

STEPHEN BUSINESS SCHOOL

APPLICATION FORM

Where Leaders Are Born

INSTRUCTIONS

The purpose of this application form is to obtain the information we need to offer you a place at STEPHEN BUSINESS SCHOOL.

The applicant/prospective student must complete the application form by:

- **COMPLETING** this form by writing answers clearly or tick the appropriate box.
- **SIGNING** the form and attaching all additional documentation that is required.

A. DETAILS OF APPLICANT

- Title:** Mr. ☐ Mrs. ☐ Miss. ☐
- Surname:** _____
- First Name:** _____
- Maiden Name (If applicable):** _____
- Date of Birth:** _____ Day _____ Month _____ Year _____ **Age:** _____
- Nationality:** _____
- Identification:**
NIC No.

| | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
- Residential Address:** _____

- Telephone (H):** _____ **Telephone (M):** _____
- Email Address:** _____

B. PROGRAMME OF STUDY APPLIED FOR (In order of priority)

| SN | Programme Titles | Full-Time | Part-Time |
|-------------|---|-----------|-----------|
| TQUK | | | |
| 1 | TQUK Level 4 - Diploma in Hospitality and Tourism Management (RQF) | | |
| 2 | TQUK Level 5 - Diploma in Hospitality and Tourism Management (RQF) | | |
| 3 | TQUK Level 4 - Diploma in Business Management (RQF) | | |
| 4 | TQUK LEVEL 4 – Diploma in Adult Care (RQF) | | |
| 5 | TQUK Level 5 – Diploma in Management and Leadership (RQF) | | |
| 6 | TQUK Level 6 – Diploma in Accounting and Finance (RQF) | | |
| NCC | | | |
| 1 | NCC Education Level 3- Diploma in Computing | | |
| 2 | NCC Education Level 4 – Diploma in Computing with Business Management | | |
| 3 | NCC Education Level 4 – Diploma in Computing | | |
| 4 | NCC Education Level 5 – Diploma in Computing with Business Management | | |

C. ACADEMIC RECORDS

Please attach certified copies of all your qualifications and academic transcripts.

1. Cambridge School Certificate

Year: _____ Index No: _____

| SN | Subjects | Grades |
|----|----------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2. GCE 'O' Level

Year: _____ Index No: _____

| SN | Subjects | Grades |
|----|----------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

3. Cambridge Higher School Certificate

Year: _____ Index No: _____

| SN | Main Subjects | Grades |
|----|---------------------|--------|
| | | |
| | | |
| | | |
| | | |
| SN | Subsidiary Subjects | Grades |
| | | |

| | | |
|--|--|--|
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| | | |

4. GCE‘A’Level

| SN | MainSubjects | Grades |
|----|--------------|--------|
| | | |
| | | |
| | | |
| | | |

5. Other Secondary / High School Qualifications

Year:_____ IndexNo:_____

| SN | Course/Programme | AwardingBody | GradesAwarded | Year | Duration |
|----|------------------|--------------|---------------|------|----------|
| | | | | | |
| | | | | | |
| | | | | | |

6. Post-SecondaryEducation

| Duration | | Post-SecondaryInstitution/Universit | Qualifications Obtained | MainSubject Area | GradesAwarded(SpecifyClass/Division/Honours) |
|----------|----|-------------------------------------|-------------------------|------------------|--|
| From | To | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

D.APPLICATIONCHECKLIST

1.Completed all relevant sections of this form

3. Attached evidence of my name change (if applicable)

2.Attached certifiedcopies of my qualifications

4. Signed and dated the applicant declaration Section E above

Date:_____

Applicants’

Signature:_____

E.FOROFFICEUSEONLYAC

ADOMICDOCUMENTS

| | | |
|------------------------------|------------------------------|--------------------------|
| OlevelCertificate/Transcript | AlevelCertificate/Transcript | <input type="checkbox"/> |
| Others(Pleasespecify) | Post-SecondaryQualifications | <input type="checkbox"/> |

IDENTIFICATIONDOCUMENTS

| | |
|------------------|--------------------------|
| BirthCertificate | <input type="checkbox"/> |
| NationalIDCard | <input type="checkbox"/> |

APPLICATIONFEES

| | | | |
|------|--------------------------|---------|--------------------------|
| Paid | <input type="checkbox"/> | NotPaid | <input type="checkbox"/> |
|------|--------------------------|---------|--------------------------|

ELIGIBILITY

| | | | |
|----------|--------------------------|-------------|--------------------------|
| Eligible | <input type="checkbox"/> | NotEligible | <input type="checkbox"/> |
|----------|--------------------------|-------------|--------------------------|

ACKNOWLEDGEMENT

Senton:____/____/____

ADMINOFFICER: _____

SIGNATURE: _____

DATE: _____/_____/_____

