

**London College**  
**OF**  
**BUSINESS MANAGEMENT**  
**AND**  
**COMPUTING STUDIES**



**PROSPECTUS**

2012-2013

# *Bringing Educational Excellence to life*

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London E1 2DY

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## Welcome

Students in the new millennium have the privileged option to choose for their professional education from a wide variety of places of learning in UK. As a learner in the global age choosing an institution of learning from very many in London is a challenge, one that would offer you the best scope for success in your future life. At London College of Business Management and Computing Studies (LCBMCS), we welcome students from diverse backgrounds and cultures. We also share the vision of excellence in their professional life. We care to provide our students with the blend of skills and learning experiences that guarantee excellence they envision and desired by the society they aim to serve.

LCBMCS is dedicated to do its part in the world of learning towards building a generation of leaders who are broadly educated, passionately engaged, and capable of travelling in a complex environment of the global age, the lasting values of which are the hallmarks of a swiftly moving human civilization and felt across the world.

The UK qualifications are internationally recognised and respected. The qualifications you earn in UK will be a solid foundation for building your future, boosting your career and guaranteeing a better hope in life. The UK institutions of learning provide a vibrant, creative and challenging environment in which to develop your potential. We have a defined place to contribute our bit in recreating the quality of your professional life.

In terms of quality and excellence the standards of UK institutions are among some of the best in the world, as they are destined to offer a world class education; as a corollary they are required to continually prove that their courses meet strict criteria. There are more than a quarter of a million international students in the UK at any one time; our institutional profile is so ordained not only play a part in it but also to take a lead role.

As a student in London you will find yourself in a cosmopolitan melting pot known for its history and museums, dazzling entertainment, shopping precincts and markets, fashion and pubs. Despite its size, London is also one of the most popular destinations for education. LCBMCS is so located in the heart of the city where you would have the full sense enjoying the bustle of the world city of learning, and yet would be in the midst of a cosmopolitan and multicultural community. Indeed, students at LCBMCS fully benefit from its central location in the world capital of learning, the hub of culture and diplomacy, arts and politics, the world media, and a focal-point of commerce, unrivalled by any other city. LCBMCS sees itself closer to all who dream to have education at 'the knowledge capital of the world.'

While studying in London may be expensive, but education at LCBMCS is cost-effective. We welcome you in our midst and we guarantee the care and support you deserve for professional excellence of your life.

### **London's Advantages**

London is a city of enjoyment as much as of learning. It is home to over 200 museums—twice as many as Paris or New York, on top of 150 theatres, 34,000 shops, 5,700 pubs, 8,000 acres of park land and 4 UNESCO World Heritage Sites. The city plays a part in the academic and social life of all Londoners. Being a student at LCBMCS you will be an integral part of both. Surrounded by libraries, archives, galleries and the headquarters of the professional associations, London's students have access to an unrivalled range of cultural activities and influences.

Becoming a student at LCBMCS you will indeed be entering the city's careers market. As a learner thus you start with a real advantage, with so many of the country's leading employers in the worlds of law, finance, business, media and communications on their doorstep.

## **Entertainment, Food and Drink**

A vital element of a student life in London you is the wide variety offered, and yet in many respects London need be no more expensive for students than any other major global city. Many of London's attractions are free: libraries, galleries, museums, parks and street markets are everywhere. With a little money to spend you have the pick of theatre, cinema, opera, ballet, music, sport and nightlife and many of these attractions offer discounts for students. Obviously with so much on offer it is easy to spend a great deal of money; what you require is a careful management of your resources and a choice to make the most of your London experience valuable. We at LCBMCS are at your disposal for planning of your life while in London. Essential items such as food and drink cost much the same as they do in other parts of the country and in many cases can be cheaper. There are political, cultural, religious, arts, environmental and media societies whose events are open to all. Tickets for all productions are discounted for students. Why not make the most of your chance to get the best out of your London experience while being with us. College life is not just about studying for a degree but also exploring and developing your extracurricular interests and professional life. We remain pledge-bound to support in attaining all that objectives of your life.

## **About LCBMCS**

We at LCBMCS are committed to academic excellence, to contribute to the standards in education, career guidance, professional service, skill training and to the delivery of quality of provision that would ensure opportunities for career building. We value the potential of every student and offer a student-focused education. The education we offer is interactive and innovative teaching& learning environment.

## **Courses at LCBMCS**

- A close community of students, faculty, and staffs;
- Degrees are career focused, recognized nationally and internationally;
- For the assurance of academic standard and quality of teaching and learning environment;
- Disciplined learning environment;
- Availability of quality learning resources with easy access of the student;

## **College Profile**

### **College Location**

An exceptional advantage of LCBMCS is its location. The College is located closed to the City of London behind The Royal London Hospital and easily accessible by tube [underground, over ground and Dockland Light Railway (DLR)] or by frequent local buses. The college campus is situated within the walking distance from Aldgate, Whitechapel and Shadwell Over ground and DLR stations. The College is located at 80-82 NELSON STREET, LONDON E1 2DY, LONDON, UK

### **College Work Force**

The college gives priority on both teaching and administrative services. It has a strong belief in professionalism and excellence. Suitably qualified academic personnel are dedicated to carrying teaching responsibilities with care & professionalism. All Faculty members have high standards of competence and performance in both areas.

The college has also qualified and experienced administrative team to oversee the overall administration of the college. The Administration team provides full administrative support to deal with student admission, enrolment, and on-going student record maintenance, students counseling, and providing guidance to students, organize and administer courses. The team also provides a reception service for visitors replying with all possible enquiries.

## **Library and Computing**

LCBMCS have on campus library and computing facilities for its students. College procures faculty recommended texts and reference books to support its students. Furthermore, the college encourage the student to visit other resourceful library for their further studies. The college also helps students to obtain membership from national libraries to access a very wide range of facilities. Qualified staff assists students to find out the information to each academic field, in both electronic and printed media and help student to access that information. College have a plan to introduce e-library so that student can get access to online library facilities. College have computer lab with all necessary software with free access to email, web & printing facilities.

## **Course Information**

Currently, LCBMCS is offering academic courses ranging from QCF Level 5 to 7, details of which are appended below.

## **Courses under SFEDI**

### **Awarding Body:**

SFEDI AWARDS

## **Academic Level and Course Title:**

QCF Level 5: Diploma in Business Management

QCF Level 7: Diploma in Business Management

## **Description:**

SFEDI is an awarding organisation with a kind of modules that help learner to achieve qualifications for Enterprise and Entrepreneurs. The qualifications are built on extensive research and are designed to enable both those who wish to start and grow their own business and the business support professionals who work with them to improve their skills, the opportunity to gain acknowledgement for their work.

SFEDI is approach to enabling learning through qualifications is focused on the needs of new or aspiring business owners. Built on years of extensive research we understand that business owners want specific solutions to their business challenges. SFEDI learning for both business owners and those that support them is based around solving these challenges and uses practical action-based activity as a means of achieving qualifications.

LCBMCS is an accredited centre for providing tuition for SFEDI qualification award.

## **General Entry Requirements**

The SFEDI Awards operates an ‘Open Entry’ policy but prospective students should note that they *must be over 18 years of age* and the following entrance qualifications are recommended for those wishing to undertake the SFEDI Awards programmes:

### **For Level 5 Diplomas in Business Management**

#### **Duration**

Two years

### **Course Start Date**

January and July

### **Entry Requirements**

The minimum age for registration for this programme is 18 and should have any of the following qualification or equivalent:

- One GCE A-level plus Three GCSEs (or equivalents)
- Five GCSEs at grades A, B or C (or equivalents)
- A suitable BTEC National Award

Applicants over the age of 19 who do not hold one of the recommended entrance qualifications may also register for the programme providing they have been in full-time employment for a minimum of two years.

### **Qualification Structure for Level 5 Diploma in Business Management**

To achieve the Level 5 Diploma in Business Management qualification the learner will be required to successfully complete the 7 mandatory units listed within this specification and optional units to a minimum credit value of 15.

<b>Mandatory Unit</b>				
<b>Sl. No.</b>	<b>QCF Unit No.</b>	<b>Unit Name</b>	<b>QCF Credit Value</b>	<b>Unit Learning hours</b>
1	Unit H/502/4794	Organisational Behaviour	18	160
2	Unit M/502/4796	Financial Accounting	25	160

3	Unit J/502/4805	Marketing Policy, Planning and Communication	18	160
4	Unit A/502/9953	Entrepreneurship and Business Development	18	160
5	Unit M/503/0906	Management Information Systems for Business	20	80
6	Unit D/503/0903	Strategic Management	20	80
7	Unit F/601/2811	The Business Environment	18	160
<b>Optional Unit (Minimum 15 Credit to be completed)</b>				
A	Unit K/601/3905	Information Systems Development	18	160
B	Unit D/502/4812	Managerial Accounting	18	160
C	Unit K/601/2821	Principles of Business Law	18	160
D	Unit F/601/1092	Operations Management in Business	15	60
E	Unit H/602/1825	Business Research	15	50
F	Unit H/601/1098	Small Business Enterprise	15	60

### **Progression Route**

After completion of Level 5 Diploma in Business Management student can move to Level 6 Diploma in Business Management or switch to 2<sup>nd</sup> year BA directly to different Universities like Cardiff Metropolitan University, Middlesex University, Stafford Shire University, Bournemouth University, Nottingham Trent University, Coventry University and some other Universities.

### **English Requirements for Level 5**

B1 Standard Proficiency in English as per Common European Framework of References (CEFR) to be demonstrated by Secure English Language Tests (BULATS, ESOL under Cambridge, ESOL under Trinity College, IELTS, IESOL under City & Guilds, , PTE, TOEFL, TOEIC)

### **Course Fees**

The tuition fees are charged on annual basis. For fees structure please visit LCBMCS website [www.lcbmc.co.uk](http://www.lcbmc.co.uk) or contact over phone or e-mail to [info@lcbmc.co.uk](mailto:info@lcbmc.co.uk) giving attention to the college admin any week days between 9:30 am to 5:30 pm. We are always ready to help. Please note that all of our tuition costs excluded the costs of any SFEDI registration and examination entry.

## **Level 7 Diploma in Business Management**

### **Duration**

One year

### **Course Start Date**

January and July

### **Entry Requirements**

The minimum age for registering for this programme is 18 and has any of the following qualification or equivalent:

- Level 6 Diploma in Business Management SFEDI (or an equivalent level business studies qualification)
- A suitable BTEC National Award
- Any business studies qualification equivalent to one of the above.

Applicants over the age of 19 who do not hold one of the recommended entrance qualifications may also register for the programme providing they have been in full-time employment for a minimum of two years.

Full information on the minimum entry criteria, syllabus, equivalent entry qualifications, exemptions, examination and registration for each courses are available at SFEDI website.

### **Assessment Method**

There are no mandatory assessment methods for this unit. The following provides examples of assessment methods that could be used to generate evidence for this unit.

This list is not an exhaustive list and other methods can be used by the centre.

- Recognition of Prior Learning/Achievement
- Observation
- Professional Discussion
- Product Evidence
- Expert Witness Testimony
- Witness Testimony
- Simulation

### **Feedback**

Feedback will be provided to the learner for each assessment carried out and recorded on the assessment documentation and should feed into both assessment planning and the completion of progress reviews. The feedback should provide the learner with information relating to:

- Whether the planned assessment has been completed
- The quality of the assessment completed
- What has been covered within the standards
- What is required to be completed to move the qualification forward

### **Qualification Structure for Level 7 Diploma in Business Management**

To achieve the Level 7 Diploma in Business Management qualification the learner will be required to successfully complete the 6 mandatory units listed within this specification and optional units to a minimum credit value of 23.

<b>Mandatory Unit</b>				
<b>Sl. No</b>	<b>QCF Unit No.</b>	<b>Unit Name</b>	<b>QCF Credit Value</b>	<b>Unit Learning hours</b>
1	Unit D/503/5325	Marketing Strategy	8	70
2	Unit H/503/5326	Management and Control of Financial Resources	8	70
3	Unit Y/503/5324	Organisational Behaviour	6	50
4	Unit R/503/5323	Organisational Strategy	10	80
5	Unit K/503/5327	Human Resource Management	7	50
6	Unit M/502/5328	Business Globalisation	4	30
<b>Optional Unit (Minimum 23 Credit to be completed)</b>				
A	Unit T/503/5329	Corporate Communication	8	70
B	Unit K/503/5330	Quantitative Research for Managers	15	120
C	Unit D/502/7905	Study Skills for Postgraduate Learning	15	48
D	Unit H/602/2425	Project Development and Implementation for Strategic Managers	20	30

### **Progression Route**

After completion of Level 6 Diploma in Business Management student can move to Level 7 Diploma in Business Management or switch to 3<sup>rd</sup> year BA directly to different Universities like Cardiff Metropolitan University, Middlesex University, Staffordshire University, Bournemouth University, Nottingham Trent University, Coventry University and some other Universities.

### **English Requirements for Level 7**

B2 Standard Proficiency in English as per Common European Framework of References (CEFR) to be demonstrated by Secure English Language Tests (BULATS, ESOL under Cambridge, ESOL under Trinity College, IELTS, IESOL under City & Guilds, , PTE, TOEFL, TOEIC)

## **Course Fees**

The tuition fees are charged on annual basis. For fees structure please visit LCBMCS website [www.lcbmc.co.uk](http://www.lcbmc.co.uk) or contact over phone or e-mail to [info@lcbmc.co.uk](mailto:info@lcbmc.co.uk) giving attention to the college admin any week days between 9:30 am to 5:30 pm. We are always ready to help. Please note that all of our tuition costs excluded the costs of any SFEDI registration and examination entry.

## ***Courses under ICM***

### **QCF Level 6: Graduate Diploma in Business Management (Under ICM)**

## **Awarding Body**

**The Institute of Commercial Management (ICM)**

## **Duration**

Total duration for completion of Level 6 Graduate Diploma in Business Management is 3 (three) years

## **Course Start Date**

January and July

## **Entry Requirements**

The Institute operates an ‘Open Entry’ policy in respect of many of its vocational programmes but prospective students should note that the following entrance

qualifications are recommended for those wishing to undertake the Diploma and Advanced Diploma programmes:

### **For Level 6 Graduate Diploma in Business Management**

The minimum age for registration for this programme is 18 and has any of the following qualification or equivalent:

- One GCE A-level plus Three GCSEs (or equivalents)
- Five GCSEs at grades A, B or C (or equivalents)
- A suitable BTEC National Award
- The ICM Diploma in Business Management (or an equivalent level business studies qualification)
- Any business studies qualification equivalent to one of the above.

Applicants over the age of 19 who do not hold one of the recommended entrance qualifications may also register for the programme providing they have been in full-time employment for a minimum of two years.

Full information on the minimum entry criteria, syllabus, equivalent entry qualifications, exemptions, examination and registration for each country on the ICM website at :

[www.icm.ac.uk/icm-qualifications/professional-courses/business-studies-diploma-advanced-diploma-associatedegree/](http://www.icm.ac.uk/icm-qualifications/professional-courses/business-studies-diploma-advanced-diploma-associatedegree/)

<b>Description</b>
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ICM is one of the leading professional development bodies for Commercial and Business Development Managers and internationally recognised.

This course helps supporting career and personal development as well as mobility. The Institute's educational programmes and qualifying examinations provide recognised qualifications for commercial management and business development staff. Membership is open to those who complete the relevant degree level qualifying examinations.

The Institute is also a recognised international examining and awarding body for students undertaking general business and management studies and examines and certifies candidates to an internationally consistent standard.

LCBMCS is accredited by ICM for offering their courses.

## **English Requirements**

B2 Standard Proficiency in English as per Common European Framework of References (CEFR) to be demonstrated by Secure English Language Tests (BULATS, ESOL under Cambridge, ESOL under Trinity College, IELTS, IESOL under City & Guilds, , PTE, TOEFL, TOEIC)

## **Course Structure**

### **Graduate Diploma in Business Management – Level - 1**

- ▶ Business Management & Administration
- ▶ Interpreting & Analysing Information (Innumeracy & Statistics)
- ▶ Marketing Principles (Marketing)
- ▶ Accounting Techniques (Accounting)

### **Graduate Diploma in Business Management – Level 2**

- ▶ Economics for Business
- ▶ Introduction to Business Law (Business Law)
- ▶ Analysing & Improving Organisational Behaviour (Organisational Behaviour)
- ▶ Strategic Management in Theory & Practice (Strategic Management)

### **Graduate Diploma in Business Management – Level 3**

- ▶ Making Planning & Decision Making (Marketing Management)
- ▶ Theory & Practice of Human Resources Management (Human Resources Management)

- ▶ Customer Service for Managers & Supervisor (Customer Service)
- ▶ Corporate Policy & Strategic Decision Making (Corporate Policy)

### **Graduate Diploma in Business Management – Level 4**

- Financial Management
- Leadership Studies
- The International Business Environment
- Management Project

A graduate Diploma in Business Management is awarded on completion of all subjects. For Diploma part 3 in Business Studies ICM will issue award certificate on completion of all Part 3 subjects

### **Progression Route**

ICM Graduate Diploma Awards - enable the student to apply for direct entry to ICM Postgraduate Diploma (e.g. Masters) degree programmes to a number of world class Universities. Moreover, completion of ICM Postgraduate Diploma - enable the student to apply for exemptions onto postgraduate (e.g. Masters) degree programmes. For example, a maximum of 120 credits exemptions may be obtained from a 180 credit MBA programme.

### **Course Start Date**

January and August

### **Assessment Procedure**

3 hours written external examinations

### **Course Fees**

The tuition fees are charged on annual basis. For fees structure please visit LCBMCS website [www.lcbmc.co.uk](http://www.lcbmc.co.uk) or contact over phone or e-mail to [info@lcbmc.co.uk](mailto:info@lcbmc.co.uk) giving attention to the college admin any week days between 9:30 am to 5:30 pm. We are always ready to help. Please note that all of our tuition costs excluded the costs of any ICM registration and examination entry.

## General Information

### **Admission Procedure: LCBMCS Routes to Entry**

Admission to courses at LCBMCS is by individual assessments by Admission Committee where experience and skills are valued alongside formal qualifications. Similarly, we value motivation, understanding of the aims of a proposed course of study, reports from the referees and further information supplied by the applicants.

Each year LCBMCS has two intakes, irrespective of the type and structure of the courses. The order of intakes each year is: January-May and July-November. As many of courses run throughout the year, students are welcome to join us on any course by choosing their preferred intakes.

Students are enrolled to the courses we offer form various backgrounds. There are no official deadlines for forwarding an application for admission. College are giving admission to the suitable candidate from local and overseas. As the process of enrolment is subject to Visa/entry clearance, we encouraged overseas students to apply **twelve** weeks before and local students to apply **eight** weeks before the course commencement of the courses/programme. Admission will be confirmed within two weeks of the date of receipt of the application.

Students seeking to join LCBMCS should follow the procedure, as mentioned below, for submission of their application for admission and a consequential prompt decision:

- Completed application, with full details of the required entries;
- Certified true copies of all academic and professional awards and transcripts (in their original language). Documents in other language must be translated into English with notarisaton.
- Copy from original certificate of IELTS or CEFR (B1 or B2) or equivalent or as per the requirements of UKBA where English is not the first language;
- An official recommendation letter from previous institution, if attended, or from the employer, if employed previously.
- A true copy of information page of your passport (applicable to international students only), and
- Original sponsorship certificates are required from the respective authorities, if a student is sponsored for payment of tuition fees.

### **Entry Qualifications:**

LCBMCS is accredited by different Awarding Organisation for providing tuition of their courses. Different Awarding Organisation have different entry requirement. Moreover there are some requirements from UKBA and as a UKBA sponsor licence holder we have to follow the guidelines in recruiting the students.

An offer of a place at LCBMCS will generally be based on a combination of higher grade passes or the requirement of Awarding Organisation and UKBA. We also give values to the knowledge and ability of the student that help them to cope with their chosen course.

### **When to Apply:**

LCBMCS run two semesters in a year commencing in January and July. Students who wish to study at LCBMCS are advised to apply for a course at least twelve weeks before the course commencement.

### **How the Application is processed?**

When you apply LCBMCS, admission office will forward your application to its Admission Committee. After due consider of your application for admission, the admission committee will take one of the following three actions to consider your application:

- i. Recommend to issue an unconditional offer, or
- ii. Recommend for a conditional offer which will require you to achieve further qualifications or any other requirements as specified before admission, or
- iii. Regretfully decline your application this time (for specifics see also below).

### **Overseas Entry Requirements:**

All the students should fulfil the entry qualifications. The details of the recognised international qualifications or their equivalents should be checked directly with the Admission Committee.

**English Language Requirements:** Candidates whose first language is not English are required to attain an acceptable English language qualification before they can be admitted to a LCBMCS course.

**General Admission Rules:** Provided students meet the minimum standards for an admission to LCBMCSS, college will follow the procedures as outlined bellow:

New students admitted to LCBMCS are allowed to register in courses according to their choice. Therefore, LCBMCS cannot guarantee that upon admission a space will be

available in all selected courses. In addition, admission to LCBMCS does not guarantee subsequent admission to a particular degree programme.

All applicants must satisfy the basic admission requirements LCBMCS and must meet other admission criteria as may be stipulated by the admitting faculty.

### **Before You Apply: Helpful Information**

Before you submit an application for admission to LCBMCS, there are a number of things that you should know:

- a) The LCBMCS offers two semester intakes for admission that is granted on a competitive basis.
- b) Applications for admission must be accessed, completed and submitted online or by post.
- c) Applications with missing information, without the application fee or received after the deadline will not be processed.
- d) Applicants must arrange to have all official final transcripts and other supporting documentation where applicable, delivered to the Admissions Office by the specified deadline.

## **Steps in Application Process:**

### **1. Processing Your Application Form**

All students need to fill the Application Form carefully according to instructions provided in the form. You must state clearly everything by filling all the relevant sections of the application applicable to you and the writing must be clear and legible, using capital letters in black ink. Please do not forget to sign in Declaration section.

The completed Application Form must be sent with the following documents if you are an **applicant from overseas**:

- a) Two passport size (colour) photographs.
- b) Attested photocopies of the information pages of your passport
- c) All relevant certificate and documents (Original or attested or verified by the proper authorities)
- d) IELTS/PTE/Any other English Proficiency Examination Certificate.
- e) Work experience certificate copies, if any.

The completed Application Form must be sent with the following documents if you are an **international student already in the UK:**

- a. Two passport sized photograph (not less than six months old);
- b. Copy of passport (all information pages) and visa status;
- c. Copies of previous academic qualifications (certificates & transcripts).
- d. IELTS/PTE/Any other English Proficiency Examination Certificate.
- e. Work experience certificate copies, if any.
- f. Progress report;
- g. A letter from the previous college (if applicable).

## **2. Before Evaluation**

Within 1-2 business days, you will be e-mailed a note acknowledging the receipt of your application and informing you of your College Identification Number and any other information that may be necessary to process your application for admission.

## **3. Evaluation of Application**

When all documents in support of your application are received, the Admissions Office will evaluate your academic record to determine if the basic faculty/program admission criteria have been satisfied with the competitive admission criteria. The faculty/ program may require additional criteria like work experience, special language requirements to be satisfied.

Your application will be considered according to your area of interest subject to the fulfilment of the entry requirement. If your entry requirement is fulfilled but for any reason an offer of admission of your choice are not entertained non availability of a place or application received after the deadline college will inform you as soon as possible and your application may be placed on a waiting list until it can be determined if there are available positions.

Offers of admission will be made as quickly as possible and continuously throughout the year for the declared two session. Any final decisions will also be conveyed in writing by email and post. International students applying from outside the UK will normally not be placed on a waiting list. Instead, they will automatically be offered their second choice.

#### **4. Offer Letter and CAS Letter**

Upon receipt of the completed Application Form, all other related documents and registration fees, the College will process your Application Form and if successful, the College will issue an Offer Letter. If the student decides to accept the offer and pay the tuition fees in full or the agreed amount, Confirmation of Acceptance for Studies (CAS) will be issued. Overseas students may use the Confirmation of Acceptance for Studies to obtain a student visa to the UK from the UK Embassy/High Commission in their own country

**Please Note:** While sending the documents please make sure that you did not send your original documents to LCBMCS and if you did so, college will not take the liability of loss or damage of your original documents. Please also note that documents received for admission purpose will automatically become the property of LCBMCS and all your particulars will be treated confidentially under data protection act and will not be disclosed to anyone other then law enforcing agency with court order. Your copy documents will be verified with the original at the time of enrolment or on your first day at college. If you are admitted, we may require official transcripts to be sent directly from the issuing institution to the Admissions Office.

If you would like more information about a course or have difficulties in completing our application form, e-mail us to [admin@lcbmc.co.uk](mailto:admin@lcbmc.co.uk) or alternatively, you can write to Admission Office, 80-82 NELSON STREET, LONDON E1 2DY, UK or call us on 02070011053 or email us at [info@lcbmc.co.uk](mailto:info@lcbmc.co.uk) . Submit your completed Application Form together with documents required for admission in a single package to: **Admission Office, London College of Business, Management and Computing Studies, 80-82 NELSON STREET, LONDON E1 2DY, LONDON, UK.**

<b>Financial Information &amp; Awards</b>
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### **Tuition Fees**

Tuition fees at LCBMCS are payable each year of your course. All students should apply, when relevant, to the relevant funding agency for grants and have their tuition fees paid. The College at its discretion offers a limited number of grants to meritorious students. International students who are not from the European Union (EU) should contact the LCBMCS International Admission Office concerning all tuition and financial matters.

#### **Tuition fees**

Departments/Courses	Duration	Overseas	Home/EU
Business Studies			
Diploma in Business Studies	1 year	3500.00	2000.00

Once a place is offered by the College and accepted by the candidate (local/overseas), the local candidate have to pay a minimum deposit of £1500.00 against their first year tuition fees prior to receiving the CAS from the college and rest of the fees student can pay either in full or in instalment after getting visa. Candidate from overseas have to pay a minimum deposit of £2000.00 against their first year tuition fees for receiving CAS and can pay the balance either in full or in instalments as per agreed plan. All fees must be

payable to **London College of Business Management and Computing Studies (LCBMCS)** if it is made by bank transfer or bank draft or cheque. For cash payment or any other forms of payment, please make sure that you receive payment slip and are advised to retain the slip for your record. We have flexible payment scheme for students who may have financial difficulties. The LCBMCS Accountants Manager may be contacted for a flexible payment arrangement as per the specific guidelines.

To motivate the student in their learning, LCBMCS have some special consideration for student with outstanding results in their exam. College will consider reduced tuition fees for the next semester. Amount of reduced fees will be determined by the College Management. The criteria in such cases are at the discretion of the College Board of Management.

Please note that our tuition fee does not include the cost of course books, material costs and awarding body registration & exam fees. LCBMCS Admission Office provides all information regarding these during enrolment and induction.

### **Modes of Payment**

All payments must be made at an agreed amount before issuance of CAS and in Great Britain Pound Sterling (£). Payment can be made in the following ways:

#### **Cash or Card Payment**

In case of cash payment directly to the college bank account, students are advised to provide a copy of the payment receipt to college accounts department to update their account. Students are also advised to keep a copy of receipt of any payment made for their record. The College doesn't have card payments facility at present, but will install systems soon. Please note that for using a credit card will incur a charge of 3% claimed by the card provider and this amount also is borne by the respective student.

#### **Payment by Cheque**

In case of payment through cheque, the cheque should be of any UK bank and made payable to 'London College of Business, Management and Computing Studies' in Great

Britain Pound Starling (£). If any cheque is dishonoured, student will be charged an additional amount £50.00 as cheque dishonour penalty. Please note that only enrolled students living in the UK can pay their fees by cheque.

### **Bankers Draft**

Bankers Draft must be made payable to 'London College of Business, Management and Computing Studies in Great Britain Pound Starling (£). Draft must be drawn on any first class UK Bank. All charges for bank draft have to be borne by the payee.

### **Bank Deposits**

Bank Deposits can be made into the College Bank Account using the following details:

#### **Bank name:**

Barclays Bank Llc

#### **Bank Address:**

366, Strand, Covent Garden, London WC2R 0HS

#### **Account name:**

London College of Business, Management and Computing Studies.

#### **Account Number:**

13375269

#### **Sort Code:**

20 71 64

#### **SWIFT Code:**

BRCGB22

#### **IBAN:**

GB22 BARC 20716413375269

## **Refund Policy and Course Withdrawal**

### **Refund if Student Visa Refused**

After confirmation of admission college will issue letter for confirmation of admission and Confirmation of Acceptance for Studies (CAS) to the student for onward submission along with visa application. Issuing CAS does not necessarily guarantee that the student will be issued with a visa to enter the UK.

If the visa is refused, it is the obligation of the College to refund the payment of the student against their claim subject to fulfillment of the certain conditions mentioned below to initiate the refund process:

1. Inform the college/academic registrar in writing as soon as (within one week) getting the refused confirmation letter from the concerned British High Commission or Embassy and request for refund of the course fees.
2. The letter should contain the following documents:
  - ▶ Visa refusal letter issued by the High Commission or Embassy (original copy). This will be returned to the student at the time of refund of the deposited course fees;
  - ▶ Admission confirmation letter issued by LCBMCS (original copy);
  - ▶ Payment receipts for any money paid to LCBMCS (original copies);
  - ▶ Original CAS letter;
  - ▶ Photocopies of all the pages of passport where the visa refusal seal is stamped.
  - ▶ Any other documents issued by the college (original copies).
3. This refund approach should be placed to the respective authority for refund approval;
4. On receipt of the approval accounts department will process refund and issued a refund cheque in favour of the respective student or their authorised representative; or the person or organisation from where the payment was received
5. Refund cheque amount should be the deposited amount less £300.00 as administrative charges.

6. Refund may be made in installment subject to the mutual decision of the authority and student.
7. It may take up to 4-6 weeks to process the refund.

### **Refund for Other Reasons**

If a student wishes to withdraw his/her admission for any reasons, he/she should follow the following:

1. Write a letter to the Academic Registrar stating the reasons for withdrawal of the admission and request a refund of tuition fees paid.
2. This application should be submitted at least four weeks before the date of start of the course or within a reasonable period thereafter. The following documents should be returned with this application:
  - ▶ Admission confirmation letter issued by LCBMCS (original copy);
  - ▶ Payment receipts for any money paid to LCBMCS (original copies);
  - ▶ Original CAS letter;
  - ▶ Any other documents issued by the college (original copies).
3. This refund approach should be placed to the respective authority for refund approval;
4. On receipt of the approval accounts department will process refund and issued a refund cheque in favour of the respective student or their authorised representative; or the person or organisation from where the payment was received;
5. Refund cheque amount should be the deposited amount less £300.00 as administrative, CAS and Reg. charges.
6. Refund may be made in installment subject to the mutual decision of the authority and student.
7. It may take up to 4-6 weeks to process the refund.
8. Please note that college will not entertain any refund request of the student under any of the following circumstances:
  - ▶ If the student received UK visa/entry permit against the college license but fail to get the entry clearance for which college is not liable;
  - ▶ If the visa application been refused for falsification of any submitted document;

- ▶ If the admission procedure has been completed and six (6) weeks already over from the date of start of the course (this is applicable only to international students already in UK).
- ▶ If the student or their sponsor fails to meet the conditions set out in the payment agreement.
- ▶ If the student is deported by the Home Office due to committing any offence or criminal activities.
- ▶ If the student is required by the Home Office to leave the UK because of breaching of any visa condition like reporting due to poor-attendance, non-attendance or misconduct;
- ▶ If the student, after the start of the course, stops attending classes or leaves before completion of the course.
- ▶ If the student, after the start of the course, wants to swap to any another course or wants to move to another college.

#### **Refund if Course is not offered**

If the College is unable to run the advertised course due to insufficient number of student enrolments or any other reasons, every effort will be made to find a suitable alternative course. However, if the college fails to take reasonable steps to start the course, a full refund of the tuition/courses fees will be refunded without any deduction favour of the respective student or their authorized representative or the person or organisation from where the payment was received;

### **Terms and Conditions of Admission**

1. Students are required to maintain their attendance as per the attendance and monitoring policy of the college each month. A student shall be deemed as having abandoned from the course, if his or her attendance falls below the required attendance record.

2. Any student, who is not seen to be attending classes for 10 consecutive contact point without any notification, college will terminate his/her enrolment and reported to UKBA as non-attending student.
3. LCBMCS reserves the right to keeps detailed records of the terminated students for reporting purposes to UKBA or any other regulatory authority.
4. Registration, deposit of money and enrolment for any courses at LCBMCS, constitutes a binding agreement with the student to follow the programme and pay the full course fees.
5. The agreement with LCBMCS begins when the course starts or from the date of CAS issued by LCBMCS to the student and the course fees fallen due from that date.
6. If the student's invoice has a registration period, you are agreeing to remain as LCBMCS student for this period. You will have limited rights to cancel your enrolment during the registration period.
7. All students are required to be aged 18+ and must provide the documentary evidence that they satisfy the entrance requirements of the course.
8. Whilst studying at the LCBMCS, the student has to keep the college informed of any change of change of circumstances.
9. All students must pay the admin fee of £300.00 which is non refundable.
10. A minimum deposit of £2000.00 of the first year tuition fees (or full fees for the first year) is required at the time of application for student applied from overseas. The balance must be paid before the start of the second semester either in one go or by installment. Students who pay the full annual course fees in advanced will receive a discount of 5%.
11. A minimum deposit of £1500.00 of the first year tuition fees (or full fees for the first year) is required at the time of application where overseas student already in UK. The balance must be paid before the start of the second Semester either in one go or by installment. Students who pay the full annual course fees in advanced will receive a 5%discount.
12. All fees quoted by LCBMCS are inclusive of VAT. Fees are published separately for each term and are payable by all students studying at the time unless they have paid

full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied.

13. Fees paid from outside the UK should make either by bankers draft or bank transfer in favour of London College of Business Management and Computing Studies mentioning the reference number for tracking and monitoring the student payment.
14. Students are advised to preserve their payment document until their course has been finished.
15. Fees paid in person can be paid by cheque, bankers draft, cash or credit/debit card. An additional charge of 3% of the total will be added to any payments made by credit cards.
16. A charge of £50 will be made to students for every dishonoured cheque payment.
17. An amount of 5% to 10% will be charged on the late payment amount depending on the length of late payment. 5% for one month, 7% for two to three month and for more than three month 10%.
18. If a student voluntarily opts out of a programme, fees already paid are not refundable and may be charged the remaining payment of that academic year.
19. If the College decides on valid grounds not to run a course or terminates a particular course before its completion, due to lack of a viable number of students or any other reason, college may take initiative to transfer the student to an alternative course or if fail to come to a mutual solution, the tuition fees already paid for the remaining duration of the course will be refunded.
20. In the event of the College having its license withdrawn the students will be entitled to get refund for the time remainder of the course fees already paid.
21. If a student is unable to join a course due to refusal of visa application by a British High Commission/Embassy/UKBA for failure to secure the required points under the Point Based System for academic matters) all tuition fees paid will be refunded by deduction administrative charge of £300.00 subject to comply the refund policy. The College will then send out a Refund Application Form which must be completed and return with the official refusal letter to the College. Refunds will be processed within 4 – 6 weeks of receipt of the completed refund application form. Note that college will not take the liability of any registration fees paid to the external bodies.

22. Once an enrolment letter has been issued, confirming full-time student status, no refunds or course transfers are permissible, other than in the event of visa refusal.
23. If student visa application has been refused and student do not wish to re-apply for a visa, on receipt of a written request supported by the official visa refusal letter and all original documents as mentioned in the refund policy college will process refund and refund will be made within 4-6 weeks time.
24. At the discretion of the College, course deferrals may be allowed for students who are still overseas awaiting their student visa. The student must inform LCBMCS of the delay no later than two weeks after their scheduled course start date. An administration charge of £300 will be charged by the College per deferral. A maximum of two deferrals will be permitted.
25. LCBMCS reserves the right to report offenders to their professional body.
26. LCBMCS reserves the right to dismiss any student for any gross academic misconduct.
27. All information and prices provided on LCBMCS's website, on enrolment forms and through other promotional channels is believed to be correct at the time of printing. Management may change the tuition fees structure at any time and this change will get the privilege over the change structure. Changes will be displayed on the LCBMCS's notice board and on the website.
28. LCBMCS may change any class, class time, classroom, teacher, merge or split classes at any time when it deemed necessary by the College without prior notice.
29. Although LCBMCS will do everything possible to determine the time and/or location of courses, this cannot always be guaranteed.
30. Holidays will not be granted during the term time unless there are exonerating circumstances. Any requests should be made in writing to the admin officer or academic registrar.
31. Students who wish to go on holiday must notify the admin officer or academic registrar in writing, at least one week in advance.
32. Students studying for less than 12 weeks are not entitled to any unauthorised holidays.

## **Compliance with UK Boarder Agency Regulations**

The UK Border Agency has charted in recent years quite strict legal measures for international students seeking higher education in the country. Following are few important guidelines that all students ought to adhere in order for further leave to remain in the UK for the purpose of higher studies:

- Students must enrol as full time on British recognized programmes or professional courses.
- Students should not engage in courses (certificate, diplomas & language programmes) lower than degree level for more than two years, unless a professional body designs a course for more than two years.
- While studying, students must maintain more that 80% class attendance for taught courses. Attendance below 80% is acceptable only in exceptional cases when documentary evidence can be provided to satisfy UKBA authorities as reasons for failure to maintain the required level of attendance.
- Progress in course work should be made at each level, as the progress report of the last year is required by the UKBA for granting visa extension. Therefore, switching from course to course may hinder your application for further leave to remain in the UK as a student.
- Your may or may not be allowed to work during the term time subject to allocation of visa with work right; however, you will be entitled to work full time during semester breaks and various vacation periods.

Further changes in UK regulations concerning overseas are underway in order to ensure that students pursue their studies systematically and in time without causing recourse to public resources. Should you require further information on UK immigration rules, please check their website at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) LCBMCS requires its students to strictly adhere to the UK immigration rules and UK Home Office regulations for overseas students.

**Contact for Admission:**

Admissions Office,

London College of Business Management and Computing Studies,

80-82 Nelson Street, London E1 2DY

Tel: +44(0)20 70011053,

Fax: +44(0) 2077 915109

E-mail: [admin@lcbmc.co.uk](mailto:admin@lcbmc.co.uk)

For further information visit our website:

[www.lcbmc.co.uk](http://www.lcbmc.co.uk)

## **LCBMCS Academic Calendar**

London College of Business Management and Computing Studies will run on two term basis Academic Calendar. The following start and end dates are the indicative guidelines for college academic terms.

### **SPRING SEMESTER – 2012**

<b>Details</b>	<b>Start Date</b>	<b>End Date</b>	<b>Academic Weeks</b>	<b>Programme</b>	<b>Total Duration</b>
Induction weeks	23 January 2012	3 February 2012	2 Weeks	ICM & SFEDI	<b>20 Weeks</b>
Teaching Weeks	6 February 2012	25 May, 2012	14 Weeks	ICM & SFEDI	
Revision Week (Including Exam)	28 May 2012	22 June 2012	4 Weeks	ICM	
Assignment Preparation/ Assignment Submission and Defence / Exam Session	28 May 2012	22 June 2012	4 Weeks	SFEDI	
<b>End of Semester</b>					

**Note:** Joining Date latest by (ICM & SFEDI): 17 February 2012

Easter Break from 1 April 2012 to 14 April 2012 (2 weeks)

### **FALL SEMESTER – 2012**

<b>Details</b>	<b>Start Date</b>	<b>End Date</b>	<b>Academic Weeks</b>	<b>Programme</b>	<b>Total Duration</b>
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Induction weeks	20 August 2012	31 August 2012	2 Week	ICM & SFEDI	<b>18 Weeks</b>
Teaching Weeks	03 September 2012	13 December, 2012	13 Weeks	ICM & SFEDI	
Revision Week (Including Exam)	26 November 2012	14 Dec. 2012	3 Week	ICM	
Assignment Preparation/ Submission and Defence	26 November 2012	14 December, 2012	3 Week	SFEDI	
<b>End of Semester</b>					

**Note:** Joining Date latest by (ICM & SFEDI): 14 September 2012

Winter Break from 15 December 2012 to 21 January, 2013 (5weeks)

## Student Support Service

### Accommodation Support

LCBMCS appreciates how important it is for an international student to find a suitable accommodation to further education smoothly. In London the prices for hostel accommodation and private accommodation are competitive. Although LCBMCS do not arrange accommodation for students, we provide counselling on how to arrange it. Following are some of accommodations should you wish to select amongst which may be available and estimated prices per week for all such accommodations are quoted below.

**a. Private Sector Accommodation:** In London, private rented accommodation for students is relatively easy to find and the price is competitive. The vast majority of students live in this type of housing; rent for a room in a shared house is around £50-60 per week, plus a month's deposit. Popular areas include Bethnal Green Whitechapel, Mile End, Bow, Shadwell, and Newham/East Ham. Bus services in the city are frequent,

extensive and reasonably cheap. You may choose your accommodation from these areas upon arrival.

**b. Reserved Accommodation:** If requested, the estate agents may arrange an accommodation in advance. Our Student Welfare Officer may advise you in this regard.

**c. Home stays Accommodation with Host Families:** Accommodation with a host family within reasonable distance is also a way to stay and carry on studies. Such accommodation is suitable for Non-English speaking students. One single great benefit of such accommodation is to become familiar with local culture or with the way of British life. Besides, you would be able to improve your English on an enormous scale within a short span of time. Our Student Welfare Officer may advise you in this regard.

**d. Shared Accommodation:** Such an accommodation is suitable for independent students who may organize themselves into groups. Facilities other than food & breakfast will most likely be shared at all times by a group of students. For advice on shared accommodation, please contact our Student Welfare Officer.

**e. Accommodation arranged through Estate Agents:** Alternately, accommodation can be arranged from a local estate agent. The weekly rent for this type of accommodation may range from £75 to £105 per week, plus admin cost and a deposit equivalent to one month's rent. The rent may vary depending on the type of accommodation the student require i.e. bed-sits, flat, shared-room accommodation etc.

The majority of the students reserve accommodation for an initial period, which may then be extended beyond the initially reserved period or look for alternative or cheaper accommodation. Married couple or those with children should take extra precaution before securing an accommodation.

## LCBMCS Services to Students

**(i). Airport Pick-up:** LCBMCS takes care to pick-up overseas students at the airport, if the student requests such a service at least two weeks before arrival date with following information:

- a. Date/time of Arrival
- b. Name of Airline
- c. Flight Number
- d. Name of the Airport of Arrival.

Please do remain in touch and note that a fee of £50.00 (fifty pound) is payable for this service.

**(ii). Career Advice and Counselling:** Coming to a College in London is one of the biggest moves of your life. The year ahead will be fun, exciting and fulfilling; but there may be times when you will need some help and advice. Life at LCBMCS presents many new experiences, opportunities, and challenges that require evaluation, decisions, and adjustments. Most of these are exciting situations to which students will adjust easily and confidently. Yet often it is helpful to know there are people with whom students can freely discuss a situation or to whom they can turn for advice or information. The College attaches utmost priority to the career of its students, and the best way is to suggest the best possible academic route. Students are guided by a concerned tutor, professionals and published materials from different professional bodies.

In order to focus on your needs throughout your time at the College, the LCBMCS registry is committed to provide a cohesive support service. The Registrar's Office provides advising regarding course selection, course loads, adding and dropping courses and degree planning. Your course tutor will help you deal with problems relating to your course. Student Services of the College provides free counseling for students in different

areas. General advice on issues like money, housing, health, job, welfare and immigration is available from the LCBMCS Student Welfare Office.

**(iii) Financial Advising:** The Advisors in the Admissions Office of LCBMCS are the people to talk to about official government student loans, awards and scholarships. They can also provide budget counseling. Make an appointment to see an advisor through the Admissions Office with a financial advisor should you feel that you require financial counseling.

**(iv) Medical Service:** Overseas student's enrolled on course of more than six months duration are entitled to free hospital/medical treatment through the UK National Health Service. All students must register with a local doctor or surgery. Students facing any problem in obtaining medical care must consult the Student Welfare Officer (SWO) of the College at once.

**(v). Bank Account Opening Reference:** Overseas students are required to have a Bank Account in the UK. The College will provide relevant information and references to open their Bank Account.

**(vi). Employment opportunity:** Under the existing law of UKBA student cannot undertake any work during the term time unless it is mentioned in the visa stamp. For any information and advice, you can contact with the Student Welfare Officer (SWO) of the College.

**(vii). English Language Support:** for getting admission at LCBMC you have to have recommended IELTS score or any equivalent certification of your English language proficiency. However, during the study if it is assumed that you need further improvement in your language proficiency to continue higher studies, the College will provide them English Language support to achieve the required standard.

**(viii). Transport and Travel:** The College is situated in Zone 2 in East London, with very easy access to every part of London. It is situated behind the famous Royal London Hospital, and is quite close to the Whitechapel Tube Station and is still closer to Shadwell

DLR Station. A large number of buses also serve this area owing to our close proximity to the City. Students can apply for a travel discount card of Transport for London (tfl) through the College. LCBMCS also helps students by providing information for cheaper tour and travel by air.

LCBMCS maintains close connection with some Travel agents in London for student discount tickets by Air, Train and bus.

**(ix). Visa Extension:** LCBMCS will provide the essential support to extend overseas student's visa while the student is in the UK.

**(x) Career Support:** LCBMCS offers support services helping you plan your career, rendering a sure-fire route into the career you want. Our student advisory service helps students in selecting their career, locating jobs by running on campus interview programmes and facilitating professional networking.

We also help our students to develop the personal and professional skills that employers look for; we also equip our students with the know-how and skills required for successful job application and facing interview with competence. LCBMCS Students Services Office provides information on education and career options, as well as job postings. All such services are provided free of charge to students.

## Frequently Asked Questions

### **1. What is the full postal address of LCBMCS?**

London College of Business Management and Computing Studies

80-82 Nelson Street, London E1 2DY

Tel: 020 7001 1053

Fax: 020 779 1109

E-mail: [admin@lcbmc.co.uk](mailto:admin@lcbmc.co.uk)

For further information visit our website:

[www.lcbmc.co.uk](http://www.lcbmc.co.uk)

**(Please don't forget to mention postcode in all correspondence. The postcode is very important and it helps post office to locate the place in UK. If you do not or forgot to mention the postcode or use an incorrect postcode the mail will not be delivered to us.)**

## **2. What is accreditation?**

Accreditation means recognition by a certifying agency regarding the general organization, supervision and control over the students and staff, quality of teaching and support services and legal and financial viability of the accredited institution.

Accreditation is essential for any UK independent college that wishes to a sponsor license to admit international students

## **3. Who is LCBMCS accredited by?**

Please visit the LCBMCS website [www.lcbmc.co.uk](http://www.lcbmc.co.uk) for full listing of accreditation.

## **4. How can I apply for courses at LCBMCS?**

The college has two different admission procedures. One is for the students who are already in the UK under different sponsor licence and the other is for the students who are in outside the UK. The detailed admission procedure can be found in the college website <http://www.lcbmc.co.uk>

## **5. What are the courses offered by LCBMCS?**

LCBMCS offer a range of courses. More details about courses can be found in the prospectus. Same information is also available in the college web site:

<http://www.lcbmc.co.uk>

## **6. When are the session dates?**

LCBMCS offer two sessions in a year for every course January and July but the admission are processed throughout the year.

Classes of every session is starting from second Monday of January and July every year and enrolment completed by 1st week of January and July for the respective sessions.

For further details please visit our website <http://www.lcbmc.co.uk>

#### **7. Do I need to have an IELTS English Test?**

To get admission at LCBMCS, IELTS/TOEFL is compulsory. Students must demonstrate an English Language competency. Applicants who did not have English as the formal language are expected to demonstrate a reasonable command on English language equals to B1/B2 level or IELTS 4.5+ or above depending on the level of course of study.

It is advisable that you have one of the above tests scores to prove your proficiency in English language. If your language is deemed to be of below the required standard, college recommends you to take the in- house supplementary English language classes run by the college. A comprehensive list of qualifications as competency in English is available in the college prospectus or on the website [www.lcbmc.co.uk](http://www.lcbmc.co.uk). Any further query please contact to [info@lcbmc.co.uk](mailto:info@lcbmc.co.uk).

For more details please visit UKBA website using the following link:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf>

#### **8. How much do I have to pay to enroll with LCBMCS courses?**

Students are responsible for payment of their course tuition fees each year.

For student from overseas: initial deposit £2,000.00 must be made by the student from their first year total tuition fees. This amount should be paid either by Bank draft, Bank Transfer in favour of London College of Business Management and Computing Studies (LCBMCS).

For student who are already in the UK: initial deposit £1,500.00 must be made by the student from their first year total tuition fees. This amount should be paid either by cash,

cheque, Bank draft, Bank Transfer in favour of London College of Business Management and Computing Studies (LCBMCS).

The initial fees payable to London College of Business Management and Computing Studies (LCBMCS) for being enrolled with any subjects. More details are available at <http://www.lcbmc.co.uk> or for detailed information contact the college administration at [info@lcbmc.co.uk](mailto:info@lcbmc.co.uk) or by post to the LCBMCS office.

### **9. How do I apply for the UK visa?**

International students require a visa to come to the United Kingdom. The procedure for applying for a student visa is available on the Home Office website, in your local British High Commission or at the British Council information desk. Please check with the British Embassy/ British High Commission or British Council for the visa application procedure.

Generally the following documents are required:

- ▶ Confirmation of Acceptance for Studies (CAS)
- ▶ Proof of sufficient funds (Original Copy) to support your studies and staying in the UK.
- ▶ Proof of English Language Skills (Original Copy)
- ▶ Your original all educational certificates.
- ▶ Your valid passport.

For details about the required documents please visit

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/evidence/>

### **9. Does "LCBMCS" arrange accommodation?**

LCBMCS do not provide any accommodation from its own but at the request of the student college may arrange temporary accommodation for the intending students. In a situation where student require temporary accommodation arrangement request must be placed at least two weeks before travelling to UK. Student has to pay their accommodation cost separately as long as he/she stay in that accommodation.

### **11. How long does it take to process my application?**

It takes generally 2-3 weeks to process student's application forms.

### **12. Where can I get the prospectus and/or application form?**

The ' Prospectus' and ' application form' is available in the college website [www.lcbmc.co.uk](http://www.lcbmc.co.uk). You can download prospectus and application form from the website mentioned in "PDF" format or make a request to get it by post or email.

### **13. What are facilities and support I should expect from "LCBMCS"?**

LCBMCS provides many facilities, support and help to its students which are mainly;

- ▶ Arrange accommodation for the students;
- ▶ Discounted membership in the local sports centre;
- ▶ Free internet access;
- ▶ Photocopy provision at comparatively lower cost;
- ▶ Membership in the local library;
- ▶ To open bank account;
- ▶ To get discounted student travel card ( Student photo card, London Transport)
- ▶ To get registered in national insurance number (NI)
- ▶ To get a ISIC card ( International Student Identity Card)
- ▶ To get a membership in the British & other libraries

### **14. How do I qualify to come to the United Kingdom to study?**

You must demonstrate that you have been accepted for a FULL-TIME course of study at London College of Business Management and Computing Studies. Also, you must have a sufficient financial backup to be able to pay your tuition fees; accommodation cost because you are not entitled to recourse to public funds. Your intention to come to the United Kingdom only for study and on completion of your studies you will leave the United Kingdom.

For more information please follow the following link:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk/>

### **15. Am I allowed to work in the UK while I am studying at LCBMCS?**

You are not eligible to work according to the current UKBA rules with effect from 4<sup>th</sup> of July 2011 unless you are sponsored by a higher education institution/university.

Therefore, you must not engage in any business, self-employment or the provision of service as a professional sports person or entertainer. You must not pursue a career by filling a permanent full time vacancy. You must check the terms of your Visa carefully as this may differ. For more information please follow the link:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/conditions/>

### **16. Will college help me in extension of my visa?**

It is desirable that you should complete your course on time. But if you fail to complete your course within the given time you have to apply for extension of your entry clearance. College is always ready to help to its bonafide students for extension of their visa. But college do not give assurance that you will be able to get further leave to remain in the UK. For further information please visit UKBA website using the following links:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/how-long/>

### **17. May I bring my spouse and children with me?**

From 4 July 2011, you **cannot** bring your dependants to the UK **unless** you are:

- sponsored by a higher education institution on a course at NQF level 7 or above which lasts 12 months or more; or
- A new government-sponsored student following a course which lasts longer than 6 months.

If your dependants are already in the UK with permission, they will be allowed to extend their stay provided they apply at the same time as you apply to undertake a course of study lasting more than 6 months.

For more information please follow the following link:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/family/>

### **18. How much money do I need to show to the British Embassy/High Commission?**

Applicants must provide evidence that they have sufficient funds to support their stay in the UK, including emergencies, without recourse of the public funds. This should cover the total tuition fees and the living expenses such as accommodation, food, traveling, clothing, etc. This is important as recourse to public funds might have a detrimental effect on the person's future immigration prospects. Bank statements from the UKBA listed banks in your country which clearly identify the holder together with a transaction and details of conversation rates at the approximate date of application are required.

For more information please follow the following link:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/money/>

### **19. How much is the estimated Living Expenses?**

The cost of living for one year is varied but it would be approximately £6,000 to £9,000. This excludes accommodation, travel and exam fees. You will get discounted travel card on London buses and the underground train system so (depending where you live) your monthly travel card will cost about £100 to all travel zones. For food, you would expect to pay about £20 + £30 per week for a person. Exams entry fees may be about £60. For books, there is a recommended reading list for students. Tutors may also suggest additional books which may be helpful. We would suggest budgeting about £100 to £300. You also must buy your own stationery (pens, paper, etc).

For more information please follow the following link:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/money/>

### **20. Do I need to apply via UCAS?**

No. Please apply directly to us.

**21. What do I need to know before travelling to the UK?**

Before travelling to the UK, students should know the following basic information:

## General Information about the UK

The United Kingdom comprises of England, Scotland, Wales and the Northern Ireland. Greater London covers an area of around 600 square miles and has an ever-growing population with multicultural society. Throughout its history, Britain's own culture has been enriched with many other nationalities. London, especially, is home to many different nationalities and offers a fascinating variety of culture, food and entertainment.

### **Weather:**

Weather in London is unpredictable. It can be cold from September to March where the average temperature ranges between  $-0^{\circ}$  and  $10^{\circ}\text{C}$ . December to February is the coldest months when it can snow and the temperature can drop to as low as  $-3^{\circ}\text{C}$ . The temperature in summer (July and August) is usually warm, between  $20^{\circ}$  to  $30^{\circ}\text{C}$ . Students will enjoy variant climate. The rainfall is also uncertain although the year. Students are advised to travel to the UK with sufficient warm clothes to wear when arrive. Students are also advised to check London weather. More detailed information of the London weather is available on the BBC (the national news service) [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather)

### **Clothing:**

Irrespective of the time of the year, it is best to have warm clothing with you. During the winter, a warm waterproof coat is essential. If you plan to explore the UK during your vacations, please remember to bring appropriate clothing, especially if you are traveling to the north of the UK.

### **Usual Opening Hours:**

Supermarkets are open from 8:30 to 20:00 throughout the week and usually 10:00 to 17:00 on Sundays. Some supermarkets in cities are now open 24 hours a day. In major cities like London, there are many specialist shops selling a wide variety of food so you may still be able to cook up your favourite meal! Shops are generally open from 9:00 to 18:00 (Monday to Saturday) with some shops opening later on certain days or open for a few hours on Sunday. In some smaller towns "half-day closing" occurs. On one day in

the week most shops will close at lunchtime. This no longer happens in larger stores and in cities. Offices hours tend to be 9:00 to 17:00. Banks open from 9:30 to 5:30 (some Banks are opening on Saturday morning). During the summer days are longer than usual and in winter it is very short. So, UK govt. uses day time saving for an hour in between summer and winter always.

### **Public Holidays:**

There are 8 public holidays when colleges, offices and most shops are remained closed.

- New Year's Day - 1st January
- Good Friday and Easter Monday - this can occur between mid-March and the end of April
- Early May Bank Holiday - first Monday in May
- Spring Bank Holiday - last Monday in May
- Summer Bank Holiday - last Monday in August
- Christmas Day - 25th December. Boxing Day - 26th December

### **Health:**

If you are planning a short visit to London on a visitor's visa to look at different colleges before applying, please remember to buy health insurance. If you have come from a country with a health-care agreement with the UK or are staying for more than six months, you may be able to obtain free medical or dental treatment under the NHS. If you are a long-term student (12 months or more), it is advisable for you to register with a local Doctor. We can provide contact details for doctors in your area. You will need to contact the doctor to see if they are accepting new patients and you will normally need to have an appointment to provide basic information about your medical history. You can get more information from the Department of Health: Website: [www.doh.gov.uk/overseasvisitors](http://www.doh.gov.uk/overseasvisitors) Telephone: +44 (0)20 7210 4850 E-mail: [dhmail@doh.gsi.gov.uk](mailto:dhmail@doh.gsi.gov.uk)

### **Public Transport**

In London, there is an extensive public transport system - trains, buses, underground trains and docklands light railway. If you use a taxi in London, it is best to use the well-recognised London taxis known as "Black Cabs". They will usually provide a guide to the fare and operate under a proper license. However, public transport is much cheaper! The Greater London area is divided into six travel zones. Zone 1 covers the main business and shopping districts in the centre of London. London College of Business Management and Computing Studies is located in Zone 1. This may sound complex but members of the college administration team will be happy to explain how the travel system works. You can buy daily, weekly and monthly travel cards/bus passes which will either give you access to the buses or to both buses and underground trains. For monthly travel cards, you will need a photo card and you can also apply for student discount rates. Useful information about public transport in London can be found on [www.londontransport.co.uk](http://www.londontransport.co.uk) and [www.thetube.com](http://www.thetube.com) Outside of London public transport varies from area to area. Most major towns and cities are linked by railway. Cities will have regular bus services but smaller towns may not. Internal flights also operate between major cities.

### **Social Customs and Leisure:**

British people are generally reserved and value their privacy. It is customary to shake hands when meeting someone for the first time, whether male or female. Other physical contact is generally avoided with anyone other than family and close friends. Good manners ("please" and "thank you") and personal hygiene are valued very highly. With the wide variety of cultures in Britain, please use your common sense and try to respect all beliefs and customs. Smoking is generally allowed in public places but in restaurants and other public buildings, is strictly prohibited by law. Please respect this and refrain from smoking. In London, there is a wide range of activities available to suit all budgets, you can experience food, music and entertainment from many countries; see a variety of sports in the city's large arenas (which also host musical events); enjoy a range of world famous "West End" shows; visit British museums, art galleries and exhibitions to suit all tastes.

## **22. What should I bring with me to London?**

You probably know that the weather is not always perfect in London. You should be prepared and be positive! The warmest that London gets in summer (July) is between 22° - 27°C and the coldest in winter (January-February) is between 0° - 3°C.

Most students say that the interesting thing about the weather in London is that it can change many times in one day. Bring a jacket and sweater even in summer and make sure that you have warm clothes for winter. An umbrella is also a good idea!

Electrical equipment: please make sure that anything you bring into the UK, such as hairdryers, can be used on standard British voltage which is 240v ac 50HZ. Remember that UK plugs have three pins but you can buy an adaptor plug at most airports or at electrical shops in London.

Passport size photographs - these are very useful for student cards, travel cards etc.

### **Contact us:**

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[www.lcbmc.co.uk](http://www.lcbmc.co.uk)