



**UK SCHOOL OF BUSINESS & COMPUTING**  
**In Partnership with**  
**University of European Studies of Moldova**

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Photo

**APPLICATION FOR ADMISSION-UK Qualifications**

Please read our Terms & Conditions before completing this application form. Complete this form in **BLOCK** capitals with **BLACK** ink.

Applicant's Skype ID:

**SECTION 1: PERSONAL DETAILS**

Title:  Mr  Mrs  Miss  Ms  Others

First Name(s)

Surname

Date of Birth

DD / MM / YYYY

Marital Status

Single  Married  Others

Gender

Male  Female

Nationality

Passport Number

Date of Passport Issue

DD / MM / YYYY

Place of Passport Issue

Date of Passport Expire

DD / MM / YYYY

Address for Correspondence

Permanent Address

Country

Telephone

Mobile No.

Email

Country

Telephone

Mobile No.

Email

**SECTION 2: PROPOSED COURSE OF STUDY**

Title of course you wish to apply for:

1<sup>st</sup> choice

2<sup>nd</sup> choice

Course Level

Course Start Date  
(for this level)

DD / MM / YYYY

**SECTION 3: EDUCATIONAL QUALIFICATION**

Please state in chronological order (most recent first) and attach copies of certificates & transcripts

Qualification Title	Awarding Body	Start Date	End Date	Grade / Marks
		DD / MM / YYYY	DD / MM / YYYY	
		DD / MM / YYYY	DD / MM / YYYY	
		DD / MM / YYYY	DD / MM / YYYY	
		DD / MM / YYYY	DD / MM / YYYY	
		DD / MM / YYYY	DD / MM / YYYY	

**SECTION 4: WORK EXPERIENCE**

Please state in chronological order (most recent first) and use separate sheet if necessary

Name of Employer	Position	Start Date	End Date
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY

**SECTION 5: ENGLISH LANGUAGE PROFICIENCY**

1) In what language were you taught and examined in for your highest qualification?

2) Please state your first language?

3) Do you have any English Language qualifications, e.g. ESOL, IELTS, TOEFL?  Yes  No

Name of the Test

Your Score

Place of the Test

Date

DD / MM / YYYY

**SECTION 6: ACCOMMODATION**

1) What type of accommodation would you like?  Single Room  Shared Room

2) Would you require the UKSBC to arrange collecting you from the airport?  Yes  No

(If 'Yes' please complete the specific Airport Pickup Form separately)

**SECTION 7: STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please briefly provide the reason for your interest in your selected course and what you hope to gain from it

**SECTION 8: DISABILITY MONITORING**

1) Do you consider yourself to have any disability?  Yes  No

2) Do you have any special requirements?  Yes  No

If 'Yes' please detail these requirements

### SECTION 9: EMERGENCY CONTACT DETAILS

Name		Name	
Address		Address	
Country		Country	
Telephone		Telephone	
Email		Email	
Relationship to you		Relationship to you	

### SECTION 10: MARKETING

How did you hear about the UKSBC?  Newspaper  Website  Seminar  Friend  Agent  Other

Are you using a representative to assist you with your application?  Yes  No

If 'Yes' please Specify:

Name:

Address:

Telephone:

Email Address:

### SECTION 11: TERMS AND CONDITIONS OF ENROLMENT

*By enrolling for a course, you accept that you have read and agreed to the terms and conditions of enrolment and that you are subsequently bound by these terms.*

- 1) Once the student has enrolled with the UK School of Business & Computing (UKSBC) it is the student's responsibility to register with any external awarding body for membership and examinations as applicable. The registration procedures and requirements will be provided by the UKSBC and the student is responsible to meet the academic and financial requisites to fulfil such requirements and deadlines. All students must participate face-to-face or Skype interview with our admission team. The student, who receives an Offer Letter, must pay non-refundable £200 prior to interview. However, this amount will be adjusted with the actual tuition fee upon successful interview.
- 2) It is the student's responsibility to ensure that their personal details and contact details held by the UKSBC are up-to-date and accurate at all times.
- 3) Your application form and all supporting documents will be held on a file and remain confidential.
- 4) A student may defer their course start date to the next available term if they are still overseas awaiting their student visa approval, provided that the UKSBC is informed. UKSBC has the right to refuse deferral for visa students.
- 5) The UKSBC reserves the right to dismiss any student at any time for behaviour which is deemed to be unprofessional, inappropriate or disruptive to other students and also in case of failure to meet academic or financial requirements set by the UKSBC. No fees will be refundable for any student dismissed under this section.
- 6) The UKSBC maintains the right to make changes to the timetable, tutors, or venues, without prior notice. Any alterations will not affect your subjects or qualification.
- 7) At the discretion of the UKSBC, we reserve the right to reschedule or cancel courses if the UKSBC deems there to be insufficient enrolments. The student will be offered a refund if the course cannot be rescheduled within 3 months.
- 8) If for reasons outside of the UKSBC's control the class or course is cancelled, the class will be rescheduled.
- 9) The UKSBC is not liable for loss or damage to student belongings when on UKSBC property.
- 10) Payment: A student's place at the UKSBC will not be held unconditionally without receiving the payment

11) Course Transfer: Any student who wishes to change course, must put their request in to the Admin team within the first 3 weeks of the course. The final decision will be made by the head of the department.

12) Certificates: Where a student passes a course, and is entitled to a certificate, the UKSBC reserves the right to withhold the certificate where course fees are still outstanding.

13) Non-Payment of Fee's: The UKSBC maintains the right to terminate a student's enrolment at any time during the length of the course who has defaulted on agreed payment instalment.

14) The tuition fees shown in documents and public information pages for the **current academic year**. The tuition fees will be subjected to increase in every year and the information will be update on regular intervals.

## SECTION 12: REFUND POLICY

*All requests for refund must be made in writing by the applicant addressed to UK School of Business & Computing and should clearly state the following:*

- \* Details of the applicant to include reference number & course details.
- \* Total fees deposited and the reason for request of tuition fees.
- \* Applicants bank details including swift codes to receive refund.
- \* All supporting and relevant documents to be returned to the UKSBC.

The following rules will apply under the given circumstances:

1. Student arrived to the Moldova: Once the student has arrived in the Moldova, the student is NOT entitled to a refund. The student is required to attend classes; failure to attend will result in the student being expelled reported to the authorities.
2. Student obtained admission letter or visa but wishes to cancel their course prior to arrival to Moldova or Student arrives at the airport in Moldova but is deported: In such event the student is required to approach the Embassy to cancel their visa and obtain a letter from the Embassy to state that the visa has been cancelled. Original visa cancellation letter has to be produced and has to be notarized. The applicant is then required to submit a refund request letter as stated above. The applicant will be entitled to a 50% refund of the tuition fee paid. This will be processed within six weeks of receiving request letter along with supporting documents.
3. Student Refused Visa: In such an event, the student is required to submit to the UKSBC a refund request letter with information stated above, along with the original visa refusal letter from the Embassy and has to be notarised. The student would then receive a refund less admin charges and any bank charges for the transfer. The current admin charges for the process of refund is £200 and the bank transfer fees £50. The money taken by the agent for their commission will be return to the student by the agent. The Refund processed within four weeks of receiving request letter along with supporting documents. Please note if student is asking for refusal letter to be translated by our UKSBC staff, then additional one-hundred-euro cost will be deducted from the refund amount and in case of asking refusal letter to be translated by 3<sup>rd</sup> party authorised firm, then cost will be varied based on number of pages.
4. Student enrolling in Moldova: Students enrolling locally are not eligible for a refund under any circumstances.
5. Deception/Fraud: If the applicant or anyone acting on the applicant's behalf has used fraudulent measures or documents to gain enrolment at UK School of Business & Computing or to support their visa application at the Embassy and has been subsequently refused a student visa will be NOT be entitled to a refund.
6. Withdrawn Students / Expelled Students: Students withdrawing from their course after arrival or expelled due to misconduct, failure to meet academic or financial commitments will not be entitled for a refund of any tuition fees paid.
7. Third Party Payments: Students must send a signed letter to confirm that they require the refund amount to be paid to a 3<sup>rd</sup> party if this is required. The letter must include name, address, and bank account details.
8. Student must pay the first-year tuition fee and the total cost of accommodation for the first year when apply for the visa before arrival. If an applicant decides to withdraw from a course either prior to or during the visa application process an administration charge of £500 will be applied. This charge is in addition to the non-refundable fees.

9. Student required to pay a non-refundable payment of £200 for the visa processing in Moldova when apply for the long stay student visa.

### SECTION 13: DECLARATION

I hereby confirm that the information I have given is correct and complete, and that I have read, understood and agree to the terms, conditions and refund policy stated on this form.

Signature of the Applicant		Date	DD / MM / YYYY
Name of the Applicant			

### APPLICATION CHECKLIST

Please use the checklist below to ensure that the application is completed.

#### Minimum Requirements for Admission:

- Fully completed & signed Application Form
- Two matt colour passport size photographs (35mm\*45mm)
- Copies of Passport pages
- Copies of Academic Certificates & Transcripts
- English Qualifications (if any)
- Appropriate fees stated on Conditional Offer Letter

#### For Visa Application:

- Appropriate funds to cover food and transportation
- Accommodation Confirmation Letter
- Police Clearance Certificate (Notarized) in English
- Letter from UKSBC for the confirmation of approval of studies in Moldova
- Visa Form and Visa fee
- Medical Insurance minimum of 30,000 Euro