



Business & Management Courses



SCHOOL OF BUSINESS



Access College London has earned a reputation for providing quality general and specialised courses for individuals, groups and the corporate sector. Whether you want to study for personal advancement, to gain employment or to progress in your career there is a course at Access College London that will suit your needs.

Reasons for choosing Access College London

Our goal

Our primary goal is to deliver the best education to you at a price that you can afford.

Our price commitment

We know that studying in London can be very expensive. That is why we aim to offer a quality, personal service and deliver the best education to you at a competitive price. Investment in learning doesn't have to be expensive. At Access College London we save your money but will not compromise on the quality of teaching.



Our reputation

Access College London's staff have earned a reputation for providing high quality specialised courses for individuals, groups and the corporate sector and a specialist English Language School for International students.

We take pride in our professional service and strive to maintain a consistently high standard of teaching at Access College London.

All our courses lead to internationally recognised qualification - we offer a varied programme of courses covering many subjects at all levels. Whether you want to study for personal advancement, to gain employment or to progress in your career, there is a course at Access College London that will suit you.

Our dedicated Teachers

The teachers at Access College London are qualified and skilled in their chosen field. Our students find them both friendly and approachable. They are regularly observed by the Director of Studies to maintain the standard that we are proud of.

The course syllabi and teaching materials are constantly reviewed. Our students opinions are also important to us. We constantly review their course feedback forms so that we can continue to provide a full programme of courses and classes that are stimulating and interesting as well as responsive to their needs.

We monitor the students progress by setting regular tests and examinations. As well as this continuous assessment, students on the English Language Courses can expect to sit End-Of-Term examinations each semester, ensuring that they are being taught at the correct .

Our multi-cultural College Community

We have students from all over the world attending our College, representing up-to 75 different nationalities. So students are sure to find life at our campus lively and cosmopolitan. International students experience a sense of belonging in a relaxed and friendly atmosphere supported by many bilingual staff.

The multi cultural college community creates an enriching and rewarding experience, so that you will find learning be Access College London fun whilst achieving your goals.

At Access College London we listen to our students - we take into consideration the objectives, current qualifications and time availability, and pooling from the many years of experience and resources, we can give valuable advice on the course that is right for you. Our students appreciate the effort taken to ensure that their individual learning objectives are achieved.

Our Buildings and Facilities

At Access College London we understand the need to provide high quality services and facilities to complement the teaching and learning process.

The Access College London campus provides an attractive and comfortable setting. You can expect to find the following:

- A friendly and safe learning environment
- Advanced library and learning facilities
- Modern computer labs with access to a variety of up to date hardware & software
- Bright comfortable classrooms
- Self access study areas
- Quiet study rooms
- Language Learning Aids
- Modern audio-visual equipment
- Canteen and coffee bar
- Internet access
- Accommodation finding service
- Welfare and support services

(Please note: These facilities may vary).

School of Business & Management

In today's sophisticated business environment there is no room for the enthusiastic amateur. Specialist skills are now the key to success and the top jobs invariably go to those who can demonstrate their competence with recognised qualifications. We provide business education to practicing and aspiring managers and directors.

Access College London (ACL) Business Programmes

At Access College London we offer an entry level Business Administration course designed for those who want an insight into the world of business but do not necessarily want to take their studies any further.

- BA-15: Access College London Certificate in Business Administration (15 hours per week)

This hybrid course loosely follows the syllabuses of both the London Chamber of Commerce (LCCI) Group Certificate in Foundations of Business and the LCCI Group Certificate in Business Studies. This course will give you the freedom to choose where you work, as it is recognised worldwide.

You will follow a flexible programme of study that runs all year round with emphasis being placed on the LCCI Certificate exam preparation. You can enrol anytime and start any Monday.

The London Chamber of Commerce and Industry (LCCI)

The LCCI Examinations Board is a major international awarding body offering business qualifications that are recognised by employers worldwide.

Level 1 - Group Certificate in Foundations of Business

Candidates must pass 3 Level 1 subjects within a period of 12 months as follows:

- Book-keeping
- Either English for Business or English for Commerce
- Either Business Administration or Commercial Calculations

Level 2 - Group Certificate in Business Studies

Candidates must pass 6 Level 2 subjects within a period of 24 months, as follows:

- Compulsory subjects:
 - Book-keeping and Accounts
 - Business Administration
 - Business Calculations
- Either:
 - English for Business or
 - English for Commerce (with optional Oral Test)

- Any 2 other Level 2 subjects, excluding those referred to in (a) and (b) above.

Entry Requirement:	Intermediate Level of English
Duration:	51 Weeks
Progression:	ABE Certificate/Diploma University Foundation Course

Association of Business Executive (ABE) Programmes

For students looking for more challenging learning experience we offer a range of Association of Business Executives (ABE) business courses.

The Association of Business Executives (ABE)

Founded in 1973 by a group of industrialists, educationalists and politicians, the Association of Business Executives was created as a non-profit-making institute. The object of the Association is the promotion and advancement of efficient administration and management in industry, commerce and the public service by the continued development of the study and practice of administration and management.

The Association is unique among professional bodies in providing a non-specialist general business education to practicing and aspiring managers and executives, as well as a route to further study through MBA programmes.

Membership is not restricted to U.K. Residents and examinations are conducted internationally.

Business & Management Studies At Access College London

- Access College London (ACL) Certificate in Business Management
- ABE Certificate
- ABE Diploma, Level 1 & 2
- ABE Advanced Diploma
- University Foundation Year
- BSc Management
- Bsc International Relations
- MBA International Management *Figure 1*

At Access College London we offer three ABE business courses, the completion of which will allow you entry onto the first, second or final year of a University degree course.

- ABE-Cert: ABE Certificate in Business Management (15 hours per week)

You will cover the following Subject Groups :

- Introduction to Business
- Introduction to Quantitative Methods
- Introduction to Accounting
- Introduction to Business Communication

Entry Requirement:	Intermediate Level of English
Duration:	1 Year
Progression:	1st year of UK University degree ABE Diploma Part 1

- ABE-Dip: ABE Diploma in Business Management (15 hours per week)

ABE Diploma Part 1

You will cover the following topics :

- Economics
- Organisational Behaviour
- Accounting
- Business Communication

ABE Diploma Part 2

You will cover the following topics :

- Marketing
- Quantitative Methods
- Human Resource Management
- Managerial Accounting

Entry Requirement:	ABE Certificate
Duration:	2 Years
Progression:	2nd year of UK University Degree, ABE Advanced Diploma



● **ABE-ADip: ABE Advanced Diploma in Business Management**
(15 hours per week)

Students must also pass one of the following:

- Principles of Business Law
- Systems Analysis

You will cover the following topics :

- Corporate Strategy
- Management Organisation
- International Business
- Case Study in Business

Students must pass two of the following:

- Strategic Management
- Corporate Finance
- Strategic Human Resource Management
- Managing the Information Resource

Entry Requirement:	Completion of ABE Diploma
Duration:	51 Weeks
Progression:	Final year of a Degree, Postgraduate or MBA from a UK University

University Foundation and Degree Programmes

At Access College London we run a range of University foundation and Degree programmes that allow students to follow the syllabus and to prepare for the external University of London examinations:

- University Foundation Year
- Bsc Management
- Bsc International Relations

● **University Foundation Year in Business (15 hours per week)**

The programme is designed for students who intend to study a University course with a business core syllabus. The course is taught by the delivery of lectures, tutorials and examination preparation. Students are given individual feedback throughout the course and progression is monitored through on-going tests and assessments. The course consists of:

- 12 weeks IELTS Preparation,
- 24 ABE Cert. in Business Administration
- 4 weeks of university preparation.

Entry Requirement:	Intermediate Level of English
Duration:	1 Year
Progression:	University Degree Programme

University of London External Programmes

The 'University of London', which was established in 1836, is one of the oldest and largest universities in the United Kingdom. It is a federation of seventeen multi-faculty or specialised Colleges and Institutes with an excellent international reputation and widely acknowledged and respected quality of degrees.

● **University of London - BSc Management (15 hours per week)**

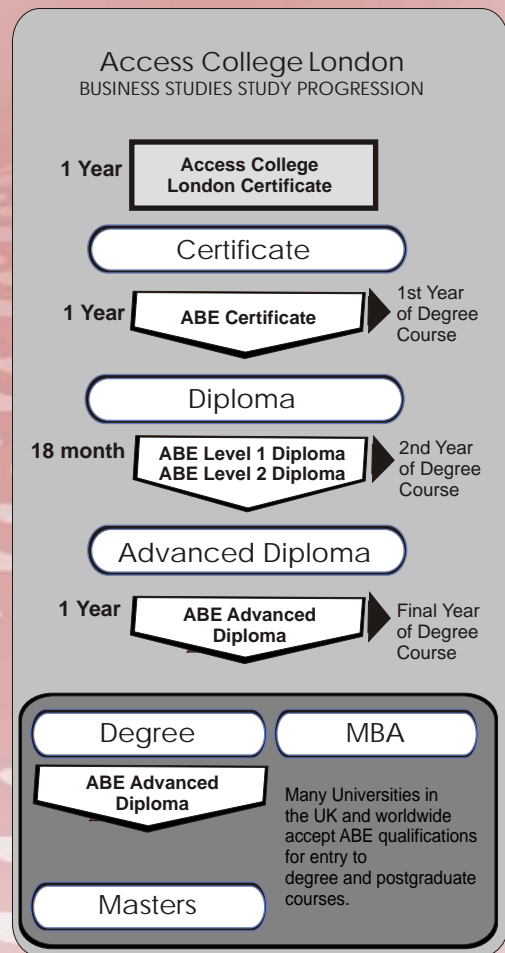
This degree offers you the opportunity to study the activity of management and the environment in which the manager operates. It has an emphasis on social science theory and practice which reflects different areas of expertise.

● **University of London - BSc International Relations**

(15 hours per week)

International Relations is the study of an international system composed first and foremost by territorial states which acknowledge no superior authority over matters which they consider of vital interest. It analyses the nature of this system – the rules and forces governing the behaviour of states, the factors that lead to military conflict or peaceful co-operation, and the current trends towards both a more integrated and a more fragmented world – and its historical evolution.

Entry Requirement:	A-Levels, Foundation Programme
Duration:	3 Years
Progression:	Postgraduate Programmes



● **University of London - MBA in International Management (15 hours per week)**

Students must complete the 9 core courses, 4 electives, 120 hours plenary sessions (2 weeks), and a compulsory research course and dissertation.

9 core courses:

- ◆ International accounting and finance
- ◆ International business economics
- ◆ Information systems
- ◆ International human resource management
- ◆ Leadership and organisations
- ◆ Philosophy of management
- ◆ International operations management
- ◆ International marketing
- ◆ International strategy

We offer the following four electives:

- ◆ Advertising and promotional communication
- ◆ International business analysis
- ◆ Investment management
- ◆ Global financial markets

Entry Requirement:	Degree Programmes, MBA Foundation Programme
Duration:	2 Years



Application Form

Please read our terms and conditions then complete all parts of this form in **BLOCK CAPITALS USING BLACK INK** and return it to:
The Admissions Office, 39 Wimbledon Hill Road, Wimbledon, SW19 7NA

1 PERSONAL DETAILS

Surname / Family Name		Title (Mr/Miss/Mrs)	
First Name(s)			
Email			
Date of Birth			
Current Address in UK		Permanent Address (In Own Country)	
Postcode		Postcode	
Telephone		Telephone	
<input type="checkbox"/> Single		<input type="checkbox"/> Married	
<input type="checkbox"/> Divorced		<input type="checkbox"/> Widowed	
		<input type="checkbox"/> Separated	
Nationality		Mother Tongue	
Occupation		Passport Number	

STUDENT ID
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
For office use only

Please Attach
Photograph

Please insert 2 passport-sized
photographs

2 COURSE DETAILS

Course(s) Title / Level	Starting Date (dd/mm/yyyy)	Duration	Mode (Note: Overseas students who require a visa may only take full-time courses)		
1.	___/___/___		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
2.	___/___/___		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
3.	___/___/___		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
4.	___/___/___		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening

3 EDUCATIONAL QUALIFICATIONS

Title	Examining Board / Institution	Date Awarded	Subjects Passed

Examinations To Be Taken / Results Pending			
Title	Examining Board / Institution	Result Date	Subjects Passed

English Language Proficiency (Please tick as applicable)

Is English your first language? Yes No

Have you attended any courses in English Language? Yes (please attach evidence) No

Have you taken any English Language Proficiency test? Yes (please attach evidence) No

4 WORK EXPERIENCE (if any)

Job Title	Name of Organisation	Full Time/Part Time	From	To

5 ACCOMMODATION Would you like us to arrange your accommodation? Yes No

Please arrange _____ weeks of accommodation starting on ___/___/___

HOST FAMILY: Self Catering Bed & Breakfast Half Board

HOSTEL Self Catering

ROOM TYPE: Single Room Double Room Twin Room

Smoking: Yes No

I have read and accept the Access College terms relating to accommodation bookings.

Signature: _____

Please specify any other preferences (e.g. Dietary requirements):

FOR OFFICIAL USE ONLY
Please do not complete this section

Booking

Date Received: ___/___/___

Date Approved: ___/___/___

Start Date: ___/___/___

Finish Date ___/___/___

FEES

Registration:

Course1 Fees:.....

Course2 Fees:.....

Surcharge:

Other 1:

Other 2

Total Fees:

6 AIRPORT MEETING SERVICE Do you require the airport meeting service? Yes No

Date of Arrival	Airport of Arrival	Please specify any other Requirements.
Flight Number	Airline	
Time of Arrival	Destination on Arrival	

7 QUESTIONNAIRE

<p>a. How did you hear about Access College?</p> <input type="checkbox"/> Leaflet <input type="checkbox"/> Friends <input type="checkbox"/> Access College Student <input type="checkbox"/> Website <input type="checkbox"/> Parent/Family <input type="checkbox"/> Library <input type="checkbox"/> Advert (Please Specify) _____ <input type="checkbox"/> Other (Please Specify) _____	<p>b. Have you studied in the UK before?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please Specify.. _____ _____
<p>c. To help us provide assistance whenever possible, please state briefly any disabilities or conditions requiring special support or facilities:</p> _____ _____ _____	<p>d. Please give reasons for choosing this programme of study:</p> _____ _____ _____

PAYMENT OPTIONS

Full Payment:

Deposit Payment:
 Deposit

Balance

Balance Date: ___/___/___

Scheduled Payments:
 Deposit

1.Date: ___/___/___

2.Date: ___/___/___

3.Date: ___/___/___

4.Date: ___/___/___

5.Date: ___/___/___

6.Date: ___/___/___

7.Date: ___/___/___

8.Date: ___/___/___

9.Date: ___/___/___

10.Date: ___/___/___

Invoice Number:

Invoice Date: ___/___/___

Invoice No.2:

8 PAYMENT (Please tick as appropriate)

How will your fees be paid?

Cash (in person only) Cheque Credit/Debit Card Bank Transfer

Allow 2 weeks to clear for UK cheque or 8 weeks for foreign draft.

Who will pay your fees?

Parent Family Member Employer Self

Other (Please Specify) _____

9 ACCEPTANCE (This section must be completed and signed)

I have read the Access College terms and conditions and accept them to be legally binding on my part. I agree to make all payments on the due dates.

Name of Student/Agent _____

Signature of Student/Agent _____ Dated: ___/___/___

(If the Student is under 18 years old this must also be signed by the guardian.)

Guardian's Name _____

Guardian's Signature _____ Dated: ___/___/___

Agent / Sponsor's details (or stamp)

Make receipt out to Agent / Sponsor

Booking Terms & Conditions

COURSE BOOKINGS

Registration, enrolment and payment of a deposit for any of our courses will serve as a binding agreement to follow the course to completion and to pay the full fees.

Extension of courses by payment of additional fees will not be allowed. Any additional payments shall be treated as a new and separate course bookings unless agreed in advance.

Fees must be paid as they become due. Late payments may be subject to late fees.

Fees are non-transferable to any other individual.

COURSE CHANGES

Original start dates cannot be altered by the student unless the college receives written notice four weeks prior to the commencement of the course and if notice is given less than four weeks, a non refundable *Course Change* fee will be charged. Start dates can only be changed by a maximum of four weeks before or after the original booked start date. The college reserves the right to refuse any request to alter the course start date.

If students wish to change the type of course they are studying (e.g English to Travel & Tourism), a *Course Change* administration fee will be payable and any additional course fees must be paid.

Students enrolled on one of our Elective or Add-On Courses such as the Conversation/Pronunciation, Grammar or Writing Practice courses cannot - under any circumstances change the time of their classes once booked.

All requests for change of class must be made in person by completing the appropriate forms. All forms must be completed before Wednesday 6.30pm and transfers will normally be in effect as of the following Monday.

If a student fails to start a course on the commencement date or if a course is abandoned by the student before completion of the course, their name may be taken off the class register. In such cases no refunds will be made save in accordance with the terms set out below.

Courses will not be extended due to unauthorised absence or illness.

The college reserves the right to introduce new courses and alter existing ones. Where there are substantive changes to the substance of the course, the College will normally notify the student in writing or by posting a notice on the noticeboard giving the reason for, and the nature of the changes.

CLASSES

The College may change any class, class time, classroom, teacher, merge or split classes at any time deemed necessary by the College without prior notice.

Although the College will do everything possible to determine the time and/or location of the students' course, this cannot be guaranteed.

The College reserves the right to place students in an appropriate level if the placement tests taken shows that this is necessary or if deemed necessary by the course tutor. There will be no refunds in such instances.

EXAMINATION FEES AND REGISTRATION WITH EXAMINATION BODIES

Students may be required to pay for examination fees and/or pay to register with examination bodies in addition to paying for their course fees. A list of these fees can be obtained from the course administrator or at the reception. Examination fees vary depending on the type of course being undertaken. Availability will be on a first-come-first basis. It is the students' responsibility to ensure that examination fees are paid on time.

HOLIDAYS

Student will normally be required to take holidays during our standard college end-of-term and mid-term holidays. We also operate a flexible holiday scheme on selected courses.

Students on a course with a flexible holiday scheme that want to go on holiday during term time must notify the college at least one week in advance.

Holidays must start on a Monday and cannot be taken Mid-week or carried over from one course to another

Students studying for less than 8 weeks are not entitled to any holidays.

Unless specified the maximum authorised holidays are as follows:

8-11 weeks of study	: 1 week
12-23 weeks of study	: 2 weeks
24-35 weeks of study	: 4 weeks
36+ weeks of study	: 6 weeks

ATTENDANCE AND STUDENT PROGRESSION

Students are expected to maintain a 100% attendance.

Student may be deemed to have abandoned a course, if his or her attendance falls below 85%.

Students are expected to complete all course-work and submit all assignments on time.

Students are required to take all tests and assignments.

The College will take disciplinary action should the student have poor attendance or poor progression on their course, which may result in their removal from the register.

The College will however, endeavour to work through any issues that might be affecting the students attendance or rate of course progression through our student counselling service.

CANCELLATIONS & REFUNDS

Fees are non-refundable in the case of late registration, abandonment or cancellation of a course, save where prescribed by this contract or by statute.

When a course is cancelled, fees are non-transferable to any other individual.

COURSE CANCELLATION BY THE STUDENT

Students can cancel their course booking in one of two ways; either by giving 28 days written notice before the original start date or by applying for a refund under our 'Visa refusal refund scheme'.

Any notice of cancellation must be in writing and sent to 39 Wimbledon Hill Road, Wimbledon, London SW19 7NA, UK together with all required documents.

The original start date or the earliest start date shall be considered as the start date for any refund application.

Refunds will take a minimum of 5 weeks from the date all original documents are presented to the College.

Refunds will be made only in the name of the student regardless of who pays for the course.

Refunds will only be made by bank transfer or cheque and all bank charges will be forwarded to the student.

28 days notice:-

If a course is booked then subsequently cancelled by the student, the College retains the right to claim for one whole terms' (12 weeks) fees in lieu in addition to an administration fee of £100.

Notice must be received no later than 28 days prior to the original start date of the course. All original documents must be returned to the college by this time. If less than 28 days notice is given, no refund will be given, unless due to a visa refusal.

Visa refusal refund scheme:-

Where a student has cancelled owing to a visa being refused, the College reserves the right to exercise a lien on any fees until all original documentation supporting the student visa application, in addition to the original official visa refusal letter from the British Authorities are returned/supplied to the College.

Under this scheme the following refund schedule will apply after deducting the £100 administration charge:

Notice Given	Refund Given
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More than 4 Weeks notice	90% of full course fee
3 - 4 Weeks notice	70% of full course fee
2 - 3 Weeks notice	50% of full course fee
1 - 2 Weeks notice	30% of full course fee
0 - 1 Week notice	10% of full course fee
After course start date	NIL

If a student is refused entry into the United Kingdom or Leave to remain in the UK either due to lack of funds, working without a work permit, poor attendance, an invalid change of status, or providing the British Authorities or the College with false information; or if a student is given a different kind of visa to enter or remain in the UK; they will not qualify for a refund under our visa refusal refund scheme.

Students are required to book a course well in advance so as to meet all of the British Authorities visa requirements. If a visa is refused due to failure to do so they will not qualify for a refund under our visa refusal refund scheme. It should therefore be noted that bank transfers will take up to 8 weeks and cheques will take up to 10 working days. College letters can only be issued after confirmation from our bank of the receipt of cleared funds.

If a student with leave to remain in the UK travels out of the country during a course or once a visa has been issued and is refused re-entry, then they will not qualify for a refund under our visa refusal refund scheme.

COURSE CANCELLATION BY THE COLLEGE

In the unlikely event that the College is forced to cancel the course, the College shall refund the course fees within 60 days of notice of cancellation being given to the student. The College shall not be responsible for any consequential loss suffered by the student as a result of the termination.

ACCOMMODATION

The accommodation arrangement fee is non-refundable.

A minimum of 4 weeks notice is needed in order to arrange appropriate accommodation.

Accommodation cannot be arranged unless the student pays the full amount in advance for a minimum of 4 weeks plus the accommodation arrangement fee.

The minimum stay needs to be 4 weeks unless the duration of the course is shorter.

An Accommodation booking is confirmed ONLY when full payment is received.

If a student wants to change the starting date of their accommodation or make a cancellation at least 4 weeks notice in writing must be given to the college.

There is no guarantee that the accommodation arranged will be within distance from the college, although all accommodation is in the surrounding area of the college. Easy access by train and bus is always available.

walking distance from the college, although all accommodation is in the surrounding area of the college. Easy access by train and bus is always available.

Host families with whom students are placed are not necessarily British, however English is normally the language spoken in the home. We do not accept students under 18 years of age.

Properties will normally be inspected by a representative of the college to ensure that they comply with our standards.

In case of booking B&B (Bed & Breakfast) or HB (Half Board) students are normally free to help themselves to breakfast (i.e. self catering) and the students are expected to respect the facilities they use.

Students are liable for any damage they cause to the host family's property.

Students are expected to respect and abide by the host family's reasonable schedule and house rules. Failure to do so may result in the student being expelled from the accommodation and/or the College.

If a student is expelled from the College or from an accommodation no refund will be given.

ACCOMMODATION CANCELLATION BY THE STUDENT

Once the accommodation booking has started there is no refund if it is cancelled by the student.

If the accommodation booking is cancelled by the student before the booking commences then the following refund criteria applies.

Accommodation Booking Refund Criteria:

Notice Given	Fees Forfeited
More than 4 weeks notice before accommodation starting date.	Arrangement fee plus 2 weeks payment.

Between 0 and 4 weeks notice before accommodation starting date.	Arrangement fee plus 3 weeks payment.
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ACCOMMODATION CANCELLATION BY THE COLLEGE

If the accommodation booking is cancelled by the college through no fault of the student then a full refund will be given.

COLLEGE RULES

Students are expected to abide by the college rules at all times. They must not partake in any actions that may harm the College or bring it into disrepute.

Whilst on the college premises, students are obliged to follow all of the College rules and regulations. Disruptive behaviour may lead to expulsion and in such instances no refunds will be made.

Only in real emergencies can personal calls or messages be taken on behalf of students.

It is not the responsibility of the College to provide parking or storage for students. This includes bicycles, which should be parked outside the College at the owner's risk.

FORCE MAJEURE

Neither the College nor any of its' representatives will be held liable in the event of any contracted service becoming impossible to supply due to industrial disputes or any other causes beyond their control.

LIABILITY

The College, staff and representatives will not be held responsible for any loss of or damage to property (including delivery of fax and personal post) whilst on the premises.

INSURANCE

It is the responsibility of the student to take out personal insurance against all risks relating to their studies including the inability to attend or continue a course and the loss or damage of any property.

DISCLAIMER

It should be noted that the College has made every effort to ensure the accuracy of all printed material. At the time of going to press all information was correct.

Our prospectus and marketing material are provided for illustration purposes only and do not form or constitute any contractual term between the College and any other person.

GENERAL

The College will not under any circumstances disclose personal information to a third party other than the British Authorities, without first informing the student concerned or their representative.

These terms are governed by the law of England and are subject to the exclusive jurisdiction of the Courts of England

The decision of the Principal will be final and binding in all cases.

For further information call the College on the campus telephone numbers listed herewith or refer to our website.

How to Apply

1. Select the course you wish to study then complete the Application/Enrolment form and provide any documents that might support your application. If you are not sure of what course is suitable for you, come over to the College or call and speak to one of our course consultants.

2. If your application is successful you will normally be offered a place within two weeks. However, if there is space available you may be offered a place immediately or invited over for an interview.

3. Methods of payment:

You can make payments to the college in the following ways:

- a) Cash (in person)
- b) Cheques
- c) Traveller's Cheques
- d) Credit Cards
- e) Bank Transfer (plus Bank Transfer Fee) directly to our bank account -

Bank: Lloyds TSB Bank PLC
Address: Kingston Upon Thames Branch
P.O. Box 1000, BX1 1LT
Account Name: Access Education Ltd
t/a Access College London
Account No: 00141100
Sort Code: 30-94-77
BIC: LOYD GB21057
IBAN: GB42 LOYD 3094 7700 141100

All students must also include a non refundable *Registration Fee*. This fee may be higher than our standard *Registration Fee* for some courses. Please refer to our Fees Schedule.

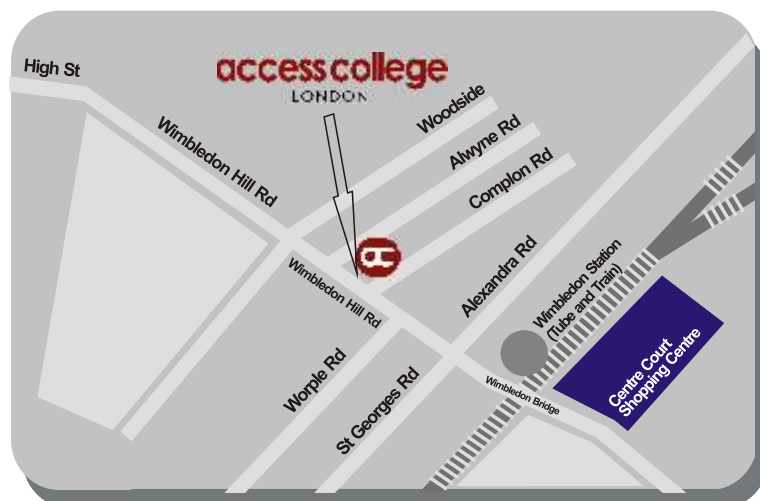
4. Once we have received your fees and completed application forms you will then be enrolled on the course. In the case of students requiring a visa to study, we will send you the documents needed to present to the immigration authorities on your arrival in the UK.

5. People from certain countries are required to obtain an Entry Clearance Certificate from their Local British High Commission before travelling. This may involve an interview with an Entry Clearance Officer who may want to see:

- I. Your passport
- II. Your academic qualifications
- III. Your course acceptance documentation (showing tuition fees paid)
- IV. Your Visa Application Document
- V. Evidence of financial support during your stay in the UK.

6. We are also able to provide host family and other types of accommodation. Please inform us of all your requirements at least 4 weeks prior to the commencement of your course.

Please note that our terms and conditions may have changed since the date of publication. Latest copies are available on request.



Wimbledon
39 Wimbledon Hill Road
Wimbledon London SW19 7NA

Tel: +44 (0) 20 8946 7655

Fax: +44 (0) 20 8946 7684

