

Student ID - for office use only

Enrolment Form | CFA Part-time Courses 2012

Please make sure that you complete all sections of this application form clearly in **black or blue ink and block capitals** and return by Post/ Fax/ Email to: **LSBF, FAO:CFA Admissions, 9 Holborn, London, EC1N 2LL, United Kingdom**
 Tel: +44 (0) 207 823 2303, Fax: +44 (0) 207 823 2302, Email: CFA@lsbf.org.uk

Please note that an English translation should accompany all non-English documents

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

*mandatory fields

Title*(Mr/Ms/Mrs/Miss)..... **Family Name***(as stated in your passport exactly).....

First Name*(as stated in your passport exactly).....

Home address*.....

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

Correspondence Address*.....

.....(if different from home address)

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

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

E-mail address*..... **Passport number***..... **Nationality***.....

CFA registration number.....

You must register with CFA The deadlines are: 17th March (June Exam) & 15th Sept (December Exam).

VISA documents required: No Yes: New VISA application Yes: VISA Extension

Education and Work Experience:

To help us understand your training needs would you please provide us with details of any other Academic or Professional qualifications and relevant work experience?

Qualification	Dates (from/ to)	Awarding Institution

Job Description	Date	Employer

Programme Selection:

Selection	Duration	Starting Date	Cost
CFA Part-time <input type="checkbox"/>	30 hours of classroom study 50+ hours of online study	3 rd September 2012	£1200 (£600 deposit)

Important Note:

Please ensure that you have registered for your exams with the CFA Institute and comply with the exam entry requirements. LSBF takes no responsibility for students' exam registration and the exam fees are not included in the LSBF fees. For more details regarding exam registration, please visit www.cfainstitute.org/cfaprogs

Application Checklist:

- I confirm that I have read and meet the entry requirements for the CFA as listed at www.cfainstitute.org/cfaprogram/process/Pages/index.aspx
- I have provided copies of my certificates and academic transcripts of previous academic or professional education
- I have provided my passport or ID card (including pages with any VISA's held)
- I have provided proof of English proficiency (if required)
- I confirm I that I have registered with the CFA, or I intend to register
- I have read the Terms and Conditions and agree to abide by them

Students signature: _____ **Date:** ____/____/____

How to enrol?

By Post: Send a completed Application form with payment to: 8-9 Holborn, London, EC1N 2LL, UK
In person: (from 9am to 6pm, Monday to Friday): Bring a completed Application form with payment to: 8-9 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

LSBF Marketing Information:

Do you want to be updated on further professional training: Yes No
If you have ticked 'No' from the above, but still wish to receive updated information about the courses and services specifically relating to your qualification, please tick here:

Please state where you heard about LSBF:.....

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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 six weeks prior to the commencement of the programme are subject to an administration charge of £300. Cancellations received after that time incurs the following penalties:

5 – 6	weeks	25% of the programme fee
3– 4	weeks	50% of the programme fee
< 3	weeks	100% of the programme fee (non-refundable)

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