for online or over the telephone; and if LCCA is notified of their desire to cancel within 7 days of registration and payment of the course. For the avoidance of doubt, this clause applies only if the student is not physically present at any time throughout the conclusion of the sale. Students will not be entitled to a refund if they cancel their course after the 7 day period stipulated above.

7. Published programmes

LCCA reserves the right to alter published programmes. All programmes and courses are available subject to student demand.

8 Dates of programmes

LCCA reserves the right to alter start dates of programmes. All courses timetables are subject to change.

9 Access to online resources

LCCA does not guarantee availability of the online resources and other added-value services due to reasons beyond LCCA's control, including technical faults and limitations.

10 Code of conduct

Students are expected to conduct themselves at all times in a manner which demonstrates respect for LCCA and its staff, fellow students, members of the public and LCCA property. Breaches of the student code of conduct may constitute gross misconduct, which may lead to expulsion from LCCA. LCCA reserves the right to report offenders to the authorities, including the Home Office.

11 Attendance

- Students are expected to attend 100% of their classes and must provide documentary evidence to excuse any absences due to ill health or personal circumstances.
- Students will be expelled from the programme and will not be entitled to a refund if they (i) do not adhere to the attendance requirements; (ii) fail to start the course as scheduled without prior notification to LCCA; or (iii) are in breach of their visa conditions.

12 Withdrawal

- The student agrees that he/she cannot change, defer or withdraw from the programme without prior consent from LCCA. Any failure to start the

course as scheduled without prior notification of the School's authorities will lead to expulsion from the course. No refunds will be given.

- Where a student has withdrawn from the programme without prior consent from LCCA, LCCA reserves the right to pursue the student for outstanding fees.

13 Exclusion

To the extent permitted by law, we, other members of our group of companies and third parties connected to us hereby expressly exclude all conditions, warranties and other terms which might otherwise be implied by statute common law or the law of equity.

14 Regular updates

LCCA Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates. This excludes changes to LCCA's Privacy Policy, which will be notified to you in writing.

15 Registration on Course

Registration on the course constitutes registration as a student with the London College of Contemporary Arts. Students agree to be bound by the University's Academic Regulations, the School's Code of Conduct and Terms and Conditions of Registration.

16 Data Protection

Your enrolment on a course of study (including the issue of a Confirmation of Acceptance for Studies – CAS) requires sharing of personal information about you (including "Sensitive Personal Information") between LCCA and its Partners. You give your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.

17 Ownership of work

I am aware that, unless a contrary written agreement has been made, I retain full ownership and copyright of work produced during my course. However, LCCA, its successors and assignees shall be able to reproduce students' work in media – on a royalty-free and non-exclusive perpetual basis. Reproduction of this work will only ever be for non-commercial purposes, including but not limited to, use in:

- Learning and teaching materials
- Marketing materials (existing and yet to be created) across channels such as websites, social media, prospectuses and adverts
- Quality assurance paperwork.
- Wherever possible, we will acknowledge the source and student when reproducing work.

Declaration of Criminal Record

Rehabilitation of Offenders Act

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974), by ticking the appropriate box on the application form.

Have you ever had a criminal conviction?

No Yes

N.B. Failure to disclose a current or spent conviction may lead to immediate termination of studies.

Students with Special Need(s)

The information you provide, will be held in confidence, and will not be seen by, nor made known to any sector. It will be used only to monitor the operation of our Equal Opportunity Policy, and for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.

LCCA is committed to ensuring that every student is as comfortable as possible during his or her time with us.

Do you have any medical conditions (including pregnancy) that may require special examination arrangements or may affect your attendance on the course and the taking of examinations?

No
 Yes: please describe your condition(s)

Taking in account the condition(s) that you described above, do you have any special requirements with regards to the materials that we will be providing in support of your studies (for example, large print or Braille transcripts)?

No
 Yes: please describe your condition(s)

Please check one * I am over 18 (student) I am 18 or under and enrolling on a course specifically for this age group

Sponsor Undertaking Declaration

(Required for students under 18 years old)
 I have read and understood the notes below and agree to these

conditions on behalf of the applicant and further agree to be responsible for the applicant's financial obligations under the terms of this contract. Such applications will be considered on their individual merits.

Sponsor's Full Name

Address Line 1

Address Line 2

City/Town

Postcode

Country

Relationship to Applicant

Date

Signature

Declaration

On registering for an LCCA Programme I acknowledge that

I, _____ have read, understood and agree to abide by the full (i) General Terms and Conditions. Registration for any programme constitutes full and irrevocable acceptance of our Terms and Conditions.

- I have read, understood and agree to abide by the Terms and Conditions.
- I agree to abide by the cancellation terms and conditions and understand that they shall take effect on the receipt of the booking form by the Short Course Office at London College of Contemporary Arts.
- I certify that the information I have provided and the statements made are, true and accurate.
- I confirm that I have the requisite authority to enter into this contract.
- I have completed all the mandatory fields.
- I agree to LCCA processing my personal data contained in this form, as well as other personal data that LCCA may obtain from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.

Date

Signature

Your Information – Our Fair Processing Notice to You

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below.

London College of Contemporary Arts Limited (“we” or “us”) is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with LCCA Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

Data Controller

For the purposes of your application, we are a data controller. We are a limited company registered in England and Wales with company number 7889724. You can contact us at info@lcca.org.uk or on +44 (0)20 3535 1155. Our data protection officer can be contacted at dpo@lcca.org.uk or by writing to the LCCA Data protection officer, 9 Holborn, London EC1N 2LL

Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them. You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website.

Purpose of the Processing

(i) Processing your application:

We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us.

The above processing of your personal data is justified under article 6 (1) (b) - necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:

In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) – consent. (Your consent options are detailed at the end of this form).

Categories of Personal Data

(i) Processing your application:

We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:

For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information.

You can do this by emailing us dpo@lcca.org.uk

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

Recipients of your Data

In the case of some applications, we may need to share your application with some or all of the following:

- The regulator of that particular industry, such as the Solicitors Regulatory Authority or Department for Education
- The relevant awarding body, such as the Association of Chartered Certified Accountants (ACCA) or Pearson
- Student funding organisations, such as the Student Loans Company
- The Partner Institution (joint data controller) who we work with to deliver the course
- Your recruitment agent

For more detailed information please read the LCCA Privacy Notice on our website.

The full list of our group companies can be found at this address: <https://www.globaluniversitiesystems.com/our-institutions>

We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

Transfers to Countries outside EEA

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in the LCCA Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

Retention of your Application

If you are successful, your data will be saved and stored in our database for successful candidates. The LCCA Privacy Notice will then apply to how we use your data in that case and for how long.

If you are unsuccessful, we will retain your application for 6 months and after that it will be destroyed.

Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact dpo@lcca.org.uk in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.

Your Opt In Consents

If you don't check the relevant box below, we won't send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by calling us on +44 (0)20 3535 1155 or by using the Unsubscribe link on future emails.

Please now check below as applicable:

- I am happy to receive information from London College of Contemporary Arts Limited and other GUS group institutions
- I do not want to receive information from London College of Contemporary Arts Limited and other GUS group institutions



Submitting your Application

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

- I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.
- I accept the Terms and Conditions as set out in this application.
- I accept the terms of this Fair Processing Notice and the LCCA Privacy Notice which supplements it.

PRINT NAME

DATE

 / /

SIGNATURE

NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence to sign this form if you are not the signatory to this application and / or have provided false or misleading information.