



## Application Form for Students – Online programmes

This form may be printed or photocopied, please write in black ink.  
Please affix official stamp where appropriate, at the end of the statement.

Please read the accompanying Notes for Guidance before completing this form.

**Please complete all sections.** If a section is not applicable, write N/A.

**Please return the completed form and relevant documents to the:**

Admissions Department  
Western International College  
Berol House, Unit 3K  
25 Ashley Road  
London  
N17 9LJ  
United Kingdom

Email: [Info@wincedu.uk](mailto:Info@wincedu.uk)  
Telephone: +44 (0)2033 931771  
Website: [www.wincedu.uk](http://www.wincedu.uk)

### Personal Details

<b>1 Title (Mr, Mrs, Ms, Miss etc)</b>	
<b>2 Full Name</b>	<b>First/Given Names:</b>  <b>Surname/Family Name:</b>
<b>3 Previous Surname/Family Name (if changed)</b>	
<b>4 Gender</b>	<input type="checkbox"/> Male  <input type="checkbox"/> Female  Please select as appropriate
<b>5 Date of Birth (DD/MM/YYYY)</b>	
<b>6 Permanent/Home Address</b>	<b>Address</b>   <b>Post Code (if UK)</b>  <b>Country</b>
<b>7 Correspondence / Residence Address (If different)</b>	<b>Address</b>

	<b>Post Code (if UK)</b>  <b>Country</b>
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<b>8 Student Email Address</b>	
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<b>9 Contact Telephone</b> (Please remember your country code)	
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## Course you wish to apply for

<b>10 Course Title</b>	<input type="checkbox"/> BSc (Honours) Business Management – Top Up <input type="checkbox"/> MBA – Top Up <input type="checkbox"/> MSc Accountancy & Financial Management – Top Up
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<b>11 Start Month and Year</b> (Please enter year manually)	<input type="checkbox"/> September _20____ <input type="checkbox"/> May _20____  <input type="checkbox"/> January _20____
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<b>12 Mode of study</b>	<input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b>
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<b>13 Please tell us where you heard about this course</b>	
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## Language Qualifications

<b>14 Language Qualifications</b> e.g. IELTS , PTE, TOEFL, GCSE	
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<b>15 Results, Grades, Marks</b>	
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<b>16 Date Obtained</b>	
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<b>17 If no Language test results are available, or you feel you don't need one, please explain why?</b>	
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## Academic Qualifications

**18 Please give details of all your academic qualifications. Continue on a separate sheet if necessary.**

Qualification	Subject	Date Obtained (Month & Year)	Institution and Place of Study	Grade achieved

## Career History

19 Please give details of work experience, training and employment. Continue on a separate sheet if necessary.

Job Title	Employer	Full Time Part Time	Brief Description of Responsibilities	From Month Year	To Month Year

## Supplementary Information

20 Country of Birth	
21 Nationality	
22 Country of Permanent Residence if different from your country of birth	
23 Do you have an impairment, health condition or learning difference?  Please select as appropriate	<p><b>Please tick which of the following apply:</b></p> <p><input type="checkbox"/> No known disability</p> <p>-----</p> <p><input type="checkbox"/> Two or more impairments and/or disabling medical conditions</p> <p><input type="checkbox"/> A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D</p> <p><input type="checkbox"/> A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder</p> <p><input type="checkbox"/> A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy</p> <p><input type="checkbox"/> A mental health condition, such as depression, schizophrenia or anxiety disorder</p> <p><input type="checkbox"/> A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches</p> <p><input type="checkbox"/> Deaf or a serious hearing impairment</p> <p><input type="checkbox"/> Blind or a serious visual impairment uncorrected by glasses</p> <p><input type="checkbox"/> A disability, impairment or medical condition that is not listed above</p>

## Personal Statement

### 24 Personal Statement

Please summarise your academic interests and reasons for choosing your proposed course of study. We recommend that that you write between 200 and 400 words.

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### Referees

References should be submitted with your application.

Note: At least one of your referees should be able to comment on your most recent academic performance

25 Name of First Referee	
26 Address	<b>Address</b>  <b>Post Code (If UK)</b>  <b>Country</b>
27 Email	
28 Telephone Number	

### Additional Information Required

Please check you have included the following items and return your completed application to the address noted on the front of this form:

- Copy of all qualification certificates, plus official translations if applicable;
- Copy of all qualification transcripts, plus official translations if applicable;
- Copy of English Language qualification(s) certificate(s);
- For identity purposes please include a copy of your passport;
- A Curriculum Vitae/CV;

Should you require further details on the items to include, please contact the Admissions Department for additional guidance via telephone +44(0)2033 931771 or email [info@wincedu.uk](mailto:info@wincedu.uk).

### Declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I understand that in accepting an offer, I agree to abide by the University of Bolton Terms and Conditions and University Regulations and Policies published on the University's website. Along with the Terms & Conditions attached and set by WINC Online.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Notes for Guidance

### General Data Protection Regulation (GDPR)

The handling of personal data is controlled by the General Data Protection Regulation (GDPR) and associated legislation. WINC is obliged to provide you with the following information which explains in detail how and why we are processing your personal data and explains your legal rights. General information on Data Protection law is available from the Information Commissioner's Office.

WINC needs to hold and process personal data relating to its students in order to keep proper records, provide support and guidance to students and monitor academic progress. We hold financial, sponsorship and fees data so that we can invoice students correctly and record payments; information on health and disability so that we can properly support students; academic information so we can track progress and provide appropriate learning and teaching support and opportunities; and other categories of information in order to both run the business and activities of WINC, to help and support students and in order to fulfil our legal obligations. WINC are contractually obliged to share your information with the Awarding Institution for the programme you are studying.

You are entitled to a copy of all the information WINC holds about you, although you may not be able to receive information which identifies or relates to anybody else. If you would like a copy of your records, please contact [info@wincedu.uk](mailto:info@wincedu.uk) we do not release information about students to any third parties outside the University unless we have a legal obligation to do so.

The rights of erasure (the right to be forgotten) does not apply to student data held by WINC for most purposes. However, any personal data held solely for the purpose of marketing can be erased upon request to [info@wincedu.uk](mailto:info@wincedu.uk) WINC needs to be able to confirm who has been a student: whether they have successfully completed their studies or not, and needs to be able to do this for all previous years. Therefore certain information about former students will be retained permanently in the records of the Awarding Institution and WINC.

Data Controller: Western International College Ltd

Supervisory Authority:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 or 01625 545745

### Relevant criminal convictions

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

### Declaration

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University of Bolton and Western International College, and by signing this form you are confirming your agreement to this.

### Important notes

All students will be required as a condition of enrolment to abide by, and to submit to WINC and the University's Regulations as amended from time to time. A copy of the current regulations is available, on request, from the College.

WINC will use all reasonable endeavours to deliver courses in accordance with the descriptions set out in the prospectus or other course information. However, the College:

- reserves the right to make variations to the contents or methods of delivery of courses, to discontinue courses and to merge or combine courses, if such action is reasonably considered to be necessary. If the University discontinues any course, it will use its reasonable endeavours to provide a suitable alternative course.
- undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the College and University interfere with its ability to provide such services, the College undertakes to use all reasonable steps to minimise the

resultant disruption to educational services.

The College does not accept responsibility, and expressly excludes liability, for damage to students' property, transfer of computer viruses to students' equipment, liability for breach of contract, etc.

### **Notes for the guidance of referees**

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

To enable the College to evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

- Suitability for the course applied for.
- Intellectual qualities including: (a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result; (b) present performance; (c) potential, including an assessment of the probable results of any pending examinations.
- Personal qualities.
- Career aspirations.
- Health and other personal circumstances relevant to the application.
- Athletic, social and other interests.