

Student ID - for office use only



Enrolment Form | CIM Full-Time Courses 2012/13

Please use black ink to complete all sections of this Enrolment form in CAPITAL LETTERS and return to: programs@lsbf.org.uk

London School of Business & Finance, Admissions,
8/9 Holborn, London, EC1N 2LL, United Kingdom; or Fax to: +44 207 8232302

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

Please affix a passport photograph here

Family Name.....Mr Ms Mrs Miss
First Name.....
UK Address.....
City.....Postcode.....Date of Birth/...../.....
Tel: Home..... Work: Mobile.....
E-mail address.....
Passport number.....Nationality.....
CIM registration number.....

VISA documents required: No Yes: New Visa Application Visa Extension

- Note:
1. Please note that LSBF tuition fees do not include CIM examinations fees or membership fees.
 2. It is **your** responsibility to complete the CIM registration requirements and enter the CIM examinations.
 3. A copy of your passport showing the photograph and signature must be attached to this form.
 4. Proof of English proficiency (a minimum score of 6.5 IELTS of equivalent) must be attached to this form (if applicable).

Permanent Overseas Address
.....
City..... Country.....

Enrolment Documents

- Enrolment documents to be:
Collected in person Sent by international courier (International courier non-refundable charge of £35)
Sent by post: UK Address Overseas Address
- Once letters have been issued confirming full time status, no refunds or course transfers are permissible other than in the instance of VISA refusal. Please see below for full Terms and Conditions.

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Exam/Assessment Date (Course Commencement date)		December '12 (starts Sep - 12)	June '13 (starts Feb - 13)
Professional Certificate in Marketing The advised order of study is below:		Units & Modes of Study (tick as appropriate)	
Units	Mode of Assessment	Each unit includes tuition+ workshops + revision + mock exams sessions	
Marketing Essentials (ME)	Exam	<input type="checkbox"/> £725	<input type="checkbox"/> £725
Assessing Marketing Environment (AME)	Exam	<input type="checkbox"/> £725	<input type="checkbox"/> £725
Marketing Information & Research (MIR)	Assignment	<input type="checkbox"/> £725	<input type="checkbox"/> £725
Stakeholder Marketing (SM)	Assignment	<input type="checkbox"/> £725	<input type="checkbox"/> £725
Professional Diploma in Marketing		Units & Modes of Study (tick as appropriate)	
Units	Mode of Assessment	Each unit includes tuition+ workshops + revision + mock exams sessions	
Marketing Planning Process (MPP)	Assignment	<input type="checkbox"/> £800	<input type="checkbox"/> £800
Delivering Customer Value Through Marketing (DCVM)	Exam	<input type="checkbox"/> £800	<input type="checkbox"/> £800
Managing Marketing (MM)	Assignment	<input type="checkbox"/> £800	<input type="checkbox"/> £800
Project Management in Marketing (PMM)	Assignment	<input type="checkbox"/> £800	<input type="checkbox"/> £800
Total number of units: _____		Total to pay: _____	

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.

- Students on a Student Visa must book and attend a minimum two subjects, each term, to meet the requirements of their Visa. Students on a Visa must familiarise themselves with UKBA Regulations and abide by the conditions of their Visa. We accept no liability for incomplete or inaccurate Visa applications.
- To book a place on a course either the full fee or a minimum Deposit of 50% of the total course fee is required. All Deposits received are for the sole purpose of reserving a place on the course and are NON-REFUNDABLE, save as in the instance of Visa Refusals and subject to the student complying with the Visa Refusal Refund Policy (Paragraphs 7 and 8 below).
- Fees must be paid in full 2 weeks prior to the Commencement date of the Course (published date).
- Where students enroll on a course less than 2 weeks prior to the Commencement date, full fees must accompany this form. Late fees received in accordance with this Section 4, are strictly non-refundable and non-transferable.
- All fees exclude amount payable to the professional body for student registration, exemptions and examination entries.
- Once Letters and/or Emails have been issued confirming full time status, no refunds or course transfers are permissible other than in the instance of VISA refusal and subject to the student complying with the Visa Refusal Refund Policy (Paragraphs 7 and 8 below).
- Subject to Section 8 below, if a student's VISA application has been refused, then all fees paid will be refunded less an administration charge of £150 (plus any courier and transfer charges) on production of the following documents: (1) Copy of the VISA refusal letter (2) Copy of the student's passport showing both a photograph and signature; and (3) where the payee was not the student, an original authority letter from the student authorising the repayment to the payee. Applications for refunds under this section must be made in writing at least 15 days before the commencement date of the course (published date). It is the student's responsibility to satisfy themselves that compliance with these notification guidelines is possible prior to making an application. In circumstances where notification under this clause will be impossible, an application by the student forms a waiver of the rights under this clause.
- If a visa application is refused on the grounds that the student was unable to provide necessary documents, demonstrate adequate financial support or other reasons for which the student is accountable, the School accepts no responsibility to refund under section 7. The student is held responsible if the visa application has been made late and their LSBF enrolment has already processed.
- A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to the CIM.
- 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.
- The School reserves the right to inform the appropriate authorities including the British Home Office where a student has been removed from the School under section 10 above.
- 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.

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Media Monitoring

Where did you hear about London School of Business and Finance? (Please tick as appropriate)

- LSBF website CIMA website CIM study centres list Friend referral Mailing from LSBF
- Search engine: Google, Yahoo, etc. (please specify) _____
- Graduate Fair (please specify) _____
- LSBF advert (please specify publication) _____

Important Information

1. Students have to be registered with CIM for exam and assignment prior registration with LSBF.
2. Students must choose no more than 2 units per intake in the sequence presented although they can register for one or two full qualifications.
3. All fees quoted are inclusive of VAT at the standard rate where applicable.
4. Tuition fees cover course materials, tuition book, mock exams, and revision sessions.
5. If a student is found to be performing to an unsatisfactory level, LSBF reserves the right to withhold assignments from CIM. The criteria level which students will be assessed on are the following:
 - 100% program attendance unless there is an acceptable reason for absence
 - Classroom performance (participation)
 - Completion of classrooms assignments
 - Lecturer feedback

Useful information for students – What to do after successful enrolment to LSBF

- Enrol with CIM to become a studying member and pay the membership fee (This is your relationship with CIM and is separate to your relationship with LSBF).
- Enrol and pay for your CIM exams and assignments. This can be done via post or online. Please contact CIM directly by telephoning 01628 427500 and ask for membership services or online at www.cim.co.uk
- Ensure your LSBF fees are paid in full at least two weeks before commencement date of your course.
- Make yourself familiar with the LSBF Student Intranet and online learning platform Moodle. Once your fees are paid you will receive a username and password to access these services.
- Upload your photo to mylsbf in order for your student swipe card to be printed. This card will need to be used in class and will count towards the monitoring of your attendance.
- Familiarise yourself with your timetable and class times. It is imperative that you are punctual to class and your attendance will be monitored.
- There will be a number of deadlines you will need to meet for assignment submission. Should students not meet these deadlines they will be penalised.
- Enjoy your studies!

What you get from us

- Qualified tutors (many are CIM Examiners)
- Practitioners – all tutors are practicing marketers
- Expert guidance on coursework
- Mock exam practice
- Expert administrative support.
- Recommended reading lists.
- More than the CIM recommended hours of study.

DO NOT FORGET TO REGISTER WITH CIM FOR YOUR MEMBERSHIP AND EXAMS!!

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Enrolment Records

- | | |
|---|--|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> Passport Copy |
| <input type="checkbox"/> Deposit Paid | <input type="checkbox"/> Fees Paid |
| <input type="checkbox"/> | |

