
Student ID - for office use only



Enrolment Form | CIM Part-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

Please affix a passport photograph here

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

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.....

- 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.

UK 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 course cancellation.

Company Name _____

Manager's Name _____

Authorised Signature _____

Position Held in Company _____

Contact No _____ Email _____

Work address _____

Postcode _____ Website _____

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

Contact Name _____

Address _____ Postcode _____

Data Protection Act

We reserve the right to inform your employer of your assessment results unless notified otherwise

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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	Evening + Mock & Revision	
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: _____	

Please Note:

Study modes: Evening - studies are held on workdays from 18-00 till 21-00 one or two days a week.
All fees quoted are inclusive of VAT at the standard rate where applicable.

- Students have to be registered with CIM for exam and assignment prior registration with LSBF.
- Students must choose no more than 2 units per intake in the sequence presented although they can register for one or two full qualifications.
- All fees quoted are inclusive of VAT at the standard rate where applicable.
- Tuition fees cover course materials, tuition book, mock exams, and revision sessions.
- 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

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) _____



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.

1. To book a place on a course either the full fee or a minimum deposit of 50% of the course fee is required. Deposits are received for the sole purpose of reserving the students place on the course, and are strictly non-refundable and non-transferable.
2. Fees must be paid in full 2 weeks prior to the Commencement date of the Course (published date).
3. All applications for a Refund must be made 15 days prior to the Commencement date of the course (Published Date). Deposits are strictly non-refundable.
4. 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 3, are strictly non-refundable and non-transferable.
5. All fees exclude amount payable to the professional body for student registration, exemptions and examination entries.
6. 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 being applied.
7. .
8. Where students are being sponsored by employers; the employer is fully responsible for the payment of fees due in all circumstances including termination of employment or cancellation of course. LSBF reserves the right to charge 10% interest on overdue accounts.
9. A charge of £50 will be made for all dishonoured payments. The School reserves the rights to report offenders to the CIM.
10. Where students cancel/withdraw from a course, students/employers will not be eligible for a refund.
11. Students may defer their place on the course for up to one sitting. All applications for deferrals must be received 30 days prior to the Commencement date of the course. Where a student defers their course, and subsequently fails to attend, or attempts to withdraw from the course – **NO REFUNDS WILL BE PROVIDED.**
12. 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.
13. The School reserves the right to inform the appropriate authorities where a student has been removed from the School under section 7 above.

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 before commencement 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!!

