

Student ID - for office use only

General Management Programme – Single Courses Application Form 2012

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.....Dr Mr Mrs Ms Miss

First name.....

Nationality.....or/and.....Passport Number..... Date of Birth.....

Private address.....

City.....Country..... Postcode.....

Telephone number: Home..... Mobile.....

E-mail address.....

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 is your current position? Please specify as much as you can what your current responsibilities are and if you manage any employees or department.
2. What do you aim to achieve with the General Management programme?
3. What are your career aspirations?
4. Any additional information about your work experience, interests, etc relevant to your application?

Courses Catalogue

Please choose from the subjects listed in the table below:

Course code	Subject selection*	Course fees	March 12	Oct 12
GMP01	Management and Leadership in Practice	£1, 100	<input type="checkbox"/>	<input type="checkbox"/>
GMP02	Managerial Practices and Skills for International Business	£1, 100	<input type="checkbox"/>	<input type="checkbox"/>
GMP03	Advanced Marketing Strategies	£1, 100	<input type="checkbox"/>	<input type="checkbox"/>
GMP04	Strategic Management	£1, 100	<input type="checkbox"/>	<input type="checkbox"/>
GMP05	Capital Markets and Investments	£1, 100	<input type="checkbox"/>	<input type="checkbox"/>
GMP06	Financial Management	£1, 100	<input type="checkbox"/>	<input type="checkbox"/>
GMP07	Advanced Financial Modelling Process	£1, 100	<input type="checkbox"/>	<input type="checkbox"/>
GMP08	Integrated Risk Management	£1, 100	<input type="checkbox"/>	<input type="checkbox"/>

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

Important note for International Students:

This programme is a Part time programme and is not suitable for international students who wish to apply for the international student visa.

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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 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.

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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. To book a place on a course, a minimum deposit of 50% of the total course cost is required. Deposits are not refundable. Full fees must be paid 7 days prior to commencement of the course.
2. No refunds or course transfers are permissible.
3. A charge of £50 will be made to students for all dishonoured payments.
4. The School reserves the right to dismiss any students at any time for non-payment of fees. No fees will be refunded for any student dismissed under this section.
5. 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.

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: