



AeU Application Guidelines

Thank you for your interest in Thames College of Further and Higher Education (Pvt) Ltd. These notes are designed to help you complete your application for admission to the College.

THINGS TO CONSIDER BEFORE YOU START COMPLETING THE FORM

- This application form is available in both paper and electronic format. The paper form can be scanned and emailed as an attachment or post/handover to the relevant address (**Thames College, No 153 1/1, High Level Road, Nugegoda, Sri Lanka**). The electronic form should be saved to your computer as you complete it, and then emailed as an attachment or printed and posted to us.
- You must complete the application form **yourself** and in English. You should complete **all sections** as fully as possible. If you miss out any important information, the Institute may not be able to process your form and your application will be delayed. If you fail to provide the information required by the Institute, or provide false or misleading information, the Institute reserves the right to reject or withdraw your application, revise your fees status or cancel your registration.
- If you are completing the application by hand, it should be completed in **BLOCK CAPITALS in BLACK INK**. If Institute staff cannot read your application, then this may lead to mistakes being made in your offer letter.
- If you are completing a paper application form you should keep a photocopy of your completed form so you can remember the information you have included in it, in case you are asked to attend an interview. If you are completing the electronic version you should save a copy on your computer for future reference.

Application Deadline

- We strongly recommend that you apply as early as possible to allow enough time to complete all the preparations you need to make for studying at Thames College. After receiving an offer it can take several weeks to arrange your finances and it is important that you attend for our orientation session.
- Please note, we cannot guarantee that applications received after these dates will be processed in time for you to start your chosen course.
- Please check the course information on our website or contact the Institute as there are some courses which may have an earlier deadline and some courses may close admission earlier if all seats are filled. If you wish to benefit from an early payment discount, you need to have made your fee payment by the Early Payment deadlines.

SECTION 1: PERSONAL PARTICULARS

- **Name** : Give your Surname/Family name and your First/Given names as indicated in the NIC/Passport Data Page

It is important that the names you give are the same as those on official documents such as your Passport/National Identification Card (NIC). If you receive an offer of a place, the Institute will send you a letter addressing you by the names you provide on your form and these details will also be used for other internal documentation purpose such as job placements etc.

- Give the correct **NIC/Passport Number**
- Enter your **Date of Birth** in the following format: **Day/Month/Year**
- Provide your **Nationality** as Ex: Sri Lankan/Maldivian
- Indicate your **Gender** (Male or Female)
- Please give your **Permanent Address**

The Institute will always use your permanent address in any official correspondence

- **Age** : Give the Correct as of the registration date

The correct age is compulsory to indicate to identify your eligibility for the applied course as it is also one of the entry criteria for the programme.

- **Telephone Number/s** : Give your proper mobile /home number with the correct country code/area code

This will be one of the communication channels that the institute/University may use to update you with the latest.

- Please enter your personal **Email Address** in **BLOCK CAPITALS**.

It is essential that you provide your live personal email address as we will send important information regarding your course, college, application, accommodation and enrolment details to this email address.

SECTION 2: PROGRAMME APPLIED FOR

- Please specify the courses programme which you wish to be studied
- **Study Mode** : You need to mention the which you prefer to follow, according to your convenience.

1. Lecture Base

Attending once a week lectures– Will start the batch when have minimum no of students per batch only)

2. Blended Learning

Self studies while attending for supporting tutorials once a month

3. Online

Not Attending for lectures and do self studies – Thames College provide a personal tutor to support to student and will able to access AeU online student portal

153 1/1, High Level Road, Nugegoda, Sri Lanka

T: (+94)112 825 895 E: info@thamescollege.lk W: www.thamescollege.lk

SECTION 3: INTAKE / MODULAR

You need to provide the correct **Intake** which you prefer starting your further studies with the college.

SECTION 04: AeU PARTNER CENTRE

It should always be filled as **Thames College of Further & Higher Education (pvt) Ltd – Sri Lanka**

SECTION 05: ENTRY ROUTE

You need to **TICK** the appropriate entry route that you have been eligible to go through the programme.

EX:

1. **Degree or Equivalent:** Only with recognized degree or degree equivalent qualifications
2. **Open Entry:** Only with work experience

SECTION 06: ACADEMIC QUALIFICATIONS (TERTIARY AND SECONDARY EDUCATION)

Give the names of the three most recent educational establishments you have attended, including the current one if appropriate. **List the most recent one first.** You should include all qualifications for which you have received an award. If you do not have enough space, then please continue on a separate sheet clearly marked with your full name, date of birth and the course for which you are making application.

You should include copies of your academic certificates and transcripts (result sheets) with your application form. These **MUST** be in **ENGLISH**. If the originals of these documents are in your own language, then you must include a certified translation.

SECTION 07: INSTITUTION ACCREDITATION & RECOGNITION STATUS

Please provide for the highest qualification only

SECTION 08: ENGLISH LANGUAGE PROFICIENCY (IF ANY)

If you have followed any qualification with regard to English proficiency, please specify here.

Ex: IELTS

SECTION 09: TRAINING/WORKSHOP(S) ATTENDED

If you have gone through any professional/skill development or any other training which you can prove with a certificate, please specify here.

SECTION 10: WORK EXPERIENCE (*if applicable*)

If you have any work experience which is relevant to your application please give the names and addresses of your most recent employers (if any), Position held/holding, duration and briefly describe your job responsibility. Please also attach a CV/resume or summary describing in more detail the nature of the work undertaken, positions held and responsibilities. **Open Entry candidates must provide minimum 5 years work experience in this section**

SECTION 11: FINANCIAL STATUS

Who is paying your fees?

If your fees are being paid by an official sponsor please give the name of your sponsor.

Payment Methods

- i) Directly to the College
- ii) Direct Payment to Bank:

★ Payments in LKR

Bank Name : Bank of Ceylon
Branch : Nugegoda
Payee : Thames College of Further and Higher Education (Pvt) Ltd.
A/C No : 0074981803

★ Payments in USD (\$) – International Students/ Srilankans outside Sri Lanka

Bank : Bank of Ceylon
Branch : Nugegoda, Sri Lanka
A/C Name : Thames College of Further and Higher Education (Pvt) Ltd.
A/C No : 76590475
Swift Code : BCEYLKLX

- Students must provide proof of their payments (Bank deposit slips/ Online bank transfer proof) to the institute to get their offer letter.

SECTION 12: CHECKLIST

This section is used to confirm the documents you have included in support of your application and to remind you to complete key sections of your application form. Please tick the relevant boxes to confirm the documents you have submitted and that you have provided the information required.

Please do not send any original documents with your application unless requested by the Institute. If you are applying electronically please submit scanned copies of your original documents which are scanned at a resolution of 150 dots per inch (dpi).

SECTION 13: DECLARATION BY APPLICANT

By inserting your signature in this section, you are confirming that you have completed the application form yourself and that the information you have given is correct and complete and that you agree to abide by the rules and regulations of the Institute.

IMPORTANT NOTE

The Institute 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 Institute interfere with its ability to provide such services, the Institute undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The Institute does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of the Thames College, this notice shall be a term of any contract between you and the Thames College. Any offer of a place made to you by Thames College/University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

THE DATA PROTECTION

The information that you give on your application form will be used for the following purposes only:

1. To enable your application for admission to be considered.
2. To enable the Institute to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable the Institute to initiate your student record.

If you apply to the Institute via an intermediary such as an agent, representative or educational institution the Institute will communicate with you about your admission via the intermediary. The Institute also reserves the right to pass information about your admissions and enrolment status and about your programme attendance, and to send a copy of your offer letter to the intermediary which referred your application.