

Enrolment Form | CIMA Part-time Courses 2010/11

Please make sure that you complete all sections of this application form clearly in **black or blue ink and block capitals** and return by Phone/ Fax/ Post/ email to: LSBF, 3rd Floor Churchgate House, 56 Oxford Street, Manchester, M1 6EU, UK
Tel: +44 (0) 16 1713 1777, Fax: +44 (0) 16 1 261 4719, Email: manchester.admissions@lsbf.org.uk

For further up-to-date information about the application process please refer to www.lsbf.org.uk/students/apply.html

Title*(Mr/Ms/Mrs/Miss)..... **Family Name***.....**First Name***.....

Home Address*.....

..... **City***..... **Country***..... **Postcode**.....

Date of Birth* (day/month/year)...../...../..... **Tel: Home***..... **Work***..... **Mobile***.....

Email Address*..... **Nationality***.....

**mandatory fields*

CIMA registration number.....

Exam sitting (tick as appropriate): CBA November 10 May 11

IMPORTANT: It is your responsibility to complete the CIMA registration requirements and enter the CIMA examinations.

U.K Employer's Authorisation For Sponsored Students

We authorise **London School of Business & Finance** to invoice us for the fees due in respect of the courses applied for by the student named above. We accept responsibility for the fees due in all circumstances including termination of employment and cancellation of enrolment.

Company Name.....

Manager's Name.....**Authorised Signature**.....

Position Held in Company..... **Tel**..... **Fax**.....

Email Address..... **Work address**.....

..... **Postcode**..... **Website**.....

Address for Invoicing (if different to the employer's address above)

Contact Name.....

Address..... **Postcode**.....

Data Protection Act

- We reserve the right to inform your sponsor of your progress, if requested.

Terms and Conditions*

Students' attention is particularly drawn to this section, as registration on the course constitutes full and irrevocable acceptance of the terms and conditions.

- To book a place on a course, either the full fee or a minimum deposit of 50% of the total course cost is required. All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.
- A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to the CIMA.
- The School reserves the right to dismiss any student at any time for non-payment of fees. No fees will be refunded for any student dismissed under this section.
- Fees are published separately for each semester and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied. Promotions and offers may have restricted eligibility requirements and may change from time to time.
- All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
- Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.

*Please refer to www.lsbf.org.uk/terms-and-conditions for the most up-to-dated terms and conditions.

Compete 1st Class 1. Top quality CIMA study materials and exam kits 2. LSBF lecture notes 3. Mock exams and marking 4. Free online resources – recorded lectures, lecture notes, questions with feedback. 5. Pass First Time Guarantee™ 6. Free certificates** (see below)	No of subjects	Normal Price	Special offer (50% off)	Deposit		
	6* <input type="checkbox"/>	£3,992	£1,996	£998		
	9* <input type="checkbox"/>	£5,988	£2,994	£1,497		
	12* <input type="checkbox"/>	£7,980	£3,990	£1,995		
	14* <input type="checkbox"/>	£9,312	£4,656	£2,328		
	15* <input type="checkbox"/>	£10,410	£5,206	£2,603		
Additional certificates			Aug-10	Feb-11	Aug-11	Feb-12
Sage Line 50	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Modelling Intermediate	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk and Financial Management	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**Apply for 6 subjects and qualify for 1 out of 4 of the courses above for free Apply for 9 subjects and qualify for 2 out of 4 of the courses above for free Apply for 12 subjects and qualify for 3 out of 4 of the courses above for free Apply for 14 subjects and qualify for 4 out of 4 of the courses above for free						

*Programme Packages enable you to enrol for a number of subjects and fix the tuition fee. No other offer may be used in conjunction with a Programme Package. The minimum deposit payable on initial enrolment is 50% of the total Package fee. Any balance must be paid in full at least two weeks prior to the first published course commencement date. If payment is made after this date the standard published fees will be applied. When choosing a paper, please specify which subjects you are taking during the 1st semester. If T4 is part of your package (excluding 15 paper packages) an additional £600 charge will incur.

COURSE TAKEN	TUITION FEE			REVISION COURSE		
	Exam Date (Course Commencement Date)	Nov-10 (Aug 10)	May-11 (Feb 11)	Aug-11 (Jun 11)	Nov-10	
Study option	Tuition	Tuition	Tuition	Weekday	Weekend	Question Based
Certificate Level	Subjects (tick as appropriate)					
CO1. Fundamentals of Management Accounting	<input type="checkbox"/> £380	<input type="checkbox"/> £380	<input type="checkbox"/> £380	N/A	N/A	N/A
CO2. Fundamentals of Financial Accounting	<input type="checkbox"/> £410	<input type="checkbox"/> £410	<input type="checkbox"/> £410	N/A	N/A	N/A
CO3. Fundamentals of Business Mathematics	<input type="checkbox"/> £345	<input type="checkbox"/> £345	<input type="checkbox"/> £345	N/A	N/A	N/A
CO4. Fundamentals of Business Economics	<input type="checkbox"/> £345	<input type="checkbox"/> £345	<input type="checkbox"/> £345	N/A	N/A	N/A
CO5. Fundamentals of Ethics, Corp. Gov. & Bus. Law	<input type="checkbox"/> £380	<input type="checkbox"/> £380	<input type="checkbox"/> £380	N/A	N/A	N/A
Operations Level	Subjects (tick as appropriate)					
E1. Enterprise Operations	<input type="checkbox"/> £550	<input type="checkbox"/> £550	N/A	<input type="checkbox"/> £420	<input type="checkbox"/> £395	<input type="checkbox"/> £160
P1. Performance Operations	<input type="checkbox"/> £550	<input type="checkbox"/> £550	N/A	<input type="checkbox"/> £455	<input type="checkbox"/> £395	<input type="checkbox"/> £160
F1. Financial Operations	<input type="checkbox"/> £500	<input type="checkbox"/> £500	N/A	<input type="checkbox"/> £455	<input type="checkbox"/> £395	<input type="checkbox"/> £160
Management Level	Subjects (tick as appropriate)					
E2. Enterprise Management	<input type="checkbox"/> £500	<input type="checkbox"/> £500	N/A	<input type="checkbox"/> £420	<input type="checkbox"/> £395	<input type="checkbox"/> £160
P2. Performance Management	<input type="checkbox"/> £550	<input type="checkbox"/> £550	N/A	<input type="checkbox"/> £455	<input type="checkbox"/> £395	<input type="checkbox"/> £160
F2. Financial Management	<input type="checkbox"/> £550	<input type="checkbox"/> £550	N/A	<input type="checkbox"/> £455	<input type="checkbox"/> £395	<input type="checkbox"/> £160
Strategic Level	Subjects (tick as appropriate) Choose 2 out of 4					
E3. Enterprise Strategy	<input type="checkbox"/> £570	<input type="checkbox"/> £570	N/A	<input type="checkbox"/> £430	<input type="checkbox"/> £405	<input type="checkbox"/> £160
P3. Performance Strategy	<input type="checkbox"/> £515	<input type="checkbox"/> £515	N/A	<input type="checkbox"/> £465	<input type="checkbox"/> £460	<input type="checkbox"/> £160
F3. Financial Strategy	<input type="checkbox"/> £570	<input type="checkbox"/> £570	N/A	<input type="checkbox"/> £465	<input type="checkbox"/> £460	<input type="checkbox"/> £160
TOPCIMA	Sep '10 exam Nov '10 exam	Mar '11 exam May '11 exam	N/A	Sep '10 exam Nov '10 exam		
T4. TOPCIMA Part B Case Study Examination	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	No. of papers			Total payment		

Student ID - for office use only

Studying materials (including study text, exam kits, pocket notes & study notes) and recorded lecturers are all included in the tuition fees.



Register for 2 or more papers and receive 30% off the certificates below.

Additional certificates (please tick appropriate to reserve a place):		Aug 10	Feb 11	Aug 11	Feb 12
Sage Line 50	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Modelling Intermediate	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk and Financial Management	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Terms and Conditions of the LSBF Pass First Time Guarantee™*:

To qualify for the Pass First Time Guarantee™ entitling qualifying students for a free re-sit course:

1. For students who book tuition, revision and QBD courses: the student must attend 90% of the tuition, revision and QB class and pass the mock exam conducted by LSBF.
2. All the course fees must be paid in full before the examinations are taken.
3. You must attempt the real exam.
4. In the event of failure you must provide proof of that failure on application for the re-sit course.
5. The qualifying re-sit classes (tuition, revision and/or QB) must be attended at the next examination sitting. After that point the Pass First Time Guarantee™ will lapse. The Guarantee is not transferable.
6. Claims under the Guarantee must be received by LSBF a maximum of one month after exam results have been released.

Terms and Conditions of the LSBF Pass First Time or Your Money Back Guarantee™*:

1. The Pass First Time or Your Money Back Guarantee™ is only available for students who purchase the Ultimate Confidence Booster™ (normally £50 per paper in addition to the regular course fees) at the point of booking their courses or package.
2. The Guarantee is only available to students who book tuition and revision courses together or tuition, revision and QBD courses together for the same paper and attempt no more than 3 exam paper per exam sitting.
3. The Guarantee only entitles qualifying students for a refund of fees actually paid for the qualifying course(s). No other benefits or compensation is provided.
4. For students who book tuition and revision courses: the student must attend 100% of the tuition and revision classes, log-in to the InterActive platform and watch the tuition videos, attempt and score at least 75% on all Quick Tests on the InterActive platform and pass the mock exam conducted by LSBF with a at least 55%.
5. For students who book tuition, revision and/or QBD courses: the student must attend 100% of the tuition, revision and QBD classes booked, log-in to the InterActive platform and watch the tuition videos, attempt and score at least 75% on all Quick Tests on the InterActive platform and pass the mock exam conducted by LSBF with a at least 55%.
6. All course fees (including the Ultimate Confidence Booster™ fee) must be paid in full before the examinations are taken place.
7. You must attempt the real exam
8. In the event of failure you must provide proof of failure on application for refund. Applications for refund must be made on the application form that can be obtained from the LSBF Student Support office.
9. Claims under the Guarantee must be received by LSBF a maximum of one month after exam results have been released. After that point the Guarantee will lapse.
10. Refund payments issued under the Guarantee will be made using the original form of payment and back to the original payee only. Payments will be issued within 28 days of the receipt of a complete application made under the Guarantee.

* Please refer to www.lsbf.org.uk/terms-and-conditions for the most up-to-date terms and conditions.

Book your CIMA papers with us today and secure 100% funding for LSBF MBA or MSc programmes*
Please contact your advisor for more details.

*T&C's apply

