

Student ID - for office use only



Advanced Management Programme Application Form 2012

Please make sure that you complete all sections of this application form clearly in **black ink and block capitals** and return it to the following address:

London School of Business and Finance
FAO: Flavio Cabral,
8-9 Holborn,
London EC1N 2LL,
United Kingdom
Tel +44 207 8232303 Fax to +44 207 8232302 or email to fcabral@lsbf.org.uk

Please affix a passport photograph here

Personal Information: Please fill these details in clear capital letters

Family name.....Dr Mr Mrs Ms Miss
First name.....
Nationality.....or/and.....Passport Number..... Date of Birth.....
Private address.....
City.....Country..... Postcode.....
Telephone number: Home..... Mobile.....
E-mail address.....

Education & Qualifications:

Please give details of any academic and professional qualifications obtained and any that you are currently studying for. Please enclose copies of transcripts & certificates (if applicable)

Name of Institution/Address	Dates (month – year) of attendance	Qualification/award (include class/division/grade of all qualifications)	Main subjects
.....	From:
	To:		
.....	From:
	To:		

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Work Experience:

Please give full details of the work experience you have, beginning with your current position.

Employer (Please include company's name, address and line manager/ sponsor)	From	To	Job title and responsibilities

Language Background:

(A) Is English your first Language? No Yes

(B) Have you taken any English language examinations or standardised tests (e.g. TOEFL, IELTS, Cambridge First Certificate, GMAT and GRE)?

No Please go to (C) Yes Please give details and enclose a copy of your result:

Type of test taken:

Score:

English classes or Business English will be advised when necessary as part of the course.

(C) If not how you consider your level of English? Proficient Very good Good Adequate
(If you wish to take an internal English assessment, it will be provided upon requested)

Reference:

Please provide 2 references in the table below. They can either be professional or academic referee.

Name	Position	Name of the Company	Contact Details (Please include email address and telephone number)

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Personal Statement:

Please write a personal statement taking into account the questions below (no more than 200 words, please attach a separate sheet if necessary):

1. What is your current position? Please specify as much as you can what your current responsibilities are and if you manage any employees or department.
2. What do you aim to achieve with the Advanced Management programme?
3. What are your career aspirations?
4. Any additional information about your work experience, interests, etc relevant to your application?

Please choose from the subjects listed in the table below. Please note in order to apply for the Advanced Management Programme you need to choose 4 courses in total. Please look at the timetable to insure there's no clash

Course code	Subject selection*	May 12	Oct 12
AMP01	Management and Leadership in Practice	<input type="checkbox"/>	<input type="checkbox"/>
AMP02	Managerial Practices and Skills for International Business	<input type="checkbox"/>	<input type="checkbox"/>
AMP03	Advanced Marketing Strategies	<input type="checkbox"/>	<input type="checkbox"/>
AMP04	Strategic Management	<input type="checkbox"/>	<input type="checkbox"/>

Course code	Subject selection*	May 12	Oct 12
AMP05	Capital Markets and Investments	<input type="checkbox"/>	<input type="checkbox"/>
AMP06	Financial Management	<input type="checkbox"/>	<input type="checkbox"/>
AMP07	Advanced Financial Modelling Process	<input type="checkbox"/>	<input type="checkbox"/>
AMP08	Integrated Risk Management	<input type="checkbox"/>	<input type="checkbox"/>

* These courses might be subject to change. The administrator will inform applicants of any specific modifications.

Fees

Modes of study	Fee
Advanced Management Programme	£4,000

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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 enrolment cancellation.

Family name.....Dr Mr Mrs Ms Miss

First name.....

Job title.....

Company name.....

Business address.....

..... City..... Postcode.....

Telephone number: Office..... Fax.....

E-mail address.....

Billing information (if different from address above)

Family name.....Dr Mr Mrs Ms Miss

First name.....

Job title.....

Company name.....

Business address.....

..... City..... Postcode.....

Telephone number: Office..... Fax.....

I confirm that I have received, read and accepted London School of Business and Finance’s cancellation policy. I also confirm that I am authorised by my organisation to form a contractual relationship with London School of Business and Finance in connection with this booking.

Sponsor’s signature: _____ **Date:** ___/___/___

Cancellation policy:

Cancellations received more than four weeks prior to the commencement of the programme are not subject to any penalty. Cancellations received after that time incurs the following penalties:

3 – 4	weeks	25% of the programme fee
2 – 3	weeks	50% of the programme fee
< 2	weeks	100% of the programme fee

If candidate does not attend, the full fee will be retained as a cancellation charge.



Further Information

For our records, please state where you first heard about LSBF:

- Checkboxes for sources of information: The Economist, Financial Times, Business Week, The Guardian, Other Newspaper, Google search, LSBF Network, Other.

Important Reminders:

1. Upon reception of your application, our Admissions Office may have to contact you to ask you to provide further details. Please check that you have enclosed the following documents to your application (if required):

- Checkboxes for documents: Academic/professional reference, University Degree Certificate, Transcript, IELTS/TOEFL score, Passport photo, Other.

2. Please note that an English translation should accompany all non-English language documentation. For more up-to-date information about the application process please refer to www.lsb.org.uk/admissions

3. How to enrol:

By post: Send a completed Application form with payment to: 9 Holborn, London, EC1N 2LL, UK
In person: (from 9am to 6pm, Monday to Friday): Bring a completed Application form with payment to: 9 Holborn, London, EC1N 2LL, UK
By phone: +44 (0) 2078232303 with enrolment and credit card details
By fax: +44 (0) 2078232302 with enrolment and credit card details

Terms & Conditions

- 1. Payment of Deposit - AMP applicants, once they have been notified of their acceptance and have accepted the offer sent to them, have to pay the deposit of £2500.
2. Tuition fees - The remainder of the fees is due 10 days before the commencement of the programme.
3. Note on course fees - Fees are published separately for each term and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees.
4. Dishonoured payments - A charge of £100 will be made to the student for all dishonoured payments.
5. Cancellations - Course changes and cancellations must be received in writing at least 4 weeks before the published commencement date of the course.
6. Refunds - course cancellation is not eligible for refund except at the discretion of LSBF.

I confirm that all the information given in this application is correct. If I am offered and accept a place, I undertake to abide by the school Rules & Regulations and pay all fees in full before the beginning of the course.

Signature:

Date: