HORIZON CAMPUS
Student Application Form

Office use only:

Name in full

Enrollment Number

Programme

Class Preference  Week Days  Week end

Student Advisor
**Guidelines to Complete the HORIZON CAMPUS Application form**

Please complete all sections of the HORIZON CAMPUS Application form clearly and accurately in BLOCK LETTERS. If the application form is incomplete or illegibly written, we may not be able to process your application.

Upon completion, please return the form to: HORIZON CITY CAMPUS, No. 7, Kirimandala Mawatha, Narahenpita, Colombo 05, Sri Lanka.

Telephone: +94 11 2 369202 Mobile: +94 718 622 727

Certified copies of the following original documents are compulsory to process the HORIZON CAMPUS Application:

- Valid birth certificate
- Education / Professional Academic Qualifications to date
- Identity verification document (National Identity card, Passport, etc)

* All copies need to be certified as ‘true copies’ by an authorized person (eg: Justice of Peace, Notary Public, School principle, Head of Institution). You will need to pay the Registration fees and all other HORIZON CAMPUS fees, as on dates indicated. Information about the fees will be provided by our HORIZON CAMPUS Student Affairs unit. The course information for HORIZON CAMPUS is subject to change. Admission to any academic programme will be determined by the Dean of the Faculty / Head of Department / Registrar HORIZON CAMPUS.

Please include your mailing and email address in the HORIZON CAMPUS Application. Please be advised to check your email (if you have provided it in the application) regularly, as we will be notifying all information via email as well. All changes in your postal address, phone numbers, email and personal information to be notified to the Registrar/Asst. Registrar for purpose of up-dating your records. Please always check with your student counselor or Academic Counsellor when planning your programme. Please indicate the name in which your certificates should be issued.

1. **Your personal details** (Please write using block letters. All sections must be completed)

   **Rev/Dr/Mr/Mrs/Ms**

   **Name with initials**

   **Name in full**

   **How do you prefer to indicate your Name in final degree/Diploma certificate**

   **Permanent postal address**

   **Date of birth**  
   **NIC No**

   **Telephone (R)**

   **Civil status: Single Married**

   **Telephone (O)**

   **Mobile**

   **Email**

   **Nationality**

2. **Educational Qualifications**

   **G.C.E (O/L) Examination**

   **Local**

   **London**

   **Admission No**

   **Schools attended/Addresses** (Starting with most recent)

   **Subjects Completed**

   **Grade**

   **Year**
3. **Academic Qualification**

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<th>Qualification Obtained</th>
<th>Year</th>
<th>Specialized Area</th>
<th>Any other</th>
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4. **Professional Qualification**

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5. **Work Experience (Manager, Executive, Supervisory, Entrepreneurial, Etc.) with in last 10 years**

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<th>Designation / Position held</th>
<th>Period From</th>
<th>Period To</th>
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6. **Courses Completed at the HORIZON CAMPUS**

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<th>Course</th>
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7. **Supporting disability**

Do you require additional support with any disability/medical condition/learning difference or similar?  
Yes ☐  No ☐
8. Horizon Campus English Language Requirements

Course Guide Please tick

☐ I am going to follow the English Language programme at HORIZON CAMPUS

☐ I do NOT require to follow an English Language programme (please provide evidence of English Language proficiency.)

9. Guardianship: Please complete this section if you are under 18 years of age at the time of enrolment

Name in full
Address
Telephone
Email address

Signature of Parent / Guardian

Date

10. Where do you required Transport service from?

Name and address of your employer/sponsor (if applicable):

11. Who will pay the tuition fees

☐ Myself ☐ My parents ☐ My employer or other sponsor ☐ Other: .................................................................

Name and address of your employer/sponsor (if applicable):

12. Important checklist

Before submitting this application, please make sure you have included:

☐ A signed and completed application form

☐ All Academic/Professional/Work experience Documents

☐ 3 Stamp size and 3 passport size photographs

☐ Registration payment (this will be non refundable)

☐ Application for credit transfer (If applicable)

☐ Certified Copies of your transcripts (English language proficiency, academic records and other supporting documents)

☐ Officially certified English translations (if applicable)

☐ Either a Copy of the information page of the passport or an English translation of the Birth Certificate

13. Declaration

I hereby confirm that the information submitted by me are true, accurate, and complete. Furthermore, I understand that I am accountable to provide all necessary information and documents to support this application. In addition, I give my consent to HORIZON CAMPUS to verify any information submitted by me. HORIZON CAMPUS reserves the right to vary or reverse any decision pertaining to my enrollment (submitted to HORIZON CAMPUS) made on the basis of information and documents which are inaccurate, partial, misrepresented or forged.

I am aware and responsible for any and all additional charges I may have to bear (E.g. early withdrawal fees, new program fees, administrative charges, etc), should I change/alter my initially selected course/programme to another course/programme offered by HORIZON CAMPUS within the stipulated period of the course/programme initially selected.

I agree and understand that the decision made by the Management of HORIZON CAMPUS is final and conclusive, and agree that I have no claims whatsoever against any such decision by the Management of HORIZON CAMPUS. I agree to abide by all rules and regulations enforced by HORIZON CAMPUS.

Signed

Date

*If the applicant is under the age of 18

Signed

Date