



# International College of Cambridge

(Unique Registered Under Democratic Socialist Republic of Sri Lanka – PV124441)

## Application Form

### NOTES FOR COMPLETING THIS APPLICATION FORM.

Please ensure that you complete all of the compulsory sections marked\* and all other questions relevant to you. Please complete this form by typing in the boxes provided or by writing clearly in black ink. If you have any problems completing our web site: [www.icccampusrilanka.com](http://www.icccampusrilanka.com)

### 1. Programme applied for

Please note applicants requiring to contact more frequent for study full-time.

\* Level of study (please tick ONE only) Full Time  Part Time  Academic Year

\* Full programme title e.g. BA / B.Sc/BBA/MA/Ph.D/ – (BBA – Bachelor of Business Administration) (Area of Study)

### 2. Personal Details

\* Title (e.g. Mr., Mrs., Miss, Dr etc)

Office use only

\* Surname / Family Name (BLOCK CAPITALS)

\* University Name.

\* First / Given Name (BLOCK CAPITALS)

\* If you have been issued with a 13-16 digit Unique Learner Number

\* Date of Birth (DD/MM/YY - eg: 04/MAR/84)

\* Student Photograph

\* Gender (Tick ONE only) Male  Female

\* If yes please enter your NIC number

### 3. Your current address

\* Address Line 1 (BLOCK CAPITALS)

\* Address Line 2

\* Town

County (if applicable)

\* Postcode / Zip code (if applicable)

\* Country

### Your contact details

\* Home Telephone number (including country dialing codes)

\* Mobile number (including country dialing codes)

\* Email address (please write clearly and in BLOCK CAPITALS)

### 4. Employment

\* Employment history (complete if applicable in date order starting with the most recent)

Employer and type business	Position held/Job title	Brief description of role/ Duties / responsibilities	Start date (Month/Year)	End date (Month/ Year)

### 5. Non Relative References

Please provide details of two referees one, at least, must be an academic referee. If you include a work referee, Normally your line manager. Please note references from family members will not be accepted.

Name	Company/ Organization/ Educational institution	How do they know you?/	Address	- mail

## 6.English Language Qualifications

Please provide details of any English Language qualifications (e.g. GCSE/GCE 'O' level/'A' level/IELTS/TOEFL/WAEC) that you have completed or expect to complete. Please note you will be asked to provide evidence of these qualifications. Please also provide details of your mathematics qualification(s).

Qualification and awarding body	Subject (eg English)	Results (all components)	Month MMM/Year YY Completed /expected to complete

## 7.Education/Qualifications

Qualifications gained outside the Sri Lanka should be entered as they were awarded and not translated into Sri Lanka equivalents. Please note you will be asked to provide evidence of qualifications.

\*Qualifications (Please list below in date order starting with the most recent)

University/College/School	Qualification & Awarding body	Subject(s)	Results in full	From MMM/YY (eg SEP/08)	To MMM/YY (eg JUN/10)	What language was this assessed/ Examined in?

## 8. Work Achievement

Please provide details of your work achievement. Please note you will be asked to provide evidence of these qualifications.

Month-Year (From-To)	Name of Organization	Project	Experience / Achievement

## 9. Terms / Condition

1. The fees paid are non - refundable and non-transferable under any circumstances.
2. Failure to pay fees by due date shall result in imposition of fine.
3. Batch transfers not permitted. I special cases if allowed the students will be required to pay the requisite transfer fee.
4. The college reserves the right in make any changes/ amendments to terms and condition of admission at anytime.
5. Students is required to inform the college about any changes in his/her contact details including permanent / corrupts / PG Address, email - id any point of time.
6. The college may mandatory the submission of any certificate or documents before or at the time of the admission or after words, for the purpose of admission of otherwise. As decided by the College.
7. Students undertake / certify that the documents submitted by him/her are original/genuine and not fake and to the best of his/ Her knowledge. If found otherwise the fees of the student shall be forbidden and separate legal action would be taken by the college.
8. College reserves the right to cancel admission if students fail to submit relevant documents of otherwise if fails to fulfill and condition.
9. Student should keep himself/ her-self well versed with the updates in the college through our notice boards/ website. College is not responsible for any individual intimation of information.
10. In the event of any disputes between the parties the courts of Sri Lanka shall have exclusive jurisdiction.

### Declaration

By student

I .....son/ daughter of .....have read & hereby certify that the information given in the application in complete and accurate to the best of my knowledge. I understand all the rules and regulations are laid down by the College and agree that misrepresentation or omission of omission of facts will justify the denial of admission, cancellation of admission or expulsion. The fees paid are non – refundable under this circumstance. In case I am not in position to join continuing course even after submission of fees, I will not claim refund of fees. I am not entitled to pursue any course from any other Educational Group while enrolling with this College.

Signature: .....

## 10. Personal Statement

The statement should be approximately 250 words and we will take into account your use of English including spelling, grammar, punctuation, sentence and paragraph structure.

Please give the following information in support of your application:

- Why you are applying for this particular programme
- What you hope to achieve through studying this programme
- How you feel your past / current studies / experience support your application
- How this programme is relevant to your future career / academic goals
- If applying for a programme that requires work experience, you must make reference to how you meet this requirement
- Any additional information that you feel is relevant
- If you are applying for advanced standing (ie to years 2 and 3) / entry please give details and attach transcripts.

**\*Statement.** Please enter your [Personal Statement here](#)

## 11. Additional Needs

As an inclusive college, we want to provide the best support possible to a wide range of applicants, including those with additional needs. Additional needs include any disabilities or supplementary educational needs that you may have such as physical or sensory impairments; mental health difficulties including depression; specific learning differences like dyslexia and aspersers; and health conditions such as HIV, epilepsy, arthritis and cancer.

The information that you provide here will not be used to assess your academic suitability for the programme but to ensure that, if you are made an offer to study at ICC, we are aware that you may need extra support. At the point of offer, your details will be passed to the Disability and Dyslexia Advice Centre who will contact you regarding any support needs that you may have and to ensure that you have access to any additional funding for which you are eligible or equipment/software that you may require from an early point in your studies.

Do you have any disabilities or additional educational needs? Please tick ONE box only.

No disability	<input type="checkbox"/>	learning difficulty	<input type="checkbox"/>	Blind/partial sight	<input type="checkbox"/>	Deaf/partial hearing	<input type="checkbox"/>
Wheelchair/mobility	<input type="checkbox"/>	Personal Care Support	<input type="checkbox"/>	Mental health	<input type="checkbox"/>	Unseen disability	<input type="checkbox"/>
Multiple disabilities	<input type="checkbox"/>	Autistic Disorder	<input type="checkbox"/>	Other disability	<input type="checkbox"/>		

## 12. Criminal Conviction

**We need to know about criminal convictions in two situations:**

**1. In circumstances where that information may help us to reduce the risk of harm or injury to our students and staff:**

A relevant criminal conviction in this context is one for offences against the person, whether of a violent or sexual nature, or for offences that concern commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 2007) are not considered to be relevant and do not have to be revealed

If you do have a relevant criminal conviction that is not spent you must answer yes to this question

Your application will still be considered if you answer yes and we will send you our decision on your academic suitability for the programme. If an offer for the programme is made, we will then request further details of the offence in order to assess your suitability to register with the University. Please note that the declaration of a criminal conviction is not in itself a bar to registration. As an inclusive university, fair consideration will be given in tandem with the nature of the offence, the time of conviction and if any sentence has been spent.

If you are convicted of a relevant criminal offence after you have made your application, you must tell us and we may then ask you for further details.

**2. Where it is a consideration because of the nature of the programme of study chosen:**

Programmes involving work with children or vulnerable adults, or in teaching, health, social work or veterinary subjects are exempt from the Rehabilitation of Offenders Act 2007. This means that any criminal convictions including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders, must be declared and are never spent for this purpose

If you are applying for such a programme, we will require an enhanced disclosure certificate from Criminal Records Bureau or its equivalent if you are applying from outside the Sri Lanka. The university will assess the information disclosed and determine whether or not it is relevant. The appropriate forms and instructions will be sent to you should you be offered a place on the programme.

. If you are convicted of any criminal offence after you have made your application for one of these programmes you must tell us and we may then ask you for further details.

\*Do you have a relevant criminal

conviction? YES  NO

### 13.Submission

We expect you to submit a complete and comprehensive application at the point of first submission. This will enable us to assess properly your suitability for the programme. It is therefore in your best interests to provide us with accurate information and to ensure that you are fully informed about the programme you are applying for and the commitments you would be making if you become a student here. By signing / electronically submitting your application you are confirming that the information provided on this form is complete and correct. Omissions or false statements may lead to disciplinary action for students resulting in expulsion from the College.

You will be asked to supply proof of the information submitted, or to otherwise confirm the details of this application, in person, at a later date. This will include providing proof of identity.

\*Signature/Date

### 14. How we will use the information that you provide on this form

We will not share this information with third parties unless required to do so by the Data Protection Act 2007

We will use the information provided to make an academic judgment on your suitability for the programme

We will contact you with information relevant to your application and studying at ICC Campus only

**Please return this form to the Admissions Office. You can send this form as an e-mail attachment, or you can print it out and send it by surface mail or fax. We aim to respond to all applications within four weeks of receipt.**

Head Office:

**International College of Cambridge**

**Office ) No.07, Rajadurai Road,**

**Vairavarpuliyankulam,**

**Vavuniya, Sri Lanka.**

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**Phone: (+94) 024 2227932, (+94) 024 5673751**

**Cell : (+94) 0767565875, (+94) 0775576616**

**Seal And Signature (Head**

**Partner /Franchise in Sri Lanka - College Seal and Signature**