



Manchester Campus Undergraduate Application Form Instructions for Applicants

V2 February 2012

Thank you for your interest in London School of Business & Finance- Manchester.

We look forward to welcoming you onto one of our Undergraduate Programmes. Please ensure you read through the following information carefully. It contains a step-by-step guide to completing the application form, and will help make the process as straightforward as possible. In addition, our programme advisors are available to answer any of your questions in person or over the phone, so please feel free to contact us if you have any further queries regarding the application process.

STEP 1

Complete the application form. You will need to include the following in your application:

- Certified copies of your passport, qualifications, certificates and transcript;
- A colour copy of the full photo page of your passport. Please make sure that the entire page is displayed;
- One passport size photo (jpeg* 150x150 pixels);
- Proof of English proficiency if required: PTE Academic, IELTS or TOEFL.

STEP 2

Ensure that you have enclosed all supporting documents. These are listed throughout the application form.

STEP 3

Please send a completed copy of your application form to your programme advisor. Note that you have the option of sending it by email or through the post. In either case, you are required to attach copies of the relevant documents listed in this application.

Students applying through the post must complete the application form in **BLOCK CAPITALS**, using black ink. Once you have completed the form, please send it to the following address:

London School of Business & Finance - Manchester
3rd Floor Churchgate House
56 Oxford Street
Manchester
M1 6EU
United Kingdom

Application deadlines

Due to a high demand for our Undergraduate Programmes, places are limited. We therefore advise that you apply as early as possible, taking into consideration the deadlines for scholarships and bursaries where appropriate.



SECTION 1: Selecting your Undergraduate programme combination

1. LIST OF COMBINATIONS

Undergraduate Programmes Combination- *Select ONE only*

Stand-alone course

Choose this option if you want to only apply for a course as a stand-alone programme. Our undergraduate portfolio includes our industry relevant International Foundation Programme and our innovative Undergraduate Plus. Designed to offer you maximum flexibility - our degrees offer a number of specialisations, start dates and durations.

Students, who select this option, will have to **fill in part 2.1** of **Section 2** on this application form.

Undergraduate Dual Programmes

Our Undergraduate Dual Programmes combine our **undergraduate degrees** with highly relevant **professional qualifications**. As an LSBF Manchester student, you can complement your degree with a choice of carefully selected industry standard qualifications, helping you to develop the practical skill sets that employers really value.

Students who want to enrol on a Dual Programme must **fill in parts 2.1 and 2.2** of **Section 2** on this application form.



SECTION 2: Selecting your undergraduate programme

2.1 LIST OF UNDERGRADUATE PROGRAMMES

Depending on your programme combination in SECTION 1, please select the undergraduate course you wish to follow. **Please note that you are only able to select one course per category.**

Foundation Programmes - *Select ONE programme and ONE pathway only*

- Accelerated Foundation Programme (AFP)
 International Foundation Programme (IFP)

Pathway

- Business & Management Finance & Accounting Law & Social Sciences

Undergraduate Plus - *Select ONE Pathway only*

- HND in Business + final year of BA

Pathway

- Management Accounting Law

2.2 LIST OF PROFESSIONAL QUALIFICATIONS

This part of the application form only applies to students who ticked the **Undergraduate Dual Programme** option in SECTION 1. Please leave it blank if you did not choose this option.

Accounting

- ACCA (Association of Chartered Certified Accountants)
 CIMA (Chartered Institute of Management Accountants)

SECTION 3: Intake Selection

Please select your intake of preference. Intake dates vary from programme to programme.

Full Time 2012

- January/February
 April (Undergraduate Plus only)
 September/October

Year of Entry

- Year 1



SECTION 4: Completing the LSBF Manchester undergraduate form

Please complete the following form to the best of your knowledge.

| 4.1 PERSONAL INFORMATION | | | | | |
|--|-------|----------------------------|------------------|---|--------------|
| Surname: | | | | | |
| First Name: | | | Preferred Name: | | |
| Title: | | Date of Birth: | | Gender: M <input type="checkbox"/> F <input type="checkbox"/> | |
| Permanent Address: | | | Mailing Address: | | |
| | | | | | |
| Postcode: | | | Postcode: | | |
| Daytime Contact No: | | | Fax: | | |
| Evening Contact No: | | | Mobile No: | | |
| Email address: | | | | | |
| Nationality | | | | | |
| Country of Birth: | | | | | |
| Country of Permanent Residence: | | | | | |
| If holder of a UK entry visa please state type: | | | | | |
| Date of arrival into the UK: | | | | | |
| 4.2 EDUCATION AND QUALIFICATIONS | | | | | |
| a. Education | | | | | |
| Please state the most recent qualifications first, and attach any relevant copies of certificates and transcripts. | | | | | |
| Institution | Award | Specialisation (if any) | Average Grade | Date Started | Date Awarded |
| | | | | | |
| Exams to be taken or results pending: | | | | | |
| | | | | | |



b. English Language (Applicants whose first language is not English)

If English is not your first language, you will need to provide relevant proof of your level of your proficiency. Please indicate to us which test/tests you have completed, or have registered to take (see prospectus for details of acceptable applications).

| Institution | Award | Specialisation (if any) | Average Grade | Date Started | Date Awarded |
|-------------|-------|-------------------------|---------------|--------------|--------------|
| | | | | | |

c. Additional Languages

| | Beginner | Intermediate | Upper Intermediate | Advanced |
|-------|--------------------------|--------------------------|--------------------------|--------------------------|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.3 EMPLOYMENT HISTORY

Please provide us with brief details of any previous employment or work placements. List these in chronological order, displaying the most recent position first. Please tell us as much as possible about your role, duties and responsibilities.

| Dates From/To (DD/MM/YY) | Name & Address of Employer | Title of position and nature of duties |
|--------------------------|----------------------------|--|
| | | |



4.4 STATEMENT IN SUPPORT OF APPLICATION

Please give further information in support of your application. Outline why you wish to apply for your course/degree and include specific reasons why this programme fits in with your future career plans and motivations. (Please write no more than 500 words. You may continue on an extra sheet if necessary).

4.5 DECLARATION OF A CRIMINAL RECORD

Rehabilitation of Offenders Act

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974), by ticking the appropriate box on the application form.

Have you ever had a criminal conviction?

Yes

No



4.6 STUDENTS WITH SPECIAL NEED(S)

The information you provide will be held in confidence, and will not be seen by, nor made known to any sector. It will be used only to monitor the operation of our Equal Opportunity Policy, and for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.

- a. LSBF Manchester is committed to ensuring that every student is as comfortable as possible during their time with us. Do you have any medical conditions that may require special examination arrangements?

Yes No

If "Yes", please describe your condition(s):

- b. Taking in account the condition(s) that you described in (a.) above, do you have any special requirements with regard to the materials that we will be providing in support of your studies (for example, large print or Braille transcripts)?

Yes No

If "Yes", please describe your condition(s):

4.7 CREDIT TRANSFER CLAIM

- a. Do you wish to claim for a credit transfer? Please tick the relevant box.

Yes No

Please read the Guidance Notes and complete the Credit Transfer Claim Form in Appendix A.

- b. All exemptions and requests are considered on an individual basis, and are granted at the discretion of LSBF Manchester.
- c. No exemption will be granted unless a specific application has been made.



4.8 TERMS AND CONDITIONS

Before completing this form, please ensure that you have read the full LSBF Manchester General Terms and Conditions, as well as and the Key Terms and Conditions for our Undergraduate Programmes; displayed on our website, <http://www.lsbfmanchester.com/terms-and-conditions/>. On registering for an LSBF Manchester Undergraduate Programme I acknowledge that I _____ have read, understood and agree to abide by the full (i) General Terms and Conditions, and (ii) LSBF Manchester Undergraduate programme Key Terms and Conditions. Registration on an LSBF Manchester Undergraduate programme constitutes full and irrevocable acceptance of our terms and conditions.

1. Student Warranties

- a) The student warrants that all documents and information supplied are true, authentic and correct.
- b) Where the student has supplied incorrect, fraudulent or misleading information, the student will automatically be withdrawn from the course, and will not be entitled to a refund of any fees paid.
- c) If a visa application is refused on the grounds that the student was unable to provide the necessary documents, demonstrate adequate financial support, or for other reasons for which the student is accountable, LSBF Manchester accepts no responsibility to refund under section 5. The student is held responsible if the visa application has been made late and their LSBF Manchester enrolment has already been processed.

2. Student on a Visa

- a) Students on a visa must adhere to the Attendance and Immigration Regulations.
- b) Students must familiarise themselves with UK Border Agency regulations and at all times abide by the conditions of their visa.
- c) Students must inform LSBF Manchester immediately of any change to their immigration status.
- d) All applications for refunds, including those under section 5, must be made in writing at least 15 days before the commencement date of the course (published date).
- e) It is the student's responsibility to satisfy themselves that they can comply with the notification guidelines prior to making an application. In circumstances when notification under this section is not possible, an application by the student forms a waiver of the rights under this section.

3. Disclosure to the Home Office

LSBF Manchester reserves the right to disclose a student's details, including academic progress and attendance rates, to the Home Office.

LSBF Manchester reserves the right to alter published programmes. All programmes and courses are available subject to student demand.

4. Programme Fees

- a) To book a place on a course, you must pay either the full fee or a minimum deposit of 50% of the fees for the first year. All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.
- b) All accepted students are required to pay the FULL tuition fees 30 days prior to the start date of the programme.
- c) Where a student pays any amount by instalment, they will be charged an administration charge of £50 per instalment.
- d) Students who have not paid on time will not be granted access to LSBF Manchester.
- e) Tuition fees are subject to change.
- f) A charge of £150 will be made to students for all dishonoured payments.
- g) LSBF Manchester reserves the right to report offenders to the authorities, including the Home Office.
- h) Students may defer their place on a programme by up to one academic year.
- i) Non-payment of fees – LSBF Manchester reserves the right to suspend and dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.

5. Refunds Policy

- a) Once the letters have been issued confirming full-time status, no refunds or course transfers are permissible, other than in the instance of visa refusal subject to clause 6.
- b) Subject to section 6, if a student's visa application has been refused, then 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 (APP200) (2) Copy of the student's passport showing both a photograph and signature, and (3) where the payee was not a student, an original authority letter from the student authorising repayment to the payee.

6. Published Programmes

LSBF Manchester reserves the right to alter published programmes. All programmes and courses are available subject to student demand.

7. Dates of Programmes

LSBF Manchester reserves the right to alter start dates of programmes. All course timetables are subject to change.

8. Access to Online Resources

LSBF Manchester does not guarantee availability of the online resources and other added-value services due to reasons beyond LSBF Manchester's control, including technical faults and limitations.

9. Code of Conduct

Students are expected to conduct themselves, at all times, in a manner which demonstrates respect for LSBF Manchester and its staff, fellow students, members of the public and LSBF Manchester Property. Breaches of the student code of conduct may constitute gross misconduct, which may lead to expulsion from LSBF Manchester.

10. Attendance

- a) Students are expected to attend 100% of their classes and must provide documentary evidence to excuse any absences due to ill health or personal circumstances.
- b) Students will be expelled from the programme and will not be entitled to any refund if they (i) do not adhere to the attendance requirements (ii) fail to start the course as scheduled without prior notification to LSBF Manchester (iii) are in breach of their visa conditions.

11. Withdrawal

- a) The student agrees that he/she cannot change, defer or withdraw from the programme without prior consent from LSBF Manchester. Any failure to start the course as scheduled, without prior notification of the school's authorities, will lead to expulsion from the course. No refunds will be given.
- b) Where a student has withdrawn from the programme without prior consent from LSBF Manchester, LSBF Manchester reserves the right to pursue the student for outstanding fees.

12. Exclusion

To the extent permitted by law, we, other members of our group of companies and third parties connected to us hereby expressly exclude all conditions, warranties and other terms which might otherwise be implied by statute common law or the law of equity.

13. Regular Updates

LSBF Manchester Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates. This excludes changes to LSBF Manchester's privacy Policy, which will be notified to you in writing.



4.9 DECLARATION

Before you submit your application form, please make sure you have enclosed all the necessary information. Note that applications cannot be processed without the specified documents.

Application checklist – have you included the following?

- A completed application form
 - Certified copies of your qualifications, certificates and transcript
 - A colour copy of the full photo page of your passport. Please make sure that the entire page is displayed
 - One passport size photo (jpeg* 150x150 pixels)
 - Proof of English proficiency if required: PTE Academic, IELTS or TOEFL
 - A valid email address: _____
 - The name of your LSBF Manchester programme advisor _____
- a) I have read the above and I certify that the information provided and the statements made by myself are, to the best of my knowledge, true and accurate.
- b) I hereby agree, if admitted as a student at LSBF Manchester, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.
- c) I agree to LSBF Manchester processing my personal data contained in this form, as well as other personal data that LSBF Manchester may obtain from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.

| |
|------------|
| Date |
| 02/02/2012 |

| |
|-----------|
| Signature |
| _____ |