

MBA APPLICATION FORM

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FULL TIME COURSES

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www.ftckaplan.com



For Office Use Only

SECTION A: Student details (please complete in BLOCK CAPITALS and send to the address indicated above)

Surname (Block Capitals) _____ Mr / Ms / Mrs
Forename(s) _____
Address _____
_____ City _____ Postcode _____
Country _____ Nationality _____ Date of birth _____
Telephone number: Home _____ Office / Mobile _____
E-mail address _____
Kaplan Student No. (existing students) _____ Passport No. _____

SECTION B: Student letters (please complete in BLOCK CAPITALS)

New students: Immigration & British High Commission letters to be sent:

By Post Will collect International courier (International courier: a non refundable charge of £40 or applicable country rate).

Once letters have been issued confirming full time status no refunds or course deferrals are permissible other than in exceptional circumstances. Please visit www.ftckaplan.com for full Terms and Conditions.

POSTAL ADDRESS (IF DIFFERENT FROM ABOVE) :

Global Opportunities,
HS-27, 2nd Floor, Kailash Colony Main Market,
New Delhi-110048
Ph: 91-29237795, 29247796, 32427795
Fax: 91-11-41632038
Email: helpdesk@global-opportunities.net

SECTION C: Sponsored students - If a UK employer is responsible for the payment of fees, please complete below

Company Name _____
Company Address _____
_____ Telephone Number _____
Authorised Name _____ Authorised Signature _____ Date _____

SECTION D: Key Points (Please read carefully)

- 1 To book a place on a course a completed enrolment form must be accompanied by payment in full or a minimum deposit of 50% of the full fees. Deposits are non-refundable (except in limited circumstances) and non-transferable.
- 2 Once letters have been issued confirming full time status no refunds or course deferrals are permissible other than in the instance of visa refusal.
- 3 Course cancellations or deferrals must be received in writing at least two weeks prior to the course commencement date and administration charges will be incurred.
- 4 In addition (subject to note 3) above, should a student not commence the course due to visa delay whilst overseas, at least two weeks' notice prior to the first commencement date must be given and an administration charge of £100 (inc. VAT) will be incurred per deferral, subject to a maximum of three consecutive term deferrals after which all deposits paid will be lost.
- 5 Please refer to www.ftckaplan.com for full terms and conditions.

DATA PROTECTION ACT

Your sponsor can be informed of your test results, progress and attendance record unless we are otherwise informed.

PRIVACY POLICY

You acknowledge by enrolling that you have read, understood and accept the terms of the user agreement and privacy policy available on www.ftckaplan.com

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Date / Initial	Cash	CC	Cheque	Receipt No.

SECTION E: Educational Qualifications (3rd level)

State most recent first, attaching certified copies of certificates/transcripts where possible. For International students these should be in both the original language and official English translation. **Do not send original certificates.**

Institution Name & Address	Qualification Type & Duration	Awarding Body	Subject(s) taken	Grade achieved	Date Started & Date Awarded

SECTION F: English language qualifications

If your first language is not English, please give details of the most recent English language course you have or intend to take, and give the relevant grade (please remember that in order to qualify for our Masters programme a minimum of 6.5 IELTS score is required).

Institute	Course Name	Results	Results Date

SECTION G: Disability

Do you have any learning/physical difficulties for which you will require additional support or facilities? Yes No

If yes, please give details _____

SECTION H: Employment & Work experience

Please give details below of any relevant work experience (state most recent first).

Start date & End date	Employers name and address	Position held	Full Time / Part Time	Duties

SECTION I: Statement of Purpose (minimum 100 words) please attach extra sheet if required.

You are advised to complete this section, paying particular attention to the following:

- (1) The reasons for choosing the programme of study
- (2) The knowledge and skills you have obtained through your work and/or education
- (3) The challenges facing you in your studies, work or personal development
- (4) Your personal achievements and future career plans

SECTION J: References

Please complete in BLOCK CAPITALS. The first referee must be academic and the second from an employer

First Referee Mr/Mrs/Miss/Other _____
Position / Occupation _____
Relationship to Applicant _____
Address _____

Postcode _____
Telephone _____

Second Referee Mr/Mrs/Miss/Other _____
Position / Occupation _____
Relationship to Applicant _____
Address _____

Postcode _____
Telephone _____

SECTION K: The following must be attached with your application

- A copy of your transcript of results
- Where English is not your first language, you must submit an IELTS (or similar) test result achieved within the past 2 years
- Statement of purpose

SECTION L: Tuition fees & Method of payment (please tick where appropriate)

Masters in Business Administration Full fees* Deposit (50%)
 Course commencement date Sep 2007 Jan 2008 Sep 2008

* The full tuition fee for the course commencing September 2007 is £6,500. Fees for future semesters may be subject to change.

All study notes are provided by Kaplan Professional and are included in our prices. However, core texts are not included in our prices and will have to be purchased separately by the student. These will be made available to you on the first day of the course.

- Please invoice my employer (**complete section overleaf**). All fees quoted are inclusive of VAT (where applicable).
- I enclose a cheque / draft for £_____ made payable to FTC Kaplan Limited.
- Please charge my Credit / Debit Card in respect of the full / deposit (delete as appropriate) for the course marked above

American Express and Diners Card are **not** accepted.

Valid Date Expiry Date Issue No. Security No.

Please note: Full fees must be paid at least two weeks prior to the commencement of the course.

Name of Cardholder _____ Telephone no. of Cardholder _____

SECTION M: Declaration

I confirm that the information given is correct and I hereby undertake, if admitted to FTC Kaplan, to comply with all the regulations of the college and confirm that I have read and accept the terms and conditions, contained on FTC Kaplan's website.

Signature _____ Date _____

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