



LE CORDON BLEU®
LONDON

APPLICATION AND UNIFORM SIZE FORMS FOR DIPLOMAS, CERTIFICATES AND MODULES

PLEASE NOTE: Complete the student uniform size form depending on your chosen course

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APPLICATION FORM

This Application Form must be completed by the person wishing to apply for a place on the course selected in Section 5.

Please read the Admissions Policy and Procedure and terms and the conditions on this form before continuing. You may also wish to read the current edition of our Academic & Administrative Policies and Procedures Manual which is published on our website: cordonbleu.edu/london. The information provided will be used for admissions/alumni purposes and for Home Office compliance. This information will be processed and held fairly in accordance with the General Data Protection regulations (GDPR) on the Le Cordon Bleu international database.

1. PERSONAL INFORMATION

Mr Mrs Miss Ms

Other (please specify) _____

Last name _____

First names _____

(please include all names as they appear in your passport)

Date of birth _____ Age _____

HOME ADDRESS

House name/number _____

Street _____

City _____

County _____

Post/Area code _____

Country _____

Home telephone *(include international code)* _____

Mobile _____

Email _____

EMERGENCY CONTACT DETAILS

Mr Mrs Miss Ms

Last name _____

First names _____

Relationship _____

House name/number _____

Street _____

City _____

County _____

Post/Area code _____

Country _____

Home telephone *(include international code)* _____

Mobile _____

Email _____

2. CITIZENSHIP INFORMATION

Nationality _____

Passport number _____

Passport valid from _____

Passport valid until _____

PLACE OF BIRTH

City _____ Country _____

3. VISA INFORMATION

Do you have a current UK Visa?

Yes No Not applicable

If you have answered Yes, please provide the following information

Type of visa _____

Valid from _____ to _____

4. MEDICAL INFORMATION

Le Cordon Bleu Limited is committed to promoting, encouraging and valuing equality and diversity. So that we are able to provide the best possible support during your course please complete the following section as fully as possible.

Please note that providing untrue, incomplete or inaccurate information may result in your application being rejected or the termination of any subsequent contract with you (see clause 7.2.2 of the Terms and Conditions).

Do you have dyslexia?

Yes No

Do you have any allergies?

Yes No

Have you previously had or do you have any other medical condition, health problem learning difficulty, disability, or special educational need; behavioural, emotional and / or social difficulty.

Yes No

Please indicate if you are currently pregnant

Yes No

If you have answered "Yes" to any of the above, please give details. (Please continue on a separate sheet if necessary)

** Please refer to section 3 of the admissions policy*

Do you wish to receive newsletter and information on programmes and activities of Le Cordon Bleu

Yes No



5. COURSE SELECTION AND PREFERRED COURSE START DATE

Please select the Diploma or Certificate course you are applying for together with your preferred Course Start Date by placing a tick in the relevant boxes below.

Culinary Arts Programmes

Grand Diplôme®

Grand Diplôme® with Advanced Studies

Grand Diplôme® with:

- **Culinary Management**

Grand Diplôme® with:

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Grand Diplôme® with:

- **Diploma in Pâtisserie Innovation and Wellness**

Grand Diplôme® with:

- **Diploma in Pâtisserie Innovation and Wellness**

- **Culinary Management**

Grand Diplôme® with:

- **Diploma in Pâtisserie Innovation and Wellness**

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Grand Diplôme® with:

- **Culinary Management**

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Grand Diplôme® with:

- **Diploma in Pâtisserie Innovation and Wellness**

- **Culinary Management**

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Diplôme de Cuisine (standard)

Diplôme de Cuisine (intensive)

Diplôme de Cuisine with Advanced Studies

Diplôme de Cuisine with:

- **Culinary Management**

Diplôme de Cuisine with:

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Diplôme de Cuisine with:

- **Culinary Management**

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Diplôme de Pâtisserie (standard)

Diplôme de Pâtisserie (intensive)

Diplôme de Pâtisserie with Advanced Studies

Diplôme de Pâtisserie with:

- **Diploma in Pâtisserie Innovation and Wellness**

Diplôme de Pâtisserie with:

- **Culinary Management**

Diplôme de Pâtisserie with:

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Diplôme de Pâtisserie with:

- **Culinary Management**

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Diplôme de Pâtisserie with:

- **Diploma in Pâtisserie Innovation and Wellness**

- **Culinary Management**

Diplôme de Pâtisserie with:

- **Diploma in Pâtisserie Innovation and Wellness**

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Diplôme de Pâtisserie with:

- **Diploma in Pâtisserie Innovation and Wellness**

- **Culinary Management**

- **Internship Pathway**

Internship Pathway in the UK* **OR**

Internship Pathway outside the UK**

Diplôme de Boulangerie

Preferred Course Start Date:

DD/MM/YY

*Internship in the UK: applicants must be eligible to work in the UK or apply for a Student visa sponsored by us for the duration of the course.

**Internship outside UK: applicant must be eligible to work in the country or apply for an appropriate visa to work.



Nutrition & Gastronomy

- Diploma in Gastronomy, Nutrition and Food Trends
- Diploma in Plant-Based Culinary Arts
- Diploma in Pâtisserie Innovation and Wellness

Certificate & Module Courses

Cuisine

- Basic Cuisine Certificate (standard)
- Intermediate Cuisine Certificate (standard)
- Superior Cuisine Certificate (standard)
- Basic Cuisine Certificate (intensive)[†]
- Intermediate Cuisine Certificate (intensive)[†]

Pâtisserie

- Basic Pâtisserie Certificate (standard)
- Intermediate Pâtisserie Certificate (standard)
- Superior Pâtisserie Certificate (standard)
- Basic Pâtisserie Certificate (intensive)[†]
- Intermediate Pâtisserie Certificate (intensive)[†]

Cuisine and Pâtisserie combined

- Basic Cuisine and Pâtisserie Certificates
- Intermediate Cuisine and Pâtisserie Certificates
- Superior Cuisine and Pâtisserie Certificates

Boulangerie

- Boulangerie Module 1
- Boulangerie Module 2
- Boulangerie Module 3

Wine Programmes

- Diploma in Wine, Gastronomy and Management
- Diploma in Wine, Gastronomy and Management with:
- **Internship Pathway**
 - Internship Pathway in the UK* **OR**
 - Internship Pathway outside the UK**
 - Tick if you are interested in the optional trip to France[‡]

Individual Terms

- Term 1 - Wine & Gastronomy
- Term 2 - Wine & Management
 - Tick if you are interested in the optional trip to France[‡]

Management Programmes

- Diploma in Culinary Management
- BBA Culinary Industry Management
- BBA Culinary Industry Management with Foundation Year
- MSc Culinary Innovation Management (full-time)
- MSc Culinary Innovation Management (part-time)

Preferred Course Start Date: DD/MM/YY

*Internship in the UK: applicants must be eligible to work in the UK or apply for a Student visa sponsored by us for the duration of the course.

**Internship outside UK: applicant must be eligible to work in the country or apply for an appropriate visa to work.

[†]Summer & winter terms only.

[‡]Subject to the applicant meeting the appropriate visa requirements.



6. PAYMENT

Please note that applicants requiring a Student visa must pay the full balance of fees 10 weeks before the course starts. For other applicants the full balance of fees is payable 6 weeks before the course starts.

The application fee is payable on application and is as follows: £500 (Certificate courses/DCM/DGNF/DPBCA/DPIW), £700 (Diplôme de Boulangerie), £750 (Wine Gastronomy/Wine Management), £1500 (for all other diplomas). I wish to pay by the following method:

WE RECOMMEND

Le Cordon Bleu has partnered with Flywire to provide you with an easy and secure method of sending international payments via telegraphic transfer or credit card in your home currency ensuring best price guaranteed and no unexpected bank fees.

Credit Card via Flywire

Please visit: www.flywire.com/pay/lcblondon

(Only applicable to overseas applicants)

Bank transfer via Flywire

Please visit: www.flywire.com/pay/lcblondon

Find out more about making payments with flywire in this video: <http://lcbl.eu/flywire>

Payment by cheque

I enclose a cheque for the sum of £ _____

Made payable to Le Cordon Bleu Ltd (Eurocheques not accepted)

Payment by bank transfer

Details for bank transfers are as follows:

Beneficiary Name: Le Cordon Bleu Ltd.

Bank Name: Barclays Bank

Branch Address: Barclays Commercial Bank, Level 27, 1 Churchill Place, London, E14 5HP, United Kingdom

Sort Code: 20-67-59

Account Number: 10262455

Swift: BARC GB22

IBAN: GB 87 BARC 20675910262455

Students are required to pay all bank fees incurred when transferring funds. Students must ensure their bank transfer includes their name.



ADMISSIONS PROCEDURE

Stage 1 - Documentation checklist

Applicants requiring a Student visa must apply at least 12 weeks before the Course Start Date.

Complete, sign and return all pages of this application form with the following documents (please tick):

- a curriculum vitae or résumé*
- a statement of motivation*, explaining the applicant's culinary goals, career aspirations and reasons for choosing Le Cordon Bleu London and the particular course (300-500 words)
- one passport sized current colour photograph
- a copy of the identity page of your current passport
- a copy of your highest achieved qualification certificate
- a copy of your UK Visa (if applicable)
- a copy of an English language certificate (if applicable)
- Evidence of prior learning (if requested by Le Cordon Bleu) including details of previous Le Cordon Bleu courses attended, together with a copy of any Diploma or Certificate awarded
- Pay the application fee: £500 (Certificate courses/DCM/DGNF/DPBCA/DPIW), £700 (Diplôme de Boulangerie), £750 (Wine Gastronomy/Wine Management), £1500 (for all other diplomas)
- Sign the declaration on page 7

Please return this form with all documents stated above to: Admissions Office, Le Cordon Bleu Limited, 15 Bloomsbury Square, London WC1A 2LS UK or email to: london-admissions@cordobleu.edu.

*A template for curriculum vitae and statement of motivation is available from: london-admissions@cordobleu.edu. The statement of motivation must be written in English by the applicant.

Stage 2

Once the applicant has fully completed Stage 1 above, the Institute's Admissions Jury will consider the application and at their absolute discretion decide whether or not to make an offer of a place to the applicant.

If an offer is not to be made, the applicant will receive a refund of any application fee or fees paid in accordance with the Terms and Conditions of Le Cordon Bleu Limited.

An appeal can be lodged in writing within 14 days, to the Academic Board of Le Cordon Bleu London. The decision of the Board is final.

If an offer is going to be made, the Admissions Office will notify the applicant of approval by admissions jury.

Additional form with HESA Student Collection Notice: depending on the applied course level, the Admissions Office will send an electronic form for additional information required by the Higher Education Statistics Agency (HESA)

Once the additional form is received, the Admissions Office will send an offer letter with:

- A letter of offer, which will include:
 - Visa type required and deadlines
 - Mandatory orientation time and date
 - Welcome to London information
 - Balance of course fees and payment due date
- An acceptance form
- Terms and conditions
- Academic & Administrative Policies and Procedures
- Information about shoes and digital scale requirements

Stage 3

A legally binding contract between the student and Le Cordon Bleu Limited is formed when the offer is accepted.

Stage 4

Once the student has paid and the Institute has received the balance of the course fees by the date specified in the offer letter, the admissions office will issue a confirmation of enrolment and, if applicable, a Confirmation of Acceptance for Studies (CAS) statement.

Stage 5

If required, the student must provide a (scanned) copy of their obtained visa page at least three weeks before the Course Start Date. Students who require a Student visa must provide a copy of their Biometric Residence Permit.

Stage 6

Orientation day: The student must attend a mandatory orientation day.

LE CORDON BLEU LIMITED ADMISSIONS POLICY

1. Policy aims

1.1 The aims of this policy are for Le Cordon Bleu Limited (the Institute) to: operate fair and open procedures for admitting students to Le Cordon Bleu courses; and ensure compliance with its responsibilities under UK equality and diversity laws.

2. Equal treatment

2.1 We welcome students from many different ethnic, racial groups and backgrounds. Individual rights and freedoms are respected but must be balanced with the lawful needs and rules of the Institute Community and the rights and freedoms of others.

2.2 All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

3. Disability and special educational needs

3.1 Le Cordon Bleu will do all that is reasonable to comply with our legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, we can cater adequately.

3.2 Le Cordon Bleu needs to be aware of any known medical condition, injury, disability or special educational need which may affect your ability to participate in the admissions procedure and take full advantage of the education provided at the Institute. A prospective student who has any such medical condition, injury, disability or special educational need is required to provide us with full details prior to the admissions procedure, on the application form.

4. Entry requirements

4.1 Age requirement: An applicant must be 18 years old or above, there is no upper age limit.

4.2 English Language: Our courses are conducted in English and students are expected to demonstrate a proficiency in both spoken and written English. We therefore recommend that, prior to admission, prospective students that require a Student visa obtain an IELTS (International English Language Testing System) test report result with 5.0 or above in all components. Other prospective students not requiring a Student visa should provide the Institute with one of the following: English language certificate equivalent to CEFR level B2; academic transcript of a completed course taught in English; employment history in an English language environment; Oxford English placement test (provided by Le Cordon Bleu) with telephone interview.

4.3 Secondary education: We also expect students to have achieved base entry qualifications, examples of which include: High School Diploma (USA), High School Certificate (Japan), GCSE's (UK), CAP or Baccaauréat (France). In exceptional circumstances the Admissions Jury may offer a place to a prospective student who has not achieved the required base entry qualifications.

4.4 Prerequisites

4.4.1 Prerequisites for the Intermediate Cuisine/Pâtisserie Certificate: Le Cordon Bleu Basic Cuisine/Pâtisserie Certificate*

4.4.2 Prerequisites for the Superior Cuisine/Pâtisserie Certificate: Le Cordon Bleu Intermediate Cuisine/Pâtisserie Certificate*

4.4.3 Prerequisites for the Diploma in Culinary Management: Grand Diplôme® or Diplôme de Cuisine or Diplôme de Pâtisserie*

4.4.4 Prerequisites for the Diploma in Pâtisserie Innovation and Wellness: Grand Diplôme® or Diplôme de Pâtisserie*

4.4.5 Prerequisites for Boulangerie Module 2: Le Cordon Bleu Boulangerie Module 1

4.4.6 Prerequisites for Boulangerie Module 3: Le Cordon Bleu Boulangerie Module 2

*If an applicant is not a Le Cordon Bleu graduate, a recognition of prior learning form with relevant certification and an interview with a lecturer are required. A recognition of prior learning form may be requested from the admissions office by sending an email request to london-admissions@cordobleu.edu.

4.5 Eligibility to work: Internship in the UK: applicants must be eligible to work in the UK or apply for a Student visa sponsored by us for the duration of the course. Internship outside UK: applicant must be eligible to work in the country or apply for an appropriate visa to work.

5. Changes to courses

5.1 All students will be notified in writing of any significant changes to courses at the earliest opportunity and will be advised of any further options available to them.

6. Appeals and Complaints

6.1 Any appeal or complaint regarding the admissions process may be addressed to the Academic Board of the Institute.

6.2 The appeal or complaint should be received in writing by Le Cordon Bleu within 14 days of the Admissions Jury decision, or the cause of the complaint, and will be dealt with in accordance with the Institute's complaint handling policy. We aim to resolve all appeals or complaints within 10 working days.

7. Accessibility

7.1 This policy can be made available in large print if required.



TERMS AND CONDITIONS

1. Introduction and terminology

1.1 Terms and conditions: These terms and conditions together with:

- 1.1.1 the letter of offer;
- 1.1.2 the acceptance form; and
- 1.1.3 the Academic and Administrative Policies and Procedures form the basis of a legally binding contract between the Student and Le Cordon Bleu Limited (the Institute, We or Us) as now or in the future constituted (and any successor) for the provision of educational services.

- 1.2 Applicant: means the person named in Section 1 on the completed and returned application form.
- 1.3 Student or You: means the person who has accepted the offer of a place. The Student is legally responsible for complying with his/her obligations under these terms and conditions.
- 1.4 Course Start Date: means the course start date specified in the letter of offer.
- 1.5 Integrated courses: Integrated courses are defined as single courses which comprise a number of sections. Examples of Integrated courses include the Diplôme de Cuisine; Diplôme de Pâtisserie with Culinary Management; and Grand Diplôme with Culinary Management (Internship Pathway), Diplôme de Boulangerie, Diploma in Wine, Gastronomy and Management.
- 1.6 Orientation day: All Basic level students, DCM, DWGM, DGNF, DPBCA, DPIW and Boulangerie students must attend a mandatory orientation day on the date specified by the Institute.
- 1.7 Variations: These terms and conditions are subject to change from time to time. We will endeavour to inform the Student of changes and the reasons for them as soon as practicable.

2. Admission and Entry

- 2.1 Admission will be subject to the availability of a place, and the Admissions Jury being satisfied that the Applicant meets the admission requirements at the relevant time.
- 2.2 Admission occurs when the Student accepts the offer of a place and pays the balance of the course fees.
- 2.3 Entry occurs on the Course Start Date.

3. Offer of a place and acceptance

- 3.1 At the sole discretion of the Admissions Jury, the Institute may issue a letter of offer to the Applicant.
- 3.2 The Applicant agrees that a legally binding contract is formed when the offer is accepted by the Applicant. At this time the Applicant becomes the Student.
- 3.3 Information for Applicants: We provide Applicants with information about the Institute and the services we provide in good faith. If the Applicant wishes to take account of information provided to them whether written or spoken, when deciding whether to enter into this agreement, s/he should seek specific confirmation from the Institute that the information is accurate before returning a completed acceptance form to the Institute.
- 3.4 When the Student pays the course fees in full by the deadline specified in the letter of offer, the Institute shall issue a confirmation of enrolment letter. The Institute will not issue any further letters before the Course Start Date.
- 3.5 The Institute reserves the right to withdraw the offer of a place if the offer is not accepted within seven days of the date of issue.

4. Fees

- 4.1 Fees: The application fee is payable and must be sent together with the completed application form.
- 4.2 Payment of Fees: The Student agrees to pay the fees applicable to the Course directly to the Institute before the deadline specified in the letter of offer.
- 4.3 Late payment: If the Student fails to pay the balance of fees in full before the deadline specified in the letter of offer, the Institute reserves the right to terminate this contract immediately, and the Student will forfeit all fees paid.
- 4.4 Knife set and uniform: Use of the Le Cordon Bleu knife set and the current Le Cordon Bleu London uniform set is mandatory.

4.4.1 The knife set and uniform (excluding shoes) are included in the fee for the Basic level, Diploma in Plant-Based Culinary Arts and integrated courses, except: Boulangerie Diploma, Diploma in Wine, Gastronomy and Management and Diploma in Gastronomy, Nutrition and Food Trends. Please contact the Admissions team to obtain more information on what equipment is included on these four courses.

4.4.2 If the Student enrolls at Intermediate level, Superior level, or Diploma in Culinary Management or Diploma in Pâtisserie Innovation and Wellness, the Le Cordon Bleu London knife set and uniform must be purchased.

5. Deferment

- 5.1 Deferment of Course Start Date: The Student may, at the sole discretion of the Institute, defer their Course Start Date to another term if the Institute receives a written request no later than six weeks before the original Course Start Date. Only one such deferment will be permitted.
- 5.2 Period of deferment: Deferment is not permitted beyond one year from the original Course Start Date and the Student will be required to pay the balance of any fee increase which occurs during that period.
- 5.3 Integrated courses: If the Student has commenced an integrated course, postponement of commencement of the subsequent sections is not permitted.

6. Cancellation, notice, and refund

- 6.1 Cancellation by the Student: means the cancellation of a place at the Institute which has been accepted by the Student and which occurs before the Student enters the Institute or where the Student does not enter the Institute.
 - 6.1.1 Where the contract is concluded at a distance (electronic acceptance), during a 14-day period from the date the contract is entered into (the day the Student accepts the offer), the Student has the right to cancel the course and receive a refund of all fees paid, including the application fee.
 - 6.1.2 Subject to 6.1.4 below: If the Student cancels the place more than six weeks before the Course Start Date s/he shall be entitled to a refund of all course fees paid, but will forfeit the Application Fee. Written notice to cancel the course must be received by Le Cordon Bleu Limited not less than six weeks prior to the Course Start Date.
 - 6.1.3 If cancellation occurs less than six weeks before the Course Start Date, or the Student fails to complete a course for any reason whatsoever, the Student shall forfeit the full course fee and shall not be entitled to any reduction of fees.
 - 6.1.4 Integrated courses: If the Student cancels the place having purchased an integrated course (i.e. one which comprises a number of sections) less than six weeks before the Course Start Date, s/he shall forfeit all fees and shall not be entitled to any reduction of fees for any outstanding or incomplete sections of the course.

7. Withdrawal and termination

- 7.1 Withdrawal: means the withdrawal from the Institute by the Student at any time after the Course Start Date. Following withdrawal the Student shall forfeit any fees paid without reduction.
- 7.2 Termination: The Institute may terminate this agreement in the circumstances set out in 7.2.1, 7.2.2 or 7.2.3 below:
 - 7.2.1 If the Student has absences more than the maximum permitted absences in any one term without good reason, the Institute reserves the right to terminate this contract immediately and the Student shall forfeit any fees paid without reduction. The maximum permitted absences are set out in the Academic and Administrative Policies and Procedures Manual.
 - 7.2.2 If at any time the Student provides the Institute with untrue, incomplete or inaccurate information, or withholds information which would adversely affect their ability to complete the course, the Institute reserves the right to terminate this contract immediately and the Student shall forfeit any fees paid without reduction.
 - 7.2.3 If during the course a student develops a medical condition which will adversely affect their ability to complete the course, the Institute will make an assessment on a case-by-case basis. If the Institute concludes that adjustment cannot reasonably be made in order to meet the needs of the student to enable him / her to complete the course, the Institute reserves the right to terminate this contract. The student shall forfeit all fees and shall not be entitled to any reduction of fees for any outstanding or incomplete section of the course (see clause 12.7 below).



8. Conduct, behaviour and discipline

- 8.1 **Institute regime:** The Institute is entitled to exercise a wide discretion in relation to the Institute's policies, rules and regulations as set out in the Student Academic and Administrative Policies & Procedures Manual and will exercise that discretion in a reasonable and lawful manner, and with procedural fairness when the status of the Student is at issue.
- 8.2 **Conduct and attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The Student warrants that s/he will take full part in the activities of the Institute, will attend each scheduled session, will be punctual and will comply with the Institute policies, rules and regulations including those relating to conduct and behaviour, uniform and dress code, cleanliness and hygiene.
- 8.3 **Institute discipline:** The Student accepts the authority of the Institute's staff to take all reasonable disciplinary action considered necessary in the circumstances. The Institute's disciplinary and misconduct policies, rules and regulations apply to the Student when s/he is on Institute premises or otherwise representing or associated with the Institute including during any internship placement.
- 8.4 **Drugs/Alcohol:** The Institute reserves the right to exclude from classes or Internship workplaces, any student who is or appears to be under the influence of drugs or alcohol.
- 8.5 **Sanctions:** The Institute's current policies on sanctions are in the Academic and Administrative Policies and Procedures Manual. Those policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include a temporary suspension, or alternatively being permanently expelled from the Institute and /or failure in the Course.
- 8.6 **Right to review:** A decision to expel the Student shall be subject to review by the Academic Board if requested by the Student.
- 8.7 **Fees following expulsion:** If the Student is expelled, all the fees will be forfeited and there shall be no reduction in fees paid.

9. Immigration

- 9.1 **Immigration:** The Institute holds a Student Sponsor Licence from the Home Office.
- 9.2 **Sponsorship:** Sponsoring a student is not automatic and is at the discretion of the Institute. It shall be the Student's responsibility at all times to ensure that s/he has the appropriate immigration permission to reside in the United Kingdom and to study at this Institute.
- 9.3 **Visa refusal:** If the Student's visa application is refused, the Student will be refunded any course fees paid but will forfeit the application fee, provided that:
- 9.3.1 the visa application was submitted with a confirmation of enrolment letter and CAS (Confirmation of Acceptance for Studies) provided by the Institute; and
- 9.3.2 the Student provides an official visa refusal letter from the UKVI.
- 9.4 The Institute reserves the right not to sponsor the Student for a second time after a refusal.
- 9.5 The Institute reserves the right not to sponsor the Student if s/he has failed to complete a previous course while sponsored by the Institute.
- 9.6 The Student must provide to the Institute evidence of a valid visa no later than three weeks prior to the Course Start Date. Students who require a Student visa must provide a copy of their Biometric Residence Permit. The course fee will not be refunded or reduced for those who fail to provide a valid visa in time.
- 9.7 If the Student's visa expires part-way through a course and the Student must leave the United Kingdom s/he should expect to forfeit all fees.
- 9.8 The Institute reserves the right to withdraw sponsorship of the Student's visa if the Student fails to follow the correct procedure and timescale for the visa application.

10. Internship placement:

The following clauses apply to internship placements:

- 10.1 The Institute will seek to place the Student with a third party establishment (an Internship Partner) for the duration of the internship. The Student's participation in the internship is not guaranteed, and shall be at the sole discretion of the Institute and subject to clauses 10.2, 10.3 and 10.4 below, and to paragraph 7.7 in the Academic and Administrative Policies and Procedures.

10.2 Participation in an internship shall be subject to the following:

- 10.2.1 The Student's continued eligibility to work in the United Kingdom or being under a Student visa sponsored by us or eligibility to work in the country where the internship is completed; and
- 10.2.2 The Student completing and achieving a passing grade at Superior level/Wine and Management level, and meeting the conduct standards of the Institute; and
- 10.2.3 The Student passing the recruitment process of the Internship Partner; and
- 10.2.4 Following commencement of the internship, the Student adhering to the policies and disciplinary standards of the Internship Partner.
- 10.3 No refund or reduction of fees shall be made if the Student is not successful in achieving the requirements of the Institute and the Internship Partner.
- 10.4 An internship placement will be subject to a separate agreement between the Student and the Internship Partner, including any remuneration to be paid to the Student during the internship. The Institute shall not be responsible for the payment of any remuneration to the Student and the Student shall not be an employee of the Institute during the internship.

11. Disclosure of medical information

- 11.1 For the period between the initial application and graduation, the Student will continue to provide the Institute with details of any medical condition, physical or mental health problem, pregnancy or allergy.

12. Confidentiality and liability

- 12.1 **Confidentiality:** The Student authorises the Institute to impart confidential information on a need-to-know basis where necessary to safeguard or promote the Student's welfare or to avert a perceived risk of serious harm to the Student or to another person at the Institute or Internship work places. In some cases, members of staff and Internship Partners may need to be informed of any particular vulnerability the Student may have.
- 12.2 **Medical information:** Throughout the Student's time as a member of the Institute, the Institute shall have the right to disclose confidential information about the Student if it is considered to be in the Student's own interests or necessary for the protection of other members of the Institute community and Internship Partners. Such information will be given and received on a confidential, need-to-know basis.
- 12.3 **Medical emergency:** Removal of items of clothing, or any religious or cultural symbol/ jewellery or face covering may be necessary in the case of a medical emergency. The Institute will endeavour to ensure that a member of staff of the same gender as the student is present when a student is examined, however, the Student acknowledges that this may not be possible. The Student expressly permits the Institute staff to take all necessary measures to respond to a medical emergency.
- 12.4 **Photographs or images:** By signing the acceptance form or agreeing to these terms and conditions the Student consents to the Institute obtaining and using photographs or images of the Student for:
- 12.4.1 Use in the Institute's promotional materials such as the prospectus, the website or social media;
- 12.4.2 press and media purposes;
- 12.4.3 educational purposes as part of the curriculum or extra-curricular activities.
- 12.5 **Photographs taken by the Student:** At the end of a class the Student may be permitted to take photographs of dishes prepared by staff of the Institute. Prior approval from the Institute shall be obtained and the photographs must be for the Student's personal use only.
- 12.6 **Student's personal property:** The Student is responsible for the security and safe use of all his / her personal property.
- 12.7 **Insurance:** The Student is responsible for insurance of his/her personal property at all times. The Student should consider purchasing cover for loss of application fees or fees non-attendance through illness or termination of the contract on medical grounds, if available. The Institute does not provide insurance advice nor recommend any insurance product. The Student must seek independent advice before purchasing insurance cover.



12.8 Institute's liability: Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the Institute does not accept responsibility for accidental injury or other loss caused to the Student or for loss or damage to property.

13. General contractual matters

13.1 The services: The Institute will exercise reasonable care and skill in providing the services for the Student but cannot guarantee that the Student will achieve the desired results.

13.2 Data protection: By signing the acceptance form or by agreeing to be bound by these terms and conditions, the Student consents to the processing, and holding by the Institute of personal data, as required for administration and alumni purposes, lawfully and fairly in accordance with the General Data Protection Regulations (GDPR).

Our legitimate processing of personal data including sensitive personal information, such as financial, biometric and medical information, is necessary for the performance of the contract between students and the Institute in relation to the course delivery, for our obligation to protect vital interests of our students and staff members as well as tasks carried out in the public interest.

Such information will be held on an international database, hosted in a country deemed Safe by the European Commission.

The information may be shared with Le Cordon Bleu Partner institutes and Internship Partners in the context of the legitimate processing highlighted above.

The Institute may also share the information with UK government agencies and authorities, and the Higher Education Statistics Agency (HESA), for the fulfillment of statutory requirements.

13.3 Third party rights: Only the Institute and the Student are parties to this contract. No third party is a party to this contract and shall not have any rights to enforce any term of it.

13.4 Jurisdiction: This contract was made at the Institute and is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

14. Le Cordon Bleu International's Intellectual Property

Le Cordon Bleu vigorously defends its trade marks, copyright materials and other intellectual property rights and will take action to prevent any breach of its rights, including claiming financial compensation.

14.1 Trade Marks: Le Cordon Bleu International is the owner of a number of trade marks registered in numerous countries throughout the world for many classes of services and products, which notably include "Le Cordon Bleu", the Le Cordon Bleu logo (which appears on the top of this application form) and "Grand Diplôme".

The Student must not use any of Le Cordon Bleu International's trade marks, or any confusingly similar trade mark, in connection with any activity that is commercial, business-related or professional in its nature or purpose. By way of example, such prohibited use would include use as or as part of a company name, trading name, domain name or email address.

14.2 Uniforms: The Student acknowledges and agree not to wear any part of the Le Cordon Bleu uniform or any other clothing that bears any of Le Cordon Bleu's trade marks in connection with any activity that is commercial, business-related or professional in its nature or purpose.

14.3 Copyright Materials: The copyright in all learning, pedagogical and other materials provided to Students by Le Cordon Bleu during their studies is owned by Le Cordon Bleu International, except for any materials which may be in the public domain and materials used by permission of a third-party copyright owner.

Such materials are provided for Students' personal educational use only and must not be reproduced, distributed or shared with others, except with the prior written permission of the Institute's senior management.

15. Waiver

Any waiver of, or failure to enforce the terms or conditions of this Contract will not mean a continual waiver or prevent enforcement of them in future. Any term or condition that is found to be unlawful or unenforceable will not invalidate the other terms or conditions in this Contract.

16. Managing change and disruption

The Institute will do what it reasonably can to provide the educational services described in its website and in the other materials provided to students and prospective students.

In the event of circumstances beyond the Institute's control causing the cancellation or variation of a course or programme, the Institute will take all reasonable steps to minimise the resultant disruption to those services and to affected students. This might include, for example, delivering a modified version of the same course or offering affected students options which such as the chance to move to another course or institution. To the full extent possible under the general law, the Institute excludes liability for any loss and/or damage suffered by any applicant or student as a result of such circumstances.

17. Complaints

The Institute endeavours to provide students with a supportive learning environment but recognises that from time to time problems and complaints can arise. Any expression of dissatisfaction about action taken, or a lack of action by the Institute where a student or group seeks action by Us should be notified to the Institute as soon as practicable. A copy of the Institute's Complaint Handling Policy can be found in the Academic & Administrative Policies & Procedures Manual, which is published on our website. A Completion of Procedures letter will be issued to students if the Institution's complaints process is exhausted.

The Office of the Independent Adjudicator (OIA - HYPERLINK "http://www.oiahe.org.uk" www.oiahe.org.uk) is an independent body empowered to review on request eligible student complaints against HE providers. If you are not satisfied with the outcome of a complaint to the Institute, you may contact the OIA. Please note that the remit of the OIA does not include complaints about admissions.

DECLARATIONS AND SIGNATURE

I wish to apply for a place on the course indicated in Section 5 (page 2-4).

I understand that any offer made will be subject to availability and to the discretion of the Admissions Jury, and may be withdrawn subject to Clause 3.5 of the Terms and Conditions.

I agree to clause 13.2 of the terms and conditions for the processing of my personal data.

I have read and understood the Admissions Policy and Procedure, Terms and Conditions above.

I confirm that the declarations and disclosures made on this form are true, complete and accurate. I understand and agree that the Institute has the right to refuse this application, or to terminate any subsequent contract, immediately if any declaration or disclosure is found to be untrue, incomplete or inaccurate in accordance with clause 7.2.2 of the Terms and Conditions.

Signed _____ Date DD/MM/YY _____

Print full name _____



Please complete this page if you are applying for Cuisine and Pâtisserie courses (not including Intermediate and Superior levels) and Diploma in Plant-Based Culinary Arts.

In order to supply you with the correct uniform, would you please ensure that you select your size from the tables of international sizes below.

Last name: _____ First name: _____

Gender: Male Female Course Start Date: DD/MM/YY

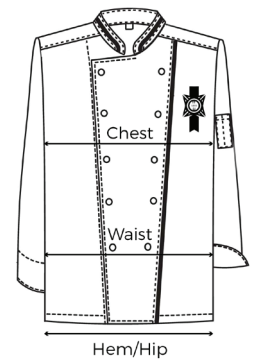
Programme: _____ Email: _____

PLEASE NOTE: It's very important that you measure yourself accurately in the indicated places below. Please make sure you allow space for comfortable movement.

JACKET

Sizes in cm. Please add 3 cm for comfortable movement when selecting your uniform size

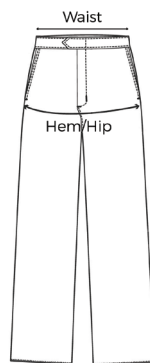
FEMALE (CHEST)	FEMALE (HIP)	MALE (CHEST)	MALE (WAIST)	LE CORDON BLEU SIZE	MARK YOUR SIZE
81/85	86/90	81/85	85	XS	
86/90	91/95	86/90	90	0	
91/95	96/100	91/98	98	1	
96/103	101/108	99/106	106	2	
104/111	109/116	107/114	114	3	
112/119	117/124	115/122	122	4	
120/127	125/132	123/130	130	5	
128/135	133/140	131/138	138	6	
		139/146	146	7	
		147/154	154	8	



TROUSERS

Sizes in cm. Waist adjustable with velcro strap

WAIST	HIP	LE CORDON BLEU SIZE	MARK YOUR SIZE
72/75		XS	
76/83	88/96	0	
84/91	97/106	1	
92/99	107/115	2	
100/107	116/123	3	
108/115	124/131	4	
116/123	132/139	5	
124/131	140/147	6	
132/135	148/155	7	
136/139	156/159	8	



CHEF'S HAT

SIZE	DIAMETER	SELECT YOUR SIZE
S	54-56 cm	
L	56-58 cm	
XL	58-60 cm	

I confirm that I have received all the items on the list below:

- 3 Chef jackets
- 2 Trousers
- 2 Hats
- 2 Aprons
- 2 Tea towels
- 2 Oven cloths
- 2 Neckerchiefs

Name _____

Signature _____

Receive date DD/MM/YY

Please note: this form is to be signed on the orientation day.



In order to supply you with the correct uniform, would you please ensure that you select your size from the tables of international sizes below.

PLEASE NOTE: This form is for new Le Cordon Bleu students only.

Last name: _____ First name: _____

Gender: Male Female Course Start Date: DD/MM/YY

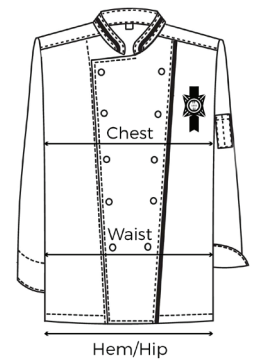
Programme: _____ Email: _____

PLEASE NOTE: It's very important that you measure yourself accurately in the indicated places below. Please make sure you allow space for comfortable movement.

JACKET

Sizes in cm. Please add 3 cm for comfortable movement when selecting your uniform size

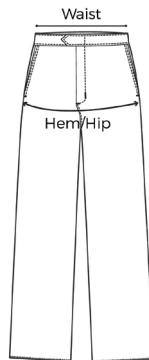
FEMALE (CHEST)	FEMALE (HIP)	MALE (CHEST)	MALE (WAIST)	LE CORDON BLEU SIZE	MARK YOUR SIZE
81/85	86/90	81/85	85	XS	
86/90	91/95	86/90	90	0	
91/95	96/100	91/98	98	1	
96/103	101/108	99/106	106	2	
104/111	109/116	107/114	114	3	
112/119	117/124	115/122	122	4	
120/127	125/132	123/130	130	5	
128/135	133/140	131/138	138	6	
		139/146	146	7	
		147/154	154	8	



TROUSERS

Sizes in cm. Waist adjustable with velcro strap

WAIST	HIP	LE CORDON BLEU SIZE	MARK YOUR SIZE
72/75		XS	
76/83	88/96	0	
84/91	97/106	1	
92/99	107/115	2	
100/107	116/123	3	
108/115	124/131	4	
116/123	132/139	5	
124/131	140/147	6	
132/135	148/155	7	
136/139	156/159	8	



CHEF'S HAT

SIZE	DIAMETER	SELECT YOUR SIZE
S	54-56 cm	
L	56-58 cm	
XL	58-60 cm	

I confirm that I have received all the items on the list below:

- 1 Chef jacket
- 1 Trouser
- 1 Hat
- 1 Apron
- 1 Tea towel
- 1 Oven cloth
- 1 Neckerchief

Name _____

Signature _____

Receive date DD/MM/YY

Please note: this form is to be signed on the orientation day.



In order to supply you with the correct uniform, would you please ensure that you select your size from the tables of international sizes below.

PLEASE NOTE: This form is only to be completed by Diploma in Wine, Gastronomy and Management students.

Last name: _____ First name: _____

Gender: Male Female

PLEASE NOTE: It's very important that you measure yourself accurately in the indicated places below. Please make sure you allow space for comfortable movement.

MEN'S BLAZER

UK	FR	US	SELECT YOUR SIZE
30	44	XS	
32	46	S	
34	48	S	
36	50	M	
38	52	M	
40	54	L	
42	56	L	
44	58	XL	
46	60	XL	
48	62	XXL	
50	64	XXL	
52	66	XXXL	

WOMEN'S BLAZER

UK	FR	US	SELECT YOUR SIZE
6	34	XS	
8	36	S	
10	38	S	
12	40	M	
14	42	M	
16	44	L	
18	46	L	
20	48	XL	
22	50	XL	
24	52	XXL	
26	54	XXL	
26	56	XXXL	

I confirm receipt of two Le Cordon Bleu Blazers

Name _____

Signature _____

Receive date DD/MM/YY _____

Please note: this form is to be signed on the orientation day.



In order to supply you with the correct uniform, would you please ensure that you select your correct size from the tables of international sizes below. PLEASE NOTE: This form is only to be completed by Diploma in Gastronomy, Nutrition and Food Trends students.

Last name: _____ First name: _____

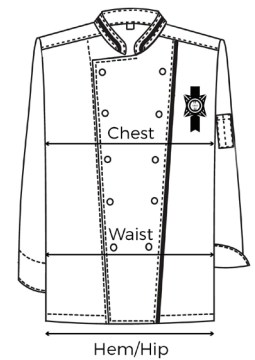
Gender: Male Female

PLEASE NOTE: It's very important that you measure yourself accurately in the indicated places below. Please make sure you allow space for comfortable movement.

JACKET

Sizes in cm. Please add 3 cm for comfortable movement when selecting your uniform size

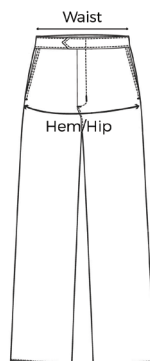
FEMALE (CHEST)	FEMALE (HIP)	MALE (CHEST)	MALE (WAIST)	LE CORDON BLEU SIZE	MARK YOUR SIZE
81/85	86/90	81/85	85	XS	
86/90	91/95	86/90	90	0	
91/95	96/100	91/98	98	1	
96/103	101/108	99/106	106	2	
104/111	109/116	107/114	114	3	
112/119	117/124	115/122	122	4	
120/127	125/132	123/130	130	5	
128/135	133/140	131/138	138	6	
		139/146	146	7	
		147/154	154	8	



TROUSERS

Sizes in cm. Waist adjustable with velcro strap

WAIST	HIP	LE CORDON BLEU SIZE	MARK YOUR SIZE
72/75		XS	
76/83	88/96	0	
84/91	97/106	1	
92/99	107/115	2	
100/107	116/123	3	
108/115	124/131	4	
116/123	132/139	5	
124/131	140/147	6	
132/135	148/155	7	
136/139	156/159	8	



CHEF'S HAT

SIZE	DIAMETER	SELECT YOUR SIZE
S	54-56 cm	
L	56-58 cm	
XL	58-60 cm	

I confirm that I have received all the items on the list below:

- 2 Chef jacket
- 1 Trouser
- 1 Hat
- 1 Apron
- 1 Tea towel
- 1 Oven cloth
- 1 Neckerchief

Please note: this form is to be signed on the orientation day.

Name _____

Signature _____

Receive date DD/MM/YY



In order to supply you with the correct uniform, would you please ensure that you select your size from the tables of international sizes below.

PLEASE NOTE: This form is for new Le Cordon Bleu students only.

Last name: _____ First name: _____

Gender: Male Female

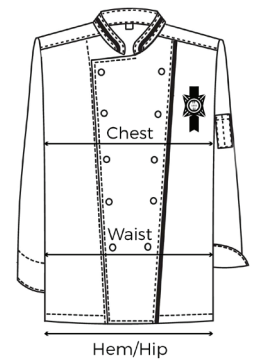
Course Start Date: DD/MM/YY

PLEASE NOTE: It's very important that you measure yourself accurately in the indicated places below. Please make sure you allow space for comfortable movement.

JACKET

Sizes in cm. Please add 3 cm for comfortable movement when selecting your uniform size

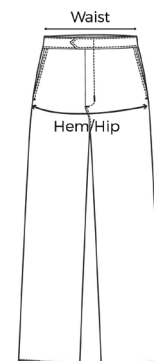
FEMALE (CHEST)	FEMALE (HIP)	MALE (CHEST)	MALE (WAIST)	LE CORDON BLEU SIZE	MARK YOUR SIZE
81/85	86/90	81/85	85	XS	
86/90	91/95	86/90	90	0	
91/95	96/100	91/98	98	1	
96/103	101/108	99/106	106	2	
104/111	109/116	107/114	114	3	
112/119	117/124	115/122	122	4	
120/127	125/132	123/130	130	5	
128/135	133/140	131/138	138	6	
		139/146	146	7	
		147/154	154	8	



TROUSERS

Sizes in cm. Waist adjustable with velcro strap

WAIST	HIP	LE CORDON BLEU SIZE	MARK YOUR SIZE
72/75		XS	
76/83	88/96	0	
84/91	97/106	1	
92/99	107/115	2	
100/107	116/123	3	
108/115	124/131	4	
116/123	132/139	5	
124/131	140/147	6	
132/135	148/155	7	
136/139	156/159	8	



I confirm that I have received all the items on the list below:

- 1 Chef jacket
- 1 Trouser
- 1 Casquette
- 1 Apron
- 1 Tea towel
- 1 Oven cloth
- 1 Neckerchief

Name _____

Signature _____

Receive date DD/MM/YY

Please note: this form is to be signed on the orientation day.