



Executive Education Frequently Asked Questions

Q: Who do I contact for help on choosing the right course for me?

A: You can speak to a Programme Advisor who will be able to match your experience and interest to the appropriate course. Please send us your CV and a brief personal statement to executive@lsbf.org.uk and a Programme Advisor will contact you directly.

Q: What qualification will I gain at the end of my programme?

A: All Executive Education programmes carry CPD accreditations. All successful candidate will receive a London School of Business and Finance Executive Education certificate of completion.

Q: Is work experience required?

A: Most of our programmes don't require any work experience at all – the only course that requires some work experience is the miniMBA, which requires a minimum of five years' experience.

More information about entry requirements can be found on our website, in the brochure or by contacting your Programme Advisor.

Q: How will I be assessed?

A: Some Executive Education courses are formally assessed. These assessments might be in the form of presentations or written assignments amongst others. For more information about the courses assessment see the course information on our [website](#).

www.LSBF.org.uk

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Q: How much self-study is required?

A: There is a certain amount of self-study that is required. Information can be found in the course description, or by contacting your Programme Advisor. Most courses have a recommended reading list, and from time to time certain courses set assignments. All students are encouraged to make the most of their time studying at LSBF.

Q: What level of attendance is required?

A: In order to pass the course participants are required to attend a minimum of 80% of the classes, but we expect you to attend 100%! Participants who do not attend a minimum of 80% of the course will not receive a certificate, so it's really important you attend.

If circumstances arise that mean you can't attend 80% of the course please talk to your Delegate Support Officer who will advise you on how to catch up, or discuss retaking the programme.

Q: Is there an application deadline?

A: There is no set application deadline prior to a course commencing, however, when course places are filled we will stop accepting applications. For this reason we advise you to get your application in as soon as possible.

Q: Do I need a visa to come to the UK?

A: If you hold a passport issued from a country within the EEA (European Economic Area) you will not require a visa. However, if you hold a non-EEA passport LSBF Executive Education can sponsor visa applications. For more information about visa requirements, contact your Programme Advisor.

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Q: What is the cancellation policy?

A: All course changes or withdrawals must be received by LSBF in writing at least 30 days before the course start date. If notification is received less than 30 days before the course start date they will be reviewed individually at LSBF's discretion.

If, for any reason, LSBF make the decision to cancel or postpone a course more than 30 days before the course start date, you will be transferred to another course or receive a full refund. However, LSBF is not responsible for any cost and expenses incurred by the delegate, for example; covering airfare, hotel, or other travel costs.

Please see the [Terms & Conditions](#) for full details.

Q: Do I need to pay the full fee all at once?

A: Once you have received an offer letter, you have 14 days to pay the course fees in full to secure your place on the course. After that period your place is no longer guaranteed.

Q: What payment methods do you take for payment of tuition fees?

A: LSBF can accept payments through bank transfer, debit or credit card payment from all the main providers including American Express, or in your local currency. Further information about payment can be found on the application form.

Q: Can I have a receipt for payment?

A: Yes, upon request we can issue a receipt.

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Q: Can I be sponsored by my employer?

A: Yes, many Executive Education delegates are sponsored by their company. There is an Employer's Authorisation for Sponsored Delegates form attached to the application form which must be completed. For further information please refer to the application form.

Q: Can I use the library during my study?

A: Yes, the library is open to students five days a week and equipped with computers. It is located in our 30 Holborn Campus. More information about the library can be found in the Delegate Handbook. You can also use classrooms for private study at any time they are free.

Q: Can LSBF Executive Education help me find accommodation?

A: Executive Education cannot provide accommodation, but we are happy to direct you to groups that can help you in this regard. For further information please contact your Programme Advisor.

Q. When do the classes start?

A: We have three intakes each year; Spring (starting in February), Summer (starting in May) and Autumn (starting in September). Individual course start dates vary. You can find all the current timetables on our website and will receive your specific timetable with your Offer letter. Please be aware that timetables are accurate from date of publication but subject to change.

Q. What does it mean when you say the timetables may be subject to change?

A: We schedule our classes a long time in advance, but sometimes situations occur beyond our control. In these situations timetables may be changed to accommodate these situations to the best possible result. You will be informed of any changes to timetables as soon as they occur.



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Q. What should I bring to class?

A: You should bring a note book and stationery with you. We also suggest that you bring a laptop or tablet with you if you wish to use it to make notes. Some courses require you to have certain equipment with you, such as a laptop - if this is the case you will be informed by the Delegate Support Team. We highly recommend you bring a bottle of water, or other beverage with you, especially in hot weather.

Q. What should I wear?

A: LSBF Executive Education has a smart-casual dress code. We want you to be comfortable while you are studying. Jeans are permissible but please refrain from wearing clothing with rips or holes.

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