

**Class Registration:**

In order to attend classes students must register and select their papers either by calling the student support office at Tel - 020 3393 3823, emailing our generic mailbox- professional.admin@lsbf.org.uk or in person at Moorgate campus: The University of Law, 2 Bunhill Row, EC1Y 8HQ

Important: Students will not be able to register or request any letters if they have any outstanding payments on their account. It is therefore in a student's best interest to settle any outstanding accounts without delay in order to guarantee a place in their desired class/group.

Attendance:

As part of the commitment to their studies, students are expected to attend all elements of their programme of study (except for absence which has been authorised in line with the School's policy). Research shows that students who attend their classes tend to be more successful in their studies. Attendance is monitored regularly throughout all LSBF programmes and students will be withdrawn from their programme if they do not demonstrate satisfactory attendance and progress. It is therefore important that the school is informed of any absence.

LSBF students are expected to attend ALL scheduled sessions that form their programme of studies. This expectation applies to ALL students.

- Arrive on time to schedule sessions and to remain until the end of the session.
- Demonstrate their attendance by using the attendance monitoring procedures in place through the swipe system or signing paper registers.
- Submit written statement and evidence in support of their inability to attend sessions to Student Support: professional.admin@LSBF.org.uk

What is expected of the student attending the course?

It is recommended that student's out of class self-study hours (e.g. expected study time per week) should, as a minimum, be equivalent to the tuition time in the class.

Student Access Card:

LSBF student access cards are distributed in Moorgate Campus at the beginning of each course to enable students' access to the premises. All the access cards will be valid for the duration of one semester and must be returned in reception at the end of each semester. Should any of the cards be lost or misplaced, a £40 fee will be charged on the student's account.

Attendance and LSBF Pass 1st Time Guarantee™:

1. LSBF Pass 1st Time Guarantee™ ensures that in the event of failure in the paper, you will be able to attend a free resit course at the next available sitting at no extra cost. Please note that the free course will cover the failed paper and cannot be used for any other papers.
2. For students to be eligible for the Pass 1st Time Guarantee™ (i.e. an entitlement to a free resit course for the next semester), students must:



- a) Attend 100% of the tuition and revision classes at the Foundation level — please note that any absence that is authorised will not count towards the calculation of your attendance;
 - b) Attend 90% of the tuition classes and 100 % of the revision classes at the Skills, Essentials and Options levels;
 - c) Have sat and secured at least 50% on the revision mock test conducted by LSBF;
 - d) Pay all course fees in full prior to sitting the first examination;
 - e) Attempt the real exam at the earliest available examination sitting;
 - f) In the event of failure, provide proof of that failure on the application for the retake course;
 - g) Claim the resit course under the Guarantee within one month of the results being published; and
 - h) Attend the resit course/class at the next examination sitting.
- 3.** Students must comply with the above requirements. For the avoidance of doubt, students who do not comply with any one of the above requirements will NOT be eligible to take advantage of the Pass 1st Time Guarantee™.
- 4.** Students' attention is particularly drawn to the following:
- a. The resit course must be attended at the next examination sitting. After that point, the Pass Guarantee™ will lapse. Students will not be able to take advantage of the Pass Guarantee™ after the next examination sitting;
 - b. The Pass Guarantee™ is not transferrable.

For more info on Pass 1st Time Guarantee™, please visit: <https://www.lsbf.org.uk/terms-and-conditions>