

Admission Process

The Applied Business Academy follows awarding bodies and SLC rules and regulations for all admissions. The Academy is committed to providing quality and continued education to students. All our programmes are career - focused and will offer the opportunity to gain knowledge and skills required to succeed in the workplace. Call or visit us to learn more about our campus and see for yourself the quality learning environment that we have on offer.

Our advisors will be very happy to help and guide you, and answer any questions that you may wish to ask

How to Apply

Step 1 - A fully completed and signed application form

The student must fill in the application form with all the required details, and submit the form to the Academy electronically or by post.

Step 2 - Documents Required

- Photocopies of all academic qualifications and Passport should be attested.
- Two passport-sized photographs
- A required band of IELTS or equivalent must be provided if English is not the student's first language.
- Letter of two reference: one reference should be from the last school / college attended or last employer. The second reference could be from the non-academic person who has known the student for 5 years.
- Any other documents that the student feels may support his/her application

Step 3 - Documents Verification and Pre Assessment

The Academy checks the application to ensure that all relevant documents are enclosed by the applicant. A pre-assessment test is conducted and if the student passes the test, a recommendation is made to the Principal, and the Principal endorses the admission. If rejected, a refusal letter will sent. letter

Step 4 - Admission Confirmation

The Principal confirms the admission and the file is sent back to the Admissions office.

Step 5 - Issuing Conditional Offer Letter

The Admissions officer will issue conditional offer letter.

Step 6 - Acceptance from the Student

The student must accept or reject the offer within the stipulated time.

Step 7 - Course Fee Deposit and Financial Evidence

On accepting the offer, the student is expected to pay the course fee as instructed in the offer letter. Financial evidence should be provided as per the SLC guidance.

Step 8 - Issuing Offer Letter

Once the Academy receives the course fee and is satisfied by the financial evidence, an offer letter will be issued.

Step 9 - Enrolment

The student is expected to inform the Academy about SLC application status (whether accepted). If the permission is granted, the registration process has to be completed before the course starts or during the induction week. To complete the enrolment, the following documents should be submitted to the Admissions Office.

- Original admission documents
- Original qualifications
- Passport Copy and Visa Copy (UK Entry clearance)
- Birth Certificate or statutory declaration of age
- Provide all other details required at enrolment
- Address in UK / Contact Details in UK / Next of kin in UK
- Emergency Contact Numbers
- 2 Passport Size Photographs