

# Application Form



Please Complete in Block Letters and return with three Passport Size Photographs and Supporting Documents to:

## Admission Section

Institute for Leadership and Community Development,  
 Alstom Building, Leigh Road, Birmingham, B8 2YH  
 Tel: 00 44 121 326 7010  
 Email: [info@ilcd.org.uk](mailto:info@ilcd.org.uk) website: [www.ilcd.org.uk](http://www.ilcd.org.uk)

## 1. Personal & Contact Details

First Name:	Middle Name:	Surname / Family Name:
Date of Birth:	Age:	Sex: (Please Circle)
		Male                  Female
Passport Number:	Country of Birth:	Nationality:
Email Address:	Mobile Phone:	Home Phone:

### Home Address - Please use one box per letter, please include spaces in between words

Address Line 1																				
Address Line 2																				
Address Line 3																				
Town / City																				
Postcode																				

## 2. Education & Training

Please list your academic qualifications, beginning with the most recent. Please attach copies of original certificates to this application. Without copies of original certificates Institute is unable to process your application.

Name of Institution	Years attended (from – to)	Completed (Yes / No)	Name of qualification & grade obtained	Language of instruction

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**3. Health Conditions and Additional Needs:**

Do you have any disabilities, health related conditions or special educational needs? If yes please give brief details including medical evidence and any special provision you think may be required. Please use a separate sheet if required.

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**4. NEXT OF KIN DETAILS**

Name																			
Relationship																			
Address Line 1																			
Town / City																			
Post Code																			
Phone																			
Email																			

<b>5</b>	<b>SUPPORTING DOCUMENTATION CHECK LIST</b> Insert an 'X' in the relevant boxes below	
	PHOTOCOPIES OF PASSPORT/BIRTH CERTIFICATE	
	PHOTOCOPY OF ACADEMIC QUALIFICATIONS/ CERTIFICATES	
	THREE PASSPORT SIZE PHOTOGRAPHS	

**6. Terms and Conditions of Admission**

1. Enrolling for a course at Institute constitutes a binding agreement on the student to follow the course schedule and to pay the full fee.
2. Students unable to join their course/s by the scheduled date must inform Institute in writing at least two weeks prior to the commencement date of their course. Any application for deferment of the commencement date, which is not received within the specified time, will only be accepted at the Institute discretion.
3. Unless otherwise stated, fees for the course/s as quoted are for tuition only. The students have to pay additional fee to repeat the modules. Any students repeating the modules will be charged accordingly.
4. Tuition fees are payable in full before students start their studies. At the discretion of the Institute, students may be allowed to pay their fee by installments.
5. Students who are late in starting their course/s will not be entitled to any refund, or reduction in tuition fees. This also applies where students have been absent from class for a period of time and they may not have been attending all the subjects for which they have been enrolled.
6. Important notices to students are displayed on the main notice board and it is the student’s responsibility to read such notices.
7. All details of the courses are correct at the time of printing. Institute reserves the right to make changes to the structure and content of course/s, including cancellation if deemed necessary.
8. If these application forms are signed on behalf of the student by his/ her guardian, sponsor or representative, these conditions still apply.
9. Anyone breaking the law, violating Institute rules and discipline is liable to suspension from Institute.
10. Institute reserve the right to require a student to leave the Institute at any stage if a student does not fulfil the above requirements or violates any rules or procedures specified in Students’ Handbook.
11. Institute reserves the right to suspend/ terminate studies of any student/s who fail to notify Institute within 10 working days about the change of circumstances.
12. The contractual relationship between the student and Institute shall be governed by and construed in accordance with the laws of England and Wales.

**7. Declaration**

I certify that I have read and understood the details I have provided and any other supporting papers are true and accurate. I understand that the information on this form is confidential, but may be passed to official/professional bodies to assist them in their duties if requested.

Signed..... Date.....

<b>8. How did you hear about the Institute?</b>					
1. Institute Website		2. Visit to Institute		3. Family of Friends	
4. Social Media		5- Your Current Institute referral		6. Other (please specify):	