

Student ID - for office use only

Postgraduate Certificate in Finance & Management Application Form 2010/11

Please make sure that you complete all sections of this application form clearly in **black ink and block capitals** and return it to the following address:

London School of Business and Finance
FAO: Flavio Cabral,
8-9 Holborn,
London EC1N 2LL,
United Kingdom
Tel +44 207 8232303 Fax to +44 207 8232302 or email to fcabral@lsbf.org.uk

Please affix a passport photograph here

Personal Information: Please fill these details in clear capital letters

Family Name (as stated in your passport exactly).....Mr Ms Mrs Miss
 First Name (as stated in your passport exactly).....Nationality.....
 Home Address.....
 City.....Country.....Postcode.....
Correspondence Address (if different from the one above)
 City.....Country.....Postcode.....
 Tel: Home..... Work..... Mobile.....
 E-mail Address..... Date of Birth...../...../.....
 Passport Number*.....

Education & Qualifications:

Please give details of any academic and professional qualifications obtained and any that you are currently studying for. Please enclose copies of transcripts & certificates (if applicable)

Name of Institution/Address	Dates (month – year) of attendance	Qualification/award (include class/division/grade of all qualifications)	Main subjects
.....	From:
	To:		
.....	From:
	To:		

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Work Experience:

Please give full details of the work experience you have, beginning with your current position.

Employer <small>(Please include company's name, address and line manager/ sponsor)</small>	From	To	Job title and responsibilities

Language Background:

(A) Is English your first Language? No Yes

(B) Have you taken any English language examinations or standardised tests (e.g. TOEFL, IELTS, Cambridge First Certificate, GMAT and GRE)?

No Please go to (C) Yes Please give details and enclose a copy of your result:

Type of test taken:

Score:

English classes or Business English will be advised when necessary as part of the course.

(C) If not how you consider your level of English? Proficient Very good Good Adequate
(If you wish to take an internal English assessment, it will be provided upon requested)

Reference:

Please provide 2 references in the table below. They can either be professional or academic referee.

Name	Position	Name of the Company	Contact Details <small>(Please include email address and telephone number)</small>

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Personal Statement:

Please write a personal statement taking into account the questions below (no more than 200 words, please attach a separate sheet if necessary):

1. What do you aim to achieve with the Postgraduate Certificate?
2. What are your career aspirations?
3. Any additional information about your work experience, interests, etc relevant to your application?

Program Catalogue

Postgraduate Certificate in Finance

Please choose 4 from the subjects listed in the table below:

Course code	Subject selection*	Sep 10	Feb 11	May 11	Sep 11
PGC07	Understanding Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC08	Accounting for Performance & Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC09	M & A and Private Equity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC10	Financial Markets – Trading Analysis (include stage 1 only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC11	Corporate Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC12	Sage Line 50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC13	Intermediate Financial Modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC14	Advanced Financial Modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* These courses might be subject to change. The administrator will inform applicants of any specific modifications.



Postgraduate Certificate in Management

Please choose 2 core subjects from the subjects listed in the table below:

Course code	Subject selection*	Sep 10	Feb 11	May 11	Sep 11
PGC02	Marketing Strategies and Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC03	Strategic Business Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC04	Management & Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC05	International Business and Negotiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC06	Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* These courses might be subject to change. The administrator will inform applicants of any specific modifications.

Please choose 2 elective subjects from the subjects listed in the table below:

Course code	Subject selection*	Sep 10	Feb 11	May 11	Sep 11
PGC07	Understanding Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC08	Accounting for Performance & Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC13	Intermediate Financial Modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC14	Advanced Financial Modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* These courses might be subject to change. The administrator will inform applicants of any specific modifications.

Postgraduate Certificate in Finance and Management

For this qualification, students will have to select 5 subjects in total. The subjects can be chosen from both Finance and Management short courses.

Course code	Subject selection*	Sep 10	Feb 11	May 11	Sep 11
PGC02	Marketing Strategies and Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC03	Strategic Business Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC04	Management & Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC05	International Business and Negotiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC06	Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC07	Understanding Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC08	Accounting for Performance & Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC09	M & A and Private Equity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC10	Financial Markets – Trading Analysis (include stage 1 only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC11	Corporate Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC12	Sage Line 50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC13	Intermediate Financial Modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PGC14	Advanced Financial Modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Important Notes on Payments:

- A non refundable deposit of £1500 is due **7 days from the date of the offer.**
- The full tuition fee has to be paid **10 days before the Induction Day.**
- Allow up to 15-day clearance for checks and international transfer to our corporate account. Payments in person should be made in Pound Sterling (£) at the Administration Office, Holborn Campus, 9AM to 6PM.
- **Please note the full fees must have been paid before commencement of the course. The students who fail to comply with these terms and conditions will not be allowed to attend neither induction session nor classes.**

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 four weeks prior to the commencement of the programme are not subject to any penalty. Cancellations received after that time incurs the following penalties:

- 3 – 4 weeks 25% of the programme fee
- 2 – 3 weeks 50% of the programme fee
- < 2 weeks 100% of the programme fee

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

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 specialized media:
- Google search
- LSBF Network – Please indicate the name of your contact:
- 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 an English translation should accompany all non-English language documentation.

For more up-to-date information about the application process please refer to www.lsbfi.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

By fax: +44 (0) 2078232302 with enrolment and credit card details

Terms & Conditions

1. Payment of Deposit – Professional Certificate applicants, once they have been notified of their acceptance and have accepted the offer sent to them, have to pay the deposit of £1500 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 £750 is required. Once letters have been issued confirming your status no refunds or course transfers are permissible.

3. 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.

4. Dishonoured payments - A charge of £100 will be made to the student for all dishonoured payments.

5. Cancellations - Course changes and cancellations must be received in writing at least 4 weeks before the published commencement date of the course. Otherwise it is upon LSBF’s discretion (please see cancellation policy on page 6).

6. Refunds – course cancellation is not eligible for refund except at the discretion of LSBF.

I confirm that all the information given in this application is correct. If I am offered and accept a place, I undertake to abide by the school Rules & Regulations and pay all fees in full before the beginning of the course.

Signature:

Date: