



KENSLEY

GRADUATE SCHOOL



APPLICATION FORM

Passport size
Photograph of
the Student

This application will not be processed unless all information has been provided.

PLEASE PRINT CLEARLY. It is recommended you submit your application a minimum of 12 weeks before your intended Semester or Trimester start date.

Late applications may be considered for next available intake.

TYPE ON FORM OR COMPLETE IN BLOCK LETTERS AND BLACK INK

STUDENT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If you are already in possession of a student number

A. APPLICANT DETAILS

Title:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						Passport Number or NIC No: (Citizen or permanent resident)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																			
Full names as they appear on your ID/Passport:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																										
Surname:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																										
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>																																								
Nationality:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																										

B. SELECT YOUR PROGRAM YOU WISH TO FOLLOW

Diploma:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					Diploma:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
HND:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					TopUp:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Degree:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					Masters:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Post Graduate:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					Professional:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				

B.1 MODE OF STUDY

☐ Classroom ☐ Distance Learning ☐ Transfer

C. CONTACT DETAILS

Country Code:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						Contact number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					<i>Example: 27 72 123 4567</i>											
Email:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																							
Secondry Email:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																							
Whatsapp Number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																			
Prefered Mode of Contact:	<table><tr><td><input type="checkbox"/> Whatsapp</td><td><input type="checkbox"/> Viber</td><td><input type="checkbox"/> Post & Direct Mail</td></tr><tr><td><input type="checkbox"/> Email</td><td><input type="checkbox"/> Direct Call & SMS</td><td></td></tr></table>																			<input type="checkbox"/> Whatsapp	<input type="checkbox"/> Viber	<input type="checkbox"/> Post & Direct Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Direct Call & SMS																
<input type="checkbox"/> Whatsapp	<input type="checkbox"/> Viber	<input type="checkbox"/> Post & Direct Mail																																						
<input type="checkbox"/> Email	<input type="checkbox"/> Direct Call & SMS																																							

C.1 PHYSICAL ADDRESS

Unit Number:	<input type="text"/>	Street Number:	<input type="text"/>
Address:	<input type="text"/>		
Street Name:	<input type="text"/>		
Suburb/District:	<input type="text"/>	Postal code:	<input type="text"/>
City/Town:	<input type="text"/>		
Country:	<input type="text"/>		

D. EDUCATIONAL QUALIFICATION

Please fill in your educational qualifications in the order of achievement. If the results are pending for any of the below listed programs Please mention them as "Pending Results"

Highest Qualification:

Name of the qualification and the awarding body	Year of Completion	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

E. WORK EXPERIENCE

Please fill in your work experience below,

**** Note - the experience listed below will consider your eligibility to enroll to the program.**

Designation	Company Name	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I. HOW DID YOU HEAR ABOUT US

<input type="checkbox"/> Facebook Promotion	<input type="checkbox"/> Exhibition	<input type="checkbox"/> KGS Student	<input type="checkbox"/> Campus Walk-In
<input type="checkbox"/> Newspaper Advert	<input type="checkbox"/> TV & Radio Adverts	<input type="checkbox"/> KGS Staff	<input type="checkbox"/> Campaign Leaflet
<input type="checkbox"/> School Seminar	<input type="checkbox"/> Website	<input type="checkbox"/> Direct Mail	<input type="checkbox"/> Call Center

OFFICE USE ONLY

Consulted by	<input type="text"/>	Branch Fee	<input type="text"/>
Course Fee	<input type="text"/>	HO Reg No	<input type="text"/>
Discount	<input type="text"/>	Batch Number	<input type="text"/>
Net Fee	<input type="text"/>	Classmode	<input type="text"/>
Approved By	<input type="text"/>	Installments	<input type="text"/>
Approved Date	<input type="text"/>	Downpayment	<input type="text"/>

Applicant Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent/Guardian Signature (if applicant is under 18)	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TERMS AND CONDITIONS

As a condition of enrolment, the student agrees to abide by all KENSLEY GRADUATE SCHOOL (KGS) policies referred to their enrolment.

- All payments must be paid prior to the due date to avoid late payment penalties (LKR 500 per day)
- Payment can be made with cash or card at your convenience
- University fee subject to fluctuations of the exchange rate
- Kensley Graduate School will not be responsible if the student fails to pay the University fee on time and misses the deadline to enrol at the University
- Clearly Mention your Kensley student ID for Electronic funds transfers
- Kensley reserves the right to decide if the student meets the entry requirements for the top-up program
- By signing this enrolment form the student agrees to abide by the guidelines set by the university for the Top-Up program

FEE REFUND POLICY AND PROCEDURE

Full refunds including enrolment fee will be offered when: Refunds for students withdrawing from a course or unit of study will be processed initially by the Student Administration and Registration Services Manager in accordance with this policy, and finalized by the Finance and Resources Manager.

All applications for a refund must be made in writing using the Refund Application Form and submitted to the Student Administration and Registration Services Manager and will be approved or declined within fourteen (14) days. Students will be advised of the refund decision in writing and approved refunds will be paid to the student via Electronic Funds Transfer within fourteen (14) days of the decision outcome.

Where **KENSLEY GRADUATE SCHOOL (KGS)** cancels a course, a full refund will be offered. KENSLEY GRADUATE SCHOOL (KGS) will seek to reschedule the course and offer an alternative place to the student. The student is not obliged to accept the alternative course offer and may make an application for a full refund in writing using the Application for Refund form.

NO REFUND PROVIDED

Where a student withdraws from a registration later than the census date.

At the time of enrolment any Credit Transfer (CT)/ Recognition of Prior Learning (RPL) will be discussed & granted after the student provides sufficient evidence. If the CT allows shortening of the duration of the course, pro-rata fees will be calculated and offered to the student. Once the student accepts the offer, there will be no further reduction of the fee.

ENTRY REQUIREMENTS

The Kensley Graduate School (KGS) outlines strict entry requirements and guidelines for all its programs. All such details including English language requirements are listed in the KGS brochure or website under the section entitled 'course entry requirement'. To apply for KGS programs you must comply with these entry requirements at the time of application and enrolment.

IN SIGNING THE KENSLEY GRADUATE SCHOOL (KGS) APPLICATION FORM YOU UNDERSTAND AND AGREE TO THE FOLLOWING

- A) You have read and accept KGS's Terms and Conditions of Enrolment and Refund Policy.
- B) You have the financial capacity to meet tuition fee commitments and agree to pay all fees as they are due.
- C) You will abide by the rules and regulations of KGS.
- D) The information provided within all application documentation and the accompanying documentation is true and correct.
- E) KGS is obliged by law to keep confidential student records on file for administrative purposes only.
- F) A copy of KGS's Privacy Policy can be viewed on the KGS website.
- G) KGS has permission to forward any relevant information regarding academic results, attendance and course progress at the Institute to parents/ guardians/representing agents and employers/Human Resource departments in which industry training may be arranged.
- H) If you instruct an agent to complete this application on your behalf, you do so on the understanding that the agent is acting for you. However, this does not negate your responsibility to abide by KGS's terms and conditions - as such it remains your responsibility to read and understand the Terms and Conditions of enrolment.
- I) I have read and understood the Course Brochure/Pamphlet.
- J) You understand and agree to allow the dissemination of information to awarding bodies [OTHM].
- K) You understand that the KGS will share your information with [OTHM] for the purposes of entries, certification and maintenance of my record of attainment.

I have read and understood OTHM's privacy statement at <https://www.othm.org.uk/privacy-policy.html>

I agree with the terms and conditions stated above

Student Name:.....

Student Signature:.....

Date:...../...../.....