

## 1. PERSONAL INFORMATION

*(Please write your name as stated in your passport)*

Mr       Mrs       Miss       Ms       Other

Last Name

First Name

Permanent Address *(\*Please include country & area code)*

Street

City

Post Code

Country

Telephone\*

Fax\*

Mobile\*

E-mail

## 2. EMERGENCY CONTACT INFORMATION

Mr       Mrs       Miss       Ms       Other

Last Name

First Name

Relationship

Contact Person's Address *(\*Please include country & area code)*

Street

City

Post Code

Country

Telephone\*

Fax\*

Mobile\*

E-mail



### 3. DO YOU HAVE ANY MEDICAL CONDITIONS WE SHOULD BE AWARE OF? *(including Dyslexia)*

Yes  No

If yes, please give details of any disabilities or illnesses

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### 4. CITIZENSHIP INFORMATION

Nationality

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Passport Number

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Passport valid from ( D D / M M / Y Y )

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Passport valid until ( D D / M M / Y Y )

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Place of Birth

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Date of Birth ( D D / M M / Y Y )

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### 5. VISA STATUS

Do you have a UK Visa?

Yes  No  Not Applicable

If Yes, please provide the following information

Type of visa

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Valid from ( D D / M M / Y Y )

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Valid until ( D D / M M / Y Y )

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Do you wish to receive the newsletters and information on the programmes and activities of Le Cordon Bleu?

Yes  No

## 6. COURSE SELECTION AND ENTRY DATE

Please select the diploma or certificate you are applying for, and your preferred starting date.

### 7.1 DIPLOMA OPTIONS

*(please refer to Le Cordon Bleu calendar)*

Diplomas must be completed without interruption

Le Grand Diplôme

Cuisine and Pâtisserie Diplomas simultaneously

Diplôme de Cuisine

Three Cuisine Certificates: Basic, Intermediate and Superior

Diplôme de Pâtisserie

Three Pâtisserie Certificates: Basic, Intermediate and Superior

Term

Winter

Summer

Spring

Autumn

Entry Date ( D D / M M / Y Y )

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### 7.2 CERTIFICATE COURSES "À LA CARTE"

*(please refer to Le Cordon Bleu calendar)*

Basic Cuisine ( D D / M M / Y Y )

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Intermediate Cuisine ( D D / M M / Y Y )

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Superior Cuisine ( D D / M M / Y Y )

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Basic Pâtisserie ( D D / M M / Y Y )

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Intermediate Pâtisserie ( D D / M M / Y Y )

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Superior Pâtisserie ( D D / M M / Y Y )

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## 8. APPLICATION PROCEDURE

Please provide all the requested items. We will not be able to process your application if any item is missing.

Stage 1

Complete and sign Application Form and Student Uniform Sheet

Attach your CV *(your résumé including your background, education and special interests)*

- Attach a Letter of Motivation explaining your culinary goals, career objectives and reasons for choosing Le Cordon Bleu
- Include two passport-size pictures
- Include a copy of your passport *(the identity page)*
- If applicable, include evidence of attending and attaining prior Le Cordon Bleu Certificates or Diplomas *(photocopies only - Le Cordon Bleu will retain these)*
- Attach a copy of your visa if you answered "Yes" in section 6
- Enclose a non-refundable application fee of £500 per Certificate course and £1,500 for a Diploma or Le Grand Diplôme courses. Payment may be made by any of the methods stated after

**Form of Payment** *(please complete in block capitals)*

*All fees should be payable in Pounds Sterling*

Payment by Credit/Debit Card

I \_\_\_\_\_ *(name)*

authorise **Le Cordon Bleu Ltd** to debit my account with

£ \_\_\_\_\_ for the Application Fee(s)

for \_\_\_\_\_ *(name of student)* as follows

Credit/Debit Card: (American Express card not accepted)

Visa       Master card       Switch       Delta       JCB

Card No.

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Card Security Code 

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*The last three digits on the back of your card*

Card Expiry Date 

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 ( M M / Y Y )

Card Valid From *(date)*

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 ( M M / Y Y )

Card Issue No. 

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*If your card is Switch/Delta*

( D D / M M / Y Y )

Signature

Date

## 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

Please refer to the 'Terms and Conditions of Payment' section 1.4 for bank details. When paying by Bank Transfer, please include all proofs of transfer with this form or in any subsequent payment advice to Le Cordon Bleu. Students are required to pay all bank fees incurred when transferring funds. It is the responsibility of the individual to ensure that their bank clearly notes their name on the transfer document.

### Stage 2

Upon receipt and acceptance of your Application Form, supporting documents and Non-Refundable Application Fee by the Admissions Jury, Le Cordon Bleu will send you an Admissions Proposal, which forms a receipt for your application fee and confirms the balance payment amount and the latest date by when this must be received.

### Stage 3

If a student requires an official letter to assist with a visa application, Le Cordon Bleu cannot issue this without the student making full payment of fees for the course(s) for which they have enrolled. If the visa application is unsuccessful, only an official rejection letter from a British Consulate, Embassy or High Commission will sanction a full refund of fees paid in advance by the student to Le Cordon Bleu.

**No refund will be given if your visa expires within the duration of the course.**

## ADMISSIONS POLICY

### 1. Offers

Offers of course placements will be based on the assessment of the Admissions Jury having considered the extent to which the qualifications, proficiencies and aspirations of the applicant are matched by the courses offered by Le Cordon Bleu. All classes are taught in English.

### 2. Qualifications

It is the responsibility of the student to ensure that he/she is proficient in spoken and written English to enable the lectures to be understood and to participate in dialogue with the tutors during classes. Examples of base entry requirements are as follows, though in certain circumstances we may accept a student with no formal qualifications on to a course: High School Diploma (*USA*) High School Certificate (*Japan*) GCSEs (*UK*) CAP/Baccalauréat (*France*). Other qualifications will be accepted by the

Admissions Jury as evidence of prior study and learning as long as the applicant can demonstrate the qualification is normally of an equivalent academic standard to the above examples.

Due to the ongoing requirements of the UK Border Control and so as to assist you if required, we would suggest that all applicants requiring a visa to study in the UK, obtain the equivalent of the Common European Framework of Reference for Languages (CEFR) level B1. Definitions of the CEFR level B1 can be found on our FAQ page on [www.lcblondon.com](http://www.lcblondon.com).

### 3. Application

The application form must be completed satisfactorily, ie all sections legible and complete. Le Cordon Bleu undertakes to ensure that all applications are assessed in an ethical and responsible manner.

**The letter of motivation must be written by the applicant.**

**Some students will be advised to attend on English language school before or during the early stages of the course.**

### 4. Approval

Approval for admission will only be given once the terms and conditions of Le Cordon Bleu have been fully satisfied. Due consideration will be placed on the student's motivation to achieve the qualifications offered by Le Cordon Bleu and their future aspirations as set out in their 'letter of motivation'. Trade or industry experience is not considered mandatory. In the event that we are unable to offer a place at Le Cordon Bleu, an appeal can be lodged, in writing within 14 days, to the Academic Director of Le Cordon Bleu London, whose decision in these matters is final.

### 5. General

No student shall be entitled to use the name and/or logo "Le Cordon Bleu" and/or similar names or logos under any circumstance or at any time or in any place including internet whatsoever whether before, during or after their training and whether as a trade mark, company or trading name, domain name or otherwise. All students shall be bound to comply with the Rules and Regulations issued by the Academy.

The Academy reserves the right in its absolute discretion to modify the enrolment procedure, fees, organisation and/or structure of any or all of its courses. The programmes, learning materials and original recipes are the intellectual property of Le Cordon Bleu International. All reproduction or transmission, integral or partial, of the content of the programme,

learning materials and/or recipes, in any form or by any means (*photocopying, scanning, re-typing and/or other*) is formally prohibited without the written and prior authorisation of Le Cordon Bleu.

**Le Cordon Bleu declines all liability in case of accident, loss, damage, civil responsibility of the student or other similar cases. Le Cordon Bleu strongly suggests that the student takes out appropriate insurance to cover such risks.**

The Academy shall be under no liability whatsoever to any student for any loss or damage, except personal injury or death, sustained at or upon the Institute's premises howsoever caused, and whether in respect of any negligent act or omission by the Academy, its employees, agents or servants or otherwise. The Academy shall be under no liability whatsoever to any student for any loss or damage, except personal injury or death, suffered by reason of the failure of the Academy, its employees, agents or servants to notify the students of any risk or danger of which they had no prior knowledge nor ought reasonably to have had such knowledge.

Students may take photographs of the Academy's premises only with the prior approval of a member of the Academy's management committee. Le Cordon Bleu will normally permit students to take, at the end of class and for strictly personal use only, photographs of dishes prepared by Le Cordon Bleu instructor chefs from recipes demonstrated during that class. Students agree that copyright in all photographs taken on the Academy's premises will be owned exclusively by Le Cordon Bleu and such photographs may be used by students only for personal, non-commercial purposes. The use by students of video cameras or any other form of moving picture camera or audio recording equipment is not permitted on the Academy's premises.

***(For official use only)***

- Complete Application Form
- CV(résumé)
- Letter of Motivation(300-500 words)
- Passport Photocopy
- 2 Photos
- Photocopies of prior Certificates and Diploma (including Le Cordon Bleu)
- Application Fee
- Approved/Not approved by Admissions Jury

Comments

# TERMS AND CONDITIONS OF PAYMENT, DEFERMENT AND CANCELLATION

## 1. PAYMENT

1.1 The Non-Refundable Application Fee ( £500 per Certificate course and £1,500 for a Diploma course or Grand Diplôme course) is payable and must be sent together with the completed Application Form. Full payment of tuition fees (see Application Procedure) is due once an offer is made of a place to the student by Le Cordon Bleu following the issue of an Admission Proposal.

1.2 The full amount of the fees payable shall be paid in cleared funds not less than six weeks before the first day of class.

1.3 If an applicant fails to comply with Condition 1.2, the Academy shall be entitled to cancel his/her place on the course and any deposit or fees paid shall not be refundable.

1.4 All fees are paid in **Pounds Sterling only**. Payment may be made by bank transfer (*details below*), Visa, MasterCard, Switch, Delta, JCB, cheque or cash. All cheques to be made payable to **Le Cordon Bleu Ltd**. Details for bank transfers are as follows:

.Beneficiary Name	Le Cordon Bleu Ltd
.Bank Name	Barclays Bank
.Bank Bank Address	Barclays Commercial Bank Level 27 1 Churchill Place London E14 5HP
.Bank Sort Code	20-67-59
.Account Number	10262455
.SWIFT	BARC GB22
.IBAN	GB 87 BARC 20675910262455

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

## 2. DEFERMENT

2.1 An applicant who has secured a place on a Classic Cycle course(s) by either paying the Non-Refundable Application Fee (£500 for a Certificate course and £1,500 for a Diploma course or Grand Diplôme course) or the full tuition fee due (see above), may defer his/her commencement of the course(s) to a later term, **if written notice is received a minimum of six weeks prior to the commencement of the course. Students can defer only once** - there is no fee for this deferment, though students will have to pay any increase in course fees. The permitted maximum length of the deferment is one year from the originally requested entry date.

2.2 If the Academy is ultimately unable to place the student on a later course, the Academy will refund any fees paid less the Non-Refundable Application Fee.

2.3 An applicant who enrolls on the diploma option is not allowed to postpone the date of entrance on the intermediate or superior levels.

## 3. CANCELLATION

3.1 A student who, having accepted an Admission Proposal offered by the Academy, **gives notice to cancel more than six weeks prior to the commencement of the course**, shall be entitled to a refund of all payments made, less the Application Fee. No refunds will be made for cancellations received six weeks or less before the start of the course, except in the cases enumerated in 3.2 below. Complete tuition fees will be refunded for any subsequent courses less the paid Application Fee(s).

3.2 A student who cancels less than six and more than four weeks before the first day of the class for reasons beyond his/her control such as a medical emergency, death within the immediate family, or natural disaster, and provides written justification of it, shall be entitled to a refund of 50% of the total tuition fee paid for the first course on which he/she is enrolled. No refunds will be made for cancellations received four weeks or less before the start of the course(s).

3.3 If a student fails to complete a course for any reason whatsoever, no refund of fees or reduction in fees payable shall be made. Le Cordon Bleu will not refund course fees once the course has started.

3.4 Le Cordon Bleu strongly suggests that you take out the appropriate insurance cover to safeguard against any possible loss of deposit/fees through being unable to attend the course(s).

3.5 In the unlikely event of a course being cancelled, all fees paid by the student in advance will be refunded in full.

I understand that I am required to notify Le Cordon Bleu of any amendments regarding said information. Misrepresentation of any or all material can result in non-acceptance or termination of enrolment. I have read and understood the school terms and conditions of enrolment, the payment of fees and the refund policy described in the brochure in its entirety.

(DD/MM/YY)

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Name *(Please print)*

Date

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Signature

#### RETURN TO

**Le Cordon Bleu London**

Admissions Office

114 Marylebone Lane

London W1U 2HH

Great Britain

Tel: +44 20 7935 3503

Fax: +44 20 7935 7621

Email: [london@cordobleu.edu](mailto:london@cordobleu.edu)

## HOW DID YOU FIND OUT ABOUT LE CORDON BLEU?

Le Cordon Bleu School - which school?

Representative/Agent - who? which city?

Press article - please specify

Advertising - which magazine, newspaper or website?

Le Cordon Bleu books - which book?

Internet - which search engine?

Former Student - who?

Fair/Festival/Trade Show - which event?

Professional Association - which association?

Reputation

Other - please specify

*(For official use only)*

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

3 Chef Jackets

2 Trousers

2 Hats

3 Aprons

3 Tea Towels

2 Oven Cloths

3 Neckerchiefs

Signature

Receive date ( D D / M M / Y Y )

## STUDENT UNIFORM REQUEST FORM

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 that your uniforms will be issued on orientation day based on the sizes you have provided.

Please write in upper case

Last Name	
First Name	
Gender	<input type="checkbox"/> Male <span style="margin-left: 200px;"><input type="checkbox"/> Female</span>
Session applied for	
Programme	
E-mail	

### JACKET

### Corresponding Sizes

UK		FR	US	Mark your size	Le Cordon Bleu Size
Female	Male				
6-8	24/26	34/36	XS		M 01
10-12	26/30	38/40	S		0
14-16	32/34	42/44	M		1
18-20	36/38	46/48	L		2
22-24	39/40	50/52	XL		3
26-28	42/44	54/56	XXL		4
30-32	46/48	58/60	XXXL		5
34-36	50/52	62/64	XXXXL		6
38-40	54/56	66/68	XXXXXL		7
42-44	58/60	70/72	XXXXXXL		8

## TROUSERS

## Corresponding Sizes

UK		FR	US	Mark your size	Le Cordon Bleu Size
Female	Male				
6-8	24/26	34/36	XS		M 01
10-12	27/29	38/40	S		0
14-16	30/32	42/44	M		1
18-20	33/35	46/48	L		2
22-24	36/38	50/52	XL		3
26-28	39/41	54/56	XXL		4
30-32	42/44	58/60	XXXL		5
34-36	45/47	62/64	XXXXL		6
38-40	49/50	66/68	XXXXXL		7
42-44	52/54	70/72	XXXXXXL		8

## CHEF'S HAT

## Head size at your forehead

INCHES	CM	Mark your size	Le Cordon Bleu Size
19.7 to 20.7	50 to 52		1
20.8 to 21.5	53 to 54		2
21.6 to 22.3	55 to 56		3
22.4 to 23.1	57 to 58		4
23.2 to 23.7	59 to 60		5
23.8 to 24.5	61 to 62		6
24.6 to 25.3	63 to 64		7

Signature

*This form supersedes all previous forms (December 2009)*