



# Enrolment Form

## CIMA Revision Courses 2009

Please make sure that you complete all sections of this application form clearly in black or blue ink and block capitals and return it to the address indicated below. For more up-to-date information about the application process please refer to: [www.lsbfi.org.uk/students/apply.html](http://www.lsbfi.org.uk/students/apply.html)

**Return to the following address:** LSBF, Admissions, 9 Holborn, London, EC1N 2LL, United Kingdom **Fax to** +44 (0) 207 8232302

Title\*(Mr/Ms/Mrs/Miss): .....Family Name:\*..... First Name:\*.....  
 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:\*.....

**\*Mandatory fields**

CIMA registration number: .....

### 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 cancellation of enrolment.

Company Name: .....  
 Manager's Name: ..... Authorised Signature: .....  
 Position Held in Company: ..... Tel: ..... Fax: .....  
 Email: ..... Work address: .....  
 .....Postcode.....Website.....

**Address for Invoicing (if different to the employer's address above)**

Contact Name: ..... Address: .....  
 ..... Postcode: .....

### Date Protection Act

- We reserve the right to inform your sponsor of your progress, if requested.

### Terms and Conditions

1. To book a place on a course either the full fees or a minimum deposit of £100 per subject is required. Deposits are for the sole purpose to reserve a place on the course and are non-refundable or transferable.
2. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
3. 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.
4. A complete enrolment form must be accompanied by a minimum deposit of 50% of the total tuition fee or employer's authorisation.
5. Once the employer's authorisation is received, the full fees are payable within 30 days of the invoice date or prior to the course commencement, whichever is earlier. The employer is fully responsible for the payment of fees due in all circumstances including termination of employment or cancellation of enrolment. LSBF reserves the right to charge 10% interest on overdue accounts.
6. Computer Based Examination (CBE) exam fees are non-refundable and non-transferable.
7. If you cancel your course you are not eligible for a refund except at the discretion of LSBF.
8. Deferral of the course: If the entire course fees have been paid, an enrolment can be deferred for one sitting provided we receive written notice at least 2 weeks before the course commencement date (as detailed on the enrolment form).

