

## About the College

Hammersmith Management College is a Licensed Education Provider (rating-A) under the Tier-4 point based System.

The College offers professional courses as well as clear progression routes to Degree and Masters programmes offered by UK Universities. HMC has a formal Articulation Agreement with London Metropolitan University, whereby our students are allowed entry, subject to grading, on London Met's under graduate and graduate programmes.

Our business school was awarded the prestigious **Gold Approved Learning Partner** status by the ACCA in 2008.

HMC offers recognised qualifications in the areas of accountancy and finance, business management, IT, marketing, travel and tourism and HRM. All the courses offered are NARIC approved and lead to the qualifications recognized by the industry. Participants can attend courses and training on a full time, part time, day release, or weekend basis.

Hammersmith Management College (HMC) is a welcoming and friendly place to study. HMC is located in the centre of London and is easily accessible both by means of London buses and London Underground. Away from the college students have a lot to indulge in. The College is at a stone's throw from the Kings Mall which contains a very attractive shopping centre.

## Accreditations

HMC is registered with the following professional bodies

<b>CIMA</b>	<a href="#"><u>The Chartered Institute of Management Accountant</u></a>
<b>ACCA</b>	<a href="#"><u>Association of Chartered Certified Accountants</u></a>
<b>ABE</b>	<a href="#"><u>Association of Business Executives</u></a>
<b>IMIS</b>	<a href="#"><u>The Institute for the Management of Information Systems</u></a>
<b>BCS</b>	<a href="#"><u>British Computer Society</u></a>
<b>BAC</b>	<a href="#"><u>British Accreditation Council</u></a>
<b>OTHM</b>	<a href="#"><u>Organisation of Tourism and Hospitality Management</u></a>
<b>LCCI</b>	<a href="#"><u>London Chamber of Commerce and Industry</u></a>

Links to some helpful sites are listed on the useful links page for the benefit of the students. lick here [Useful Links](#) to go to the useful links page

## Fee Structure

	UK Applicants	Overseas UK Applicants
<b>Accountancy Courses</b>		
<b>ACCA Accounting Technician (CAT)</b>		
CAT Introductory and intermediate(06 Months)	£ 890	-
CAT Intermediate & advanced (01 year)	£2,040	£2,540
CAT Advanced (01 year)	£1,650	£2,150
Introductory-per paper (06 months)	£ 155	-
Intermediate-per paper (06 months)	£ 205	-
Advanced - per paper (06 months)	£ 275	-
<b>ACCA The Association of Chartered Certified Accountants</b>		
Fundamental - (Knowledge module)(F1 -F5)(01 Year)	£1,695	£2,195
Fundamental -(Skill module)4 papers (Sep -Jun) / (Apr-Dec)	£1,650	£2,150
Fundamental -(Skills module) any five papers (01 Year)	£1,995	£2,295
Fundamental -(skills module) all papers (01 year)	£2,195	£2,495
Professional Level - (01 Year)	£ 2,495	£ 2,995
Fundamental -(Knowledge module)(per paper) (06 months)	£ 275	-
Fundamental -(Skills module)(per paper) ( 06 Months)	£ 305	-
Professional Level (per paper) (06 Months)	£ 375	-
<b>Chartered Institute of Management Accountants</b>		
CIMA CBA (01 year)	£1,695	£2,195
Managerial Level any 5 papers (01 year)	£1,890	£2,390
Managerial Level 06 papers (01 year)	£2,165	£2,565
Strategic level(01 year)	£ 1,750	£ 2,250
CIMA CBA (per paper) (06 months)	£ 275	-
Managerial Level (per paper) (06 months)	£ 295	-
Strategic Level (per paper) (06 months)	£ 305	-
TOP CIMA (06 months)	£ 395	-
<b>Business Management Courses</b>		
<b>ABE(The Association of Business Executives)</b>		
Certificate (06 months)	£780	-
Diploma I (Sept - June)	£1,430	-
Diploma Level I & II (One year) 09 units	£1,995	£2,995
Advanced Diploma (01 year)	£1,695	£2,895
Certificate Level ( per paper)( 06 months)	£ 195	-
Diploma level I & II (Per paper)( 06 months)	£ 275	-
Advanced Diploma (per paper) (06 months)	£ 295	-
<b>IT Courses</b>		
<b>British Computer Society (BCS)</b>		
Certificate level (01 year)	£ 1,655	£ 2,695
Diploma Level (01 year)	£ 1,875	£ 2,875
Professional Graduate Diploma (01 year)	£ 2,245	£ 3,245

## Degree Programmes

### BSc. Accounting and Finance

Degree Programme Full time 01 yr	£2,595	£3,635
Part time	£ 1,595	-

## Tourism And Hospitality Management

### OTHM

Introductory Certificate (06 Months)	£ 880	-
Certificate ( 1 Year)	£ 1,365	£ 2,365
Diploma Level (01 Year) 06 units	£ 1,895	£ 2,895
Higher Diploma (1 Year)	£ 2,065	£ 3,095
Certificate Level (per paper) (06 months)	£ 195	-
Diploma Level (per paper) (06 months)	£275	-
Higher Diploma (per paper) (06 months)	£295	-
New Entry		

## Other Courses

### Accounting Packages

Sage Line 50 ( fast Track)	£ 150	
Sage Payroll (fast track)	£ 150	-
ELSA - Pre-sessional English Language Course (06 Month)		£ 1,000

## New Entry

Note: The above fee details were correct only at the time of publication. The college reserves the right to revise the fee structure each academic year. An Instalment plan may be available subject to approval by the Registrar.

## LIFE AT HMC:

The college offers its students a professional, disciplined and friendly academic environment. At HMC we give our full attention to the education and training of the students in the practical aspects of the Job environment.

College has a following range of facilities available to all students.

### Orientation and Travel

The College has a few properties allocated for student accommodation purpose. The list of availability in the neighbourhood is kept by the Residential Adviser. Students are advised to fill in the accommodation request at the time of submitting their application so that appropriate arrangements can be made. Full time students are supplied with travel discount cards, to substantially reduce their cost of travel around London.

### Academic Clinic:

College runs an academic surgery once a week, in order to deal with any concerns the students may have regarding their courses. Principal and/or Course Director are always available during the clinic times to answer any of the questions raised

### **Career advice Bureau:**

A career adviser is appointed at the beginning of each term/semester to answer any questions that students may have regarding their future career prospects and is accessible to all the students on certain days of the week. Students are however advised to make an appointment giving details of the nature of their query.

### **Job/Placement advice:**

Please keep in mind that Home Office imposes certain restriction on the working hours of International students, however, Job and placement advice is available, depending on the nature of course as well as the particular circumstances surrounding the student concerned.

### **Library facilities:**

College has a small reference library of its own and a room is available to students for private studies at all times. The Local public libraries of Shepherds Bush and Hammersmith are only short walk away.

### **Day Trips and Cultural events:**

The concept of mixing achievement with Extra curricular activities works very well at HMC, because we are situated in the heart of the city. HMC is able to allow its students easy access to various parts of London. Welfare Officer can provide guidance on the Bus routes and Underground travel network. The English department arranges Day trips for students to attractive Tourist attractions at nominal price. College also arranges cultural events on a regular basis to give representation to students belonging to different ethnic backgrounds.

## **RULES AND REGULATIONS FOR STUDENTS: PRE AND POST-REGISTRATION**

All students are strongly advised to read the College rules and regulations. When you sign your registration form, you enter into a contract, promising to obey these regulations. They help you to understand your rights and obligations. The full Regulations are set out in the College prospectus which is issued each academic year and is available for consultation. Following are the relevant points from College rules and regulations dealing with registration procedures and have concerned some international students in the past.

### **1. Registration**

If you or your sponsor owes money to the College for tuition fees, you will risk:

- Not being allowed to register for the next session;
- Not being awarded a degree or diploma
- Non-payment of tuition fees by you or your sponsor by the required dates can lead to exclusion from your course in the current session.

### **2. Attendance**

You are required to:

- Attend classes punctually and regularly; Immigration regulations require you to attend at least 80% of all classes, tutorials, etc. Immigration authorities ask for proof of this when students apply to extend leave to remain.
- Be in residence from the beginning to the end of each term. This includes examination periods. If you fail exams you will also be expected to be available to re-sit in the summer examination period.
- Attend classes regularly as per time-table. A minimum of 85% attendance on the course is required. If attendance falls below this mark, without a valid reason, student may be suspended, not permitted to take examination, or both.
- On certain courses, recommended text-books are supplied by the College as a part of the tuition fee on other courses students need to purchase their own text books.
- It is the responsibility of students to ensure that they become members, where necessary of appropriate external examining bodies and register for examination in good time. Membership & examination fees must be borne by the student.
- The College reserves the right to amend/cancel a course without prior notification.
- Students are expected to behave in a responsible manner, both on and off the premises. Failure to do so, may result in suspension from the College.

### **3. Non-Attendance:**

- Registrar monitors student attendances from the class registers on regular basis (fortnightly/monthly), and warning letters are sent to the students who show a pattern of consistent absenteeism. The students are generally asked to make an appointment with their course director and provide details of any accentuating circumstances. Non respondents may risk suspension/expulsion from the course with out any further notice.
- In case of non- arrival on a course, reminders are sent to the students during the second week of the course. Late arrivals are allowed to join the course, no later than three weeks, after the commencement of their academic session.
- Failure to arrive within the first two weeks, may result in your place given to the next available candidate, with out any prior notice.
- Where the College has been properly notified of non-arrival by the student, and the Registrar is satisfied with the explanations provided, the enrolment may be deferred to the next appropriate session.

### **4. Non-Invigilated Examinations (all students)**

- Non-invigilated examinations include course-work for assessment, projects, theses, dissertations, extended essays etc. Careful quoting of material from books and articles is permissible, but the material must always be attributed to its sources by means of quotation marks (i.e. “..... “). A footnote or brackets naming the author and the title of the text plus the dates of publication will be required, as well as a bibliography that provides full references to all the material consulted or used. It is not sufficient simply to list the sources in the bibliography.

- Students should take great care when taking notes from books or articles or when down-loading from the web pages to always record the source at the time so as to be able to attribute the material if used later.
- If the student is found guilty of cheating, this may result in exclusion, failure or other appropriate penalties, even if the plagiarism is not discovered until much later.  
Please refer to the “Student- Handbook”.

## **5. Invigilated Examinations (students on taught courses)**

- Carefully note examination dates in your diary each year, please refer to the College academic calendar.
- If you find that an examination might be set on a day when your religious beliefs would prevent you attending, you must contact the Examinations Team in the Registry Office. It may then be possible for timetables of examinations to take account of your needs. For students taking examinations for professional bodies no such concession may be available.

## **6. Re-registration**

- Students on courses of more than one year must re-register with the College each academic year. Information on how to re-register will be sent to your current home address at the end of the academic session. Students may re-register by post, those who do not register by post must attend a re-registration session in order to confirm details of courses, funding, address, and personal information.
- Timetables and instructions for re-registration are normally published three weeks before each exam period commences.
- Students cannot proceed to the next academic session nor will Student ID card be valid until you have re-registered.
- Check that your personal details are correctly recorded and updated as necessary. These may be needed in an emergency.

## **7. Contact details**

- College regulations require the student to ensure that the College has their current residential address at all times. We need to know where you are living to be sure that any mail sent from the College will reach you.
- We do not give addresses to other students or anyone (except relevant College staff) without your permission. All student records are strictly confidential. This is in accordance with College regulations and Data Protection Act.
- If any student has changed his/her local address at any time, he/she must update the records immediately at: Student Services Information Desk, or from the administration department.

## **8. Refund procedures (International students)**

- Student may make a claim for refund of the tuition fee paid, less administrative costs of £175, only if they fail in their application for a student visa to either remain or enter the U.K. Student must inform the College immediately, so that help and advice may be given to appeal against the decision.
- Should you decide not to appeal, your application for a refund of the tuition fees must be accompanied by:
  - The original form to lodge the appeal (APP 201)
  - The original letter of refusal from the British Embassy/High Commission (APP 200)
  - All original documents (Letter of Acceptance, Letter of Enrolment, etc). A minimum period of 4 weeks is required to process the refund.
- No part of the tuition fee is refundable should the student withdraw from the course, at any time after its commencement. However under exceptional circumstances, concessions may be available to the student, purely on compassionate grounds. It is suggested that the Welfare Officer must be consulted first in this regard.
- If, for any reason, the College is unable to deliver the course for which you have paid the appropriate fee, the fee will be refunded in full.

## **COMPLAINT PROCEDURE**

### **Aim**

The complaint procedure is aimed at providing a mechanism for receiving and examining complaints by student against the level of facilities or training provided by the Institution.

### **Notification of the complaint**

- Complaint shall be in writing
- All complaints shall be addressed to the Registrar and shall be made within 30 days of the scheduled end of the course contracted for.
- Complaint forms are with the administration department.

### **Procedure after receipt of a complaint**

- The nature and scale of the complaint will be assessed, for instance, academic or administrative.
- Complaint committee headed by the Registrar would take steps to clarify and define the complaint and may request further information from the student, if necessary.
- In their assessment of the complaint the committee will give particular attention to the attendance record and academic achievements of the complainant.

- The student will be given the chance to make oral presentations in front of the committee.
- The committee will have a period of 7-14 days to notify the student of the outcome of the complaint. One copy of the findings will be sent to the principal.
- If the complainant is not satisfied with the outcome, Welfare officer has the list of external bodies, where the student can lodge his/her complaint.

### **Registration procedure after receipt of application**

Candidates must complete the Application Form and return it to the college together with the following:

1. Two passport size photographs
2. Certified photocopies of qualifications
3. Evidence of work experience (where applicable)
4. The registration Fee of £50.00 UK students , £100 overseas students (Non refundable)

### **Letter of Acknowledgement**

On receipt of the admission form & related documentation, the College will send the applicant letter acknowledging receipt and confirming the course for which application has been made, the course fee, the date of commencement and details of the maintenance funds required for the duration of the studies. The letter will also state that in order to pursue the application further, the applicants will need to remit the appropriate tuition fee for the courses. Overseas applicants may use this letter to process foreign exchange through their Central Banks.

### **Certificate of Enrolment**

On receipt of the tuition fee, the College will issue a Certificate of Enrolment, stating that a place has been reserved on the course. Payment may be made either by a Banker's Draft or by Bank Transfer directly into the school account. Details are given in the Letter of Acknowledgement. Overseas students may use the Certificate of Enrolment to obtain a student visa.

Once a place has been reserved, students requiring entry clearance must visit the British Embassy/High Commission in person. The following documents must accompany the application:

1. The Certificate of Enrolment issued by the College.
2. Passport.
3. Documents, e.g. recent bank statements as evidence that you have funds available for the duration of your course. If you are sponsored, you will need a letter from your sponsor, confirming that he/she will meet the cost of the course.

4. Copies of educational qualifications.

## **GUIDANCE NOTES FOR APPLICANTS IN RESPECT OF STUDENT VISAS**

Success in obtaining a student visa will depend largely on the quality of your application. You are therefore requested to pay particular attention to the following points, all of which are of equal importance.

### **1. APPEARANCE OF THE APPLICATION**

Appearance is of vital importance. You should therefore consider each question carefully and draft your answers on a separate sheet of paper before committing them to the form. Answers should be written neatly or preferably typed.

### **2. FINANCIAL STATUS**

The Clearance Officer must be assured that you can pay the relevant course fee and maintain yourself throughout your studies. You will currently need about £6000-00 in order to support yourself for one academic year. The submission of bank statements, covering a six-month period, is a prerequisite of success. In this connection, the authorities wish to see evidence of a sustained income and prudent expenditure over the period in question. They are extremely suspicious of large sums paid into the account immediately prior to the proposed date of commencement.

### **3. PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION**

Even if there is no provision on the application form, you are strongly advised to include a personal statement concerning your choice of course. It is probably the most significant feature of your application. The following points must be covered:

- Your academic qualifications
- Your knowledge of the course, including a synopsis of its curriculum
- The length of the course and its assessment procedures, i.e. assignments and examinations
- The qualification which you will obtain and how you might use it
- Possible career opportunities relevant to the qualification
- Further courses of study, which you may follow as a result of obtaining the qualification
- Knowledge of the College and its range of course provision.
- Emphasis that you will attend a College approved by the British Accreditation Council.

### **4. YOUR PROFICIENCY IN SPOKEN AND WRITTEN ENGLISH**

This is highly significant to your success. You must remember that your suitability to undertake a program of study is assessed largely by the proficiency which you demonstrate in the completion of the application form, your personal statement and, of course, your ability in spoken English, as demonstrated at the interview. Time spent in improving your English is therefore a sound investment.

## **5. TIMING OF YOUR APPLICATION**

You are advised to make your visa application at least three months prior to the start of the course. Please inform the visa official of the date on which you would like to commence the course. In this context, you must remember that visa personnel are extremely busy people. Consequently, you may not be interviewed in time to meet your desired target commencement date. You are therefore strongly advised to provide the official with the next available start date.

## **6. RETAIN A COPY OF YOUR VISA APPLICATION**

Between submitting your application and being called for interview, several weeks may lapse, during which time you may have forgotten essential aspects of your application. Please make sure, therefore, that you keep a copy of the following documents.

- The completed visa application form
- Your statement of why you wish to undertake the relevant course
- Copies of bank statements
- Copies of any documents which may assist you in your application

Remember to take the above with you and do not hesitate to refer to them in the interview.

## **7. REFUSAL OF VISA**

In the event of being refused a visa, you must obtain proof of refusal from the relevant official. The purpose of this is to provide proof to the College in relation to an application for a refund of fees. The relevant forms are APP 200, proof of refusal and Form N2, the appeal form. The forms must not be photocopies.

We wish you every success in your visa application. If we can be of further help, please do not hesitate to ask.

## **TUITION FEE REFUND PROCEDURE**

**1.** If a student stops attending, withdraws, leaves or is suspended, for any of the above reasons, no part of the tuition fee is refundable.

**2.** Home students or students who do not require a student visa to remain in the U.K may claim a refund of the course fees (less administrative costs of £175), provided written notice of cancellation is received by the College four weeks before the commencement date. Notices arriving later, will result in the deduction of one term's fee before a refund is made.

**3.** Students may claim a refund of the paid tuition fee, less administrative costs of £175, only if they fail in their application for a student visa to either remain or enter the U.K. Students must inform the College immediately, so that help and advice may be given to appeal against the decision to refuse a student visa. Should one decide not to appeal, one's application for a refund of the tuition fees must be accompanied by A) the original letter of refusal from the British Embassy/High Commission (APP200), B) the original form to lodge the appeal (APP 201) and C) all original documents (Letter of Acceptance, Letter of Enrolment, etc). A minimum period of 10 weeks is required to process the refund.

**4.** If, for any reason, the College is unable to deliver the course for which you have paid the appropriate fee, the fee will be refunded in full.

[Click here](#) to receive Application Forms.