



## Qualifications and Experience

<b>Education &amp; Qualifications</b>			
Please provide us with any academic and professional qualifications obtained and any that you are currently studying for. <b>Please enclose copies of transcripts and certificates</b> (please continue on a separate sheet, if necessary)			
Name and address of Institution	Dates of Attendance	Qualification/award include final grade	Main Subjects
..... ..... ..... ..... .....	FROM: ..... TO: .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....
..... ..... ..... ..... .....	FROM: ..... TO: .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....

<b>Work Experience</b>		
Please provide us with details of your work experience, beginning with your current position (please continue on a separate sheet, if necessary)		
Employer	Dates of Employment	Job Title and Responsibilities
..... ..... ..... ..... .....	FROM: ..... TO: .....	..... ..... ..... ..... .....
..... ..... ..... ..... .....	FROM: ..... TO: .....	..... ..... ..... ..... .....

<b>Language Background:</b>	
Please give full details of your language background:	
(A) Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(B) Have you taken any English language examinations? (e.g. TOEFL, IELTS, Cambridge)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of test taken: .....	
Test date: .....	
Score: .....	
<b>Please provide a copy of your English language results</b>	

## Reference and Personal Statement

### Reference:

Please give the name, position and address of an academic or professional referee:

Name: .....  
 Position: .....  
 Address: .....  
 .....  
 Telephone Number: .....  
 Fax Number: .....  
 Email: .....

### Personal Statement

Please write and attach a personal statement outlining the following:

- What you are looking for in an Executive Programme
- What would you like to gain from an Executive Programme

## Tuition Fee and Start Dates

Programme	Duration of the Programme	Tuition Fee
<b>Certified Finance Director Programme</b>	Six weeks in July-August, starting 21 July 2008	£3,600



## Further Information:

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

- The Economist - LSBF Global Marketing Campaign
- Financial Times – LSBF Global Marketing Campaign
- Business Week
- The Guardian
- Other Newspaper or specialised media: .....
- Google search
- LSBF Network – Please indicate the name of your contact: .....
- LSBF Website
- Other: please provide references: .....

### 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):

- An academic or a professional reference
- A copy of your University Degree Certificate
- A certified copy of a transcript of any further professional/academic studies
- A copy of the test score of any English Language exam (e.g. IELTS, TOEFL)
- A passport size photograph
- Other (specify) .....

2. Please note that a certified 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](http://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

### Terms and Conditions:

**1. Payment of Deposit** – Executive education applicants, once they have been notified of their acceptance and have accepted the offer sent to them, have to pay **the deposit of £1000 within a period of 7 days**. This deposit is deducted from the course fees and is non-refundable. It may be transferred to an alternative period of study at LSBF within 12 months, upon a formal written request sent to the Admissions Office.

**2. Tuition fees** - The remainder of the fees is due **7 days before the Induction Day**. In order to book a place on a course either the full fees or a minimum deposit of £1000 is required. Once letters have been issued confirming your full time or part-time status no refunds or course transfers are permissible other than in the instance of a VISA refusal.

**3. VISA refusal and fee refunds** - In the event of VISA refusal, fee refunds are made on presentation of the original VISA Refusal Letter with a **deduction of £300** to cover LSBF Administrative Costs and on condition that LSBF is notified **30 days prior to the commencement** of the course originally offered. The following documents should be presented to the college: (1) original VISA refusal letter; (2) copy of the student's passport showing both a photograph and signature; (3) where the payee was not the student, an original authority letter from the student authorising the repayment to the payee. If a VISA application is refused on the grounds that the student is unable to provide necessary documents, adequate financial support or other reasons for which the student is accountable, the college accepts no responsibility to refund. The student is held responsible at his/her own risk if the application has been made late and already processed.

**4. 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. Paying a deposit does not prevent any fee increase or any change in terms or conditions being applied. Outstanding payments falling beyond due date are subject to interest charges.

**5. Dishonoured payments** - A charge of £100 will be made to the student for all dishonoured payments. The school reserves the right to inform the appropriate authority including the British Home Office, where a student has been removed from LSBF.

**6. Cancellations** - Course changes and cancellations must be received in writing at least 4 weeks before the published commencement date of the course. The school is obliged to inform the appropriate authority, including the British Home Office, where a student has failed to attend regularly or ceases attending without a valid reason

**I confirm that all the information given is correct. If I am offered a place I undertake and abide by the School's Rules & Regulations and pay all fees in full before commencing my studies.**

**By signing the application form I confirm I have read and understood the Terms and Conditions of Admission**

**Signature:** ..... **Date:** .....