

LE CORDON BLEU®  
ACADEMIE D'ART CULINAIRE DE PARIS • 1895



LONDON CULINARY ARTS INSTITUTE

APPLICATION FORM LONDON

## ■ 1 – Personal Information

Title Mr  Mrs  Miss  Ms  Other

Last Name

First Name

PERMANENT ADDRESS

House/Flat Number

Street Name

City

County/State/Region

Postcode/Zipcode

Country

E-mail

Telephone (please include country and area codes)

Facsimile (please include country and area codes)

Mobile

## ■ 2 – Invoicing Information

(leave blank if same as above)

Title Mr  Mrs  Miss  Ms  Other

Last Name

First Name

PERMANENT ADDRESS

House/Flat Number

Street Name

City

County/State/Region

Postcode/Zipcode

Country

E-mail

Telephone (please include country and area codes)

Facsimile (please include country and area codes)

Mobile

## ■ 3 – Emergency Contact Information

Title Mr  Mrs  Miss  Ms  Other

Last Name

First Name

PERMANENT ADDRESS

House/Flat Number

Street Name

City

County/State/Region

Postcode/Zipcode

Country

E-mail

Telephone (please include country and area codes)

Facsimile (please include country and area codes)

Mobile

Please give details of any disabilities  
or illnesses (including dyslexia)

## ■ 4 – Citizenship Information

Nationality

Passport Number

Place of Birth

Date of Birth (dd)

(mm)

(yyyy)

For information concerning visas to study in the UK, please see the "Course Details" insert.

## ■ 5 – Course Selection and Entry Date

**Please mark the diploma or certificate you are applying for, and your preferred starting date:**

**5.1 Diploma Options (please refer to LE CORDON BLEU calendar)**

**Diploma Options 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 (day) (month) (year)

**5.2 Certificate Courses “À La Carte” (please refer to LE CORDON BLEU calendar)**

Certificate Entry Date (day/month/year)

- Basic Cuisine
- Intermediate Cuisine
- Superior Cuisine
- Basic Pâtisserie
- Intermediate Pâtisserie
- Superior Pâtisserie

**5.3 Intensive Certificate Courses (please refer to LE CORDON BLEU calendar)**

Entry Date (day/month/year)

- Basic Cuisine
- Basic Pâtisserie
- Intermediate Cuisine
- Intermediate Pâtisserie
- Superior Cuisine
- Superior Pâtisserie

**5.4 Elective Courses (only for Certificate or Diploma applicants. Please refer to LE CORDON BLEU calendar)**

Entry Date (day/month/year)

- Master Chef Catering

**6 – Education and Training**

Please provide details of all prior LE CORDON BLEU courses and/or other university or culinary programmes with dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide details of all prior professional experience with dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7 – How Did You Find Out About Le Cordon Bleu?** (tick as many options below as apply to you)

Le Cordon Bleu Institute – which institute?

Representative/Agent – who? RENAISSANCE SEERS which city? INDIA

Internet – which website?

Advertising – which magazine or newspaper?

Le Cordon Bleu Books – which book?

- Former Student  Reputation
- Professional Association  Career Fair or Trade Show

Other (please specify) eg word-of-mouth, friend, relative, guide etc)

**RENAISSANCE SEERS**

Age Range

- 18-23  24-29  30-35  36-39  Over 40

**8 – Application Procedure**

**Stage 1**

- Complete and sign Application Form
- 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**
- If applicable, include evidence of attending and attaining prior **Le Cordon Bleu** Certificates or Diplomas (photocopies only – **Le Cordon Bleu** will retain these)
- Enclose a non-refundable application fee of £500 per Certificate course, £1,000 for a Diploma course or £2,000 for Le Grand Diplôme course. Payment may be made by any of the methods below:

**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  MasterCard  Switch  Delta  JCB

Card Number

□□□□ □□□□ □□□□ □□□□ □□□□

Expiry Date Valid from (date) Issue No

□□□□ □□□□ □□

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 (following) for **bank details**. When paying by Bank Transfer, please include all proofs of Transfer with this form or in 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 the receipt and acceptance of the Application, required documents and Application Fee by the Admissions Jury, **Le Cordon Bleu** will send you an Admission Proposal, which includes a receipt and a statement showing the balance required for full payment.

**Stage 3**

On receipt of the Admission Proposal, please read it carefully. If you wish to proceed with your enrolment, the proposal must be signed and returned to **Le Cordon Bleu** together with the payment balance shown due within 30 days. Upon receipt, **Le Cordon Bleu** will send you an Official Enrolment Letter. Upon full payment of fees a visa letter can be produced upon request.

## Admissions Policy

- 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.
- Qualifications:** It is the responsibility of the student to ensure that he/she is proficient with 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 on to a course with no formal qualifications:  
High School Diploma (USA) High School Certificate (Japan) GCSEs (UK) CAP/Baccalaureat (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.
- 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.
- 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.
- 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 Institute.  
The Institute reserves the right in its absolute discretion to modify the enrolment procedure, fees, organisation and/or structure of any or all of its courses.  
**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 the appropriate insurance to cover such risks.  
The Institute 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 Institute, its employees, agents or servants or otherwise.  
The Institute 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 Institute, 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 Institute's premises only with the prior approval of the member of the Institute'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 Institute'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 Institute's premises.

## Terms and Conditions of Payment, Deferral and Cancellation

- Payment**
  - The non-refundable Application Fee (£500 per Certificate course, £1,000 for a Diploma course or £2,000 for the 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 for a place to the student by **Le Cordon Bleu** following the issue of an **Admission Proposal**.
  - The full amount of the fees payable shall be paid in cleared funds not less than six weeks before the first day of class.
  - If an applicant fails to comply with Condition 1.2, the Institute shall be entitled to cancel his/her place on the course and any deposit or fees paid shall not be refundable.
  - 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**:  
Beneficiary Name: **Le Cordon Bleu Ltd**  
Bank Name: Barclays Bank  
Bank Address: Pall Mall Corporate Banking Group, 50 Pall Mall, PO Box 15165, London SW1A 1QF  
Bank Sort Code: 20-67-59  
Account Number: 10262455
  - Students are required to pay all bank fees incurred when transferring funds. Students must ensure that their bank transfer includes their name.
- Deferral**
  - 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, £1,000 for a Diploma course or £2,000 for the 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 deferral, though students will have to pay any increase in course fees. The permitted maximum length of the deferral is one year from the originally requested entry date.
  - If the Institute is ultimately unable to place the student in a later course, the Institute will refund any fees paid less the non-refundable Application Fee.
  - An applicant who enrolls in the DIPLOMA OPTION **is not allowed to postpone** the date of entrance in the Intermediate or Superior levels.
- Cancellation**
  - A student who, having accepted an Admission Proposal offered by the institute, 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).
  - 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).
  - 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.
  - 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).
  - 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.

Signature..... Date .....

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

This form supersedes all previous forms

(May 2003)

### For Official Use Only

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Application form completed | <input type="checkbox"/> Approved / not approved by Admissions Jury | <input type="checkbox"/> Letter of Motivation   |
| <input type="checkbox"/> Comments:                  | <input type="checkbox"/> CV   | <input type="checkbox"/> Photocopies of prior <b>Le Cordon Bleu</b> Certificates and Diplomas |