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Student's signature

APPROVED LEARNING PARTNER ACCA Gold

London School of Business & Finance MANCHESTER

Enrolment Form | ACCA + MBA / MA Part-time Courses 2014

Please make sure that you complete all sections of this application form clearly in **black or blue ink and block capitals** and return by Phone/ Fax/ Post/ Email to: LSBF, 2nd Floor, Linley House, Dickinson Street, Manchester, M1 4LF, United Kingdom
Tel: +44 (0) 161 713 1777, Fax: +44 (0) 161 261 4719, Email: **manchester.admissions@lsbf.org.uk**

Please note that an English translation should accompany all non-English documents.

For further up-to-date information about the application process please refer to **www.lsbf.org.uk/students/apply.html**

Please affix a passport photograph here

Student Details

Title:* Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other ☐ (please specify).....

Family Name:* (as stated in your passport exactly).....

First Name :* (as stated in your passport exactly).....

Home address:*.....

City:* .....**Country:*** ..... **Postcode:** .....

Correspondence Address:* (if different from home address).....

City:* .....**Country:***..... **Postcode:** .....

Date of Birth:* (day/month/year)...../...../..... **Place/ Country of Birth:*** .....

Nationality:*.....**Passport number:***.....

☐ **I confirm that I am a UK/EEC national and do not require a visa to study in the UK**

Telephone: Home:*.....**Work:***.....**Mobile:***.....

Email address:* (Please complete in block capitals) .....

Do you have any medical conditions (including pregnancy) which may affect your attendance on the course and the taking of examinations?* Yes ☐ No ☐

ACCA registration number:* .....

You must register with the ACCA. For the paper-based exam sessions, the deadlines are: 31st Dec (June Exam) & 15th Aug (December Exam).

Exam sitting: (tick as appropriate): CBE ☐ June 13 ☐ December 13 ☐

LSBF Current student* **Yes ☐ No ☐**

If you are a NEW student and have studied in the UK before, please state your previous courses of study and the name of institutions:

.....

mandatory fields

IMPORTANT: It is your responsibility to complete your ACCA registration requirements and enter yourself for the ACCA examinations.

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 cancellation of enrolment.

Company Name:* .....

Manager's Name:* .....**Authorised Signature:** .....

Position Held in Company:* ..... **Tel:***.....**Fax:*** .....

Work address:*.....

City:* .....**Country:***..... **Postcode:** .....

Email address:* .....**Website:** .....

Address for Invoicing (if different to the employer's address above)

Contact Name:* .....

Address:*.....

City:* .....**Country:***.....**Postcode:** .....

THE QUEEN'S AWARDS FOR ENTERPRISE INTERNATIONAL TRADE 2013

shaping success in business and finance

Enrolment documents:

Please note, that the following documents will be required for the application process:

□ CV / Resume (in English)
□ Two passport size photos
□ Copies of certificates and academic transcripts (with certified translation when needed) of previous academic or professional education
□ Proof of English proficiency (if you are a non-native English speaker)
□ If you are starting part-way through the course, we would require your exemption details from ACCA or a copy of your exam statements
□ Two letters of recommendation

- **Enrolment documents to be:**

Collected in person** ☐
Sent by post to: Home Address ☐ Correspondence Address ☐
** Please allow up to 7 working days for the documentation to be generated.

Data Protection Act

- We reserve the right to inform your sponsor of your progress, if requested.

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Student's signature

APPROVED LEARNING PARTNER ACCA Gold

London School of Business & Finance MANCHESTER

Students must pass F2 and F3 before attempting F1

COURSE TAKEN	TUITION COURSE		REVISION COURSE	
Exam Date (Course Start Date)	**Dec-14** (Aug-14)	**Jun-15** (Feb-15)	**TBC**	
Study option	Tuition	Tuition	Weekday	Weekend
KNOWLEDGE	**Subjects (tick as appropriate)**			
F1 Accountant in Business	☐	☐	N/A	N/A
F2 Management Accounting	☐	☐	N/A	N/A
F3 Financial Accounting (INT)	☐	☐	N/A	N/A
SKILLS	**Subjects (tick as appropriate)**			
F4 Corporate and Business Law (Eng)	☐	☐	☐	☐
F5 Performance Management	☐	☐	☐	☐
F6 Taxation	☐	☐	☐	☐
F7 Financial Reporting (INT)	☐	☐	☐	☐
F8 Audit & Assurance	☐	☐	☐	☐
F9 Financial Management	☐	☐	☐	☐
ESSENTIALS	**Subjects (tick as appropriate)**			
P1 Governance, Risk & Ethics	☐	☐	☐	☐
P2 Corporate Reporting	☐	☐	☐	☐
P3 Business Analysis	☐	☐	☐	☐
OPTIONS	**Subjects (tick as appropriate) Choose 2 out of 4**			
P4 Advanced Financial Management	N/A	N/A	☐	☐
P5 Advanced Performance Management	☐	☐	☐	☐
P6 Advanced Taxation	☐	☐	☐	☐
P7 Advanced Audit & Assurance	☐	☐	☐	☐
	No. of subjects ……..		**Total payment ……**	

Compete 1st Class* packages

1. Top quality ACCA study materials and exam kits
2. LSBF lecture and revision notes
3. Revision sessions
4. Mock exams and marking
5. Free online resources – recorded lectures, lecture notes, questions with feedback
6. Pass 1st Time Guarantee™ **
7. Free Additional certificates (see below)

Additional certificates			Aug-14	Feb-15
Sage Line 50	normal price	£900	☐	☐
Project Management	normal price	£900	☐	☐

GET UP TO £150 OFF YOUR ACCA REVISION^

^Terms and conditions apply

Packages (Compete 1st Class) Terms and Conditions:

*Programme Packages enable you to enrol for a number of subjects and fix the tuition fee. No other offer may be used in conjunction with a Programme Package. The minimum deposit payable on initial enrolment is the one year fee. Any balance must be paid in full at least two weeks prior to the first published course commencement date. If payment is made after this date the standard published fees will be applied. Students are required to enrol on a minimum of 3 academic subjects each term. When choosing a paper, please specify which subjects you are taking during the 1st semester.

**LSBF Pass 1st Time Guarantee™ provides a free re-sit course in case you need one on ACCA courses, visit www.lsbfmanchester.com/terms-and-conditions for full terms and conditions.

THE QUEEN'S AWARDS FOR ENTERPRISE INTERNATIONAL TRADE 2013

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Student's signature

ACCA + MBA / MA in Finance and Investment
Part-time Programme 2014

Please tick as appropriate

Number of Papers (Subjects) left to Complete	Total Package ACCA + MBA/MA	Deposit on Application	Final Payment before ACCA Course Starts
□ *14	£6,600	£3,300	£3,300
□ 13	£6,330	£3,165	£3,165
□ *12	£6,080	£3,040	£3,040
□ 11	£5,770	£2,885	£2,885
□ 10	£5,670	£2,835	£2,835
□ 9	£5,570	£2,785	£2,785
□ 8	£5,140	£2,570	£2,570
□ 7	£5,030	£2,515	£2,515
□ 6	£4,670	£2,335	£2,335
□ 5	£4,590	£2,295	£2,295
□ 4	£4,540	£2,270	£2,270
□ 3	£4,190	£2,095	£2,095

*Apply for 12 papers and get 1 certificate for **free**
*Apply for 14 papers and get 2 certificates for **free**

Important: Students who are not awarded maximum exemptions from the MBA syllabus on ACCA modules will be required to study 1 or more additional modules, at a cost of £950 each. This will be payable prior to the start of the MBA programme in addition to the fees quoted above, once exemptions are confirmed. Exemption and programme structure are subject to validation.

Total ACCA Subjects: ……	**Full Package Fee**:** ……
** Please note that additional module fees may be applicable if maximum exemptions are not granted (see above).	

ACCA + MBA / MA Compete Package: Important Terms

1. To complete the MBA/MA course students must pass 14 ACCA papers (i.e.:F1-P5). Students may be admitted onto the MBA/MA course prior to passing their final three ACCA Papers. **SUBSEQUENT TO COMMENCING THE MBA/MA COURSE, SHOULD A STUDENT DISCOVER THAT HE/SHE HAS FAILED ANY ACCA PAPERS, HE/SHE WILL NOT BE ENTITLED TO A REFUND OF ANY AMOUNT PAID. FOR THE AVOIDANCE OF DOUBT, FAILURE OF ANY ACCA PAPERS WILL NOT ENTITLE THE STUDENT TO A REFUND OF ANY AMOUNT.**
2. The awarding body for the MBA/MA course will be one of LSBF's partner universities; however, awarding bodies are subject to change from time to time. The School's obligations shall be discharged by providing tuition leading to a recognised MBA/MA award by a recognised awarding body. The School reserves the right to change the awarding body, and will notify the student as soon as reasonably practicable. In light of this, the student agrees that they shall have no claim based on changes to the awarding bodies.
3. On completing this application form, students will be entitled to take advantage of the special offer tuition fees for the MBA/MA Programme. Students must complete a separate application form to undertake the MBA / MA programme. Admission is not guaranteed.
4. Where a student is not admitted to the MBA / MA programme upon successful completion of ACCA examinations, a partial refund of the difference between the fees paid and our normal ACCA fees will be offered. **FOR THE AVOIDANCE OF DOUBT, A STUDENT WILL ONLY BE OFFERED A PARTIAL REFUND, WHERE THEY HAVE NOT COMMENCED STUDY ON THE MBA/MA PROGRAMME, AND COMPLY WITH THE REFUND TERMS AND CONDITIONS.**
5. To book a place on courses, payment of either the full fee or a minimum deposit the one year fee is required.
6. The number of exemptions from the MBA / MA syllabi, and the corresponding number of modules you would need to take will be determined by the Admissions Board. Exemptions cannot be guaranteed ahead of a confirmation from the Admissions Board, and is subject to validation.
7. Programme Packages enable you to enrol for a number of subjects and fix the tuition fee.
8. No other offer may be used in conjunction with a Programme Package.
9. The Package balance must be paid in full at least two weeks prior to the first published course commencement date. If payment is made after this date the standard published fees will be applied.
10. International students are required to enrol on and attend a minimum of 3 academic subjects each term.
11. The special fees offer is only available for students who complete their ACCA exams with LSBF.
12. 30% off additional certificates.

Office check
Student's signature

London School of Business & Finance
MANCHESTER

BSc IN APPLIED ACCOUNTING (OXFORD BROOKES UNIVERSITY) - Mentoring Programme

Course fees	**New students**	**£475** ☐
	Current students	**£375** ☐

Terms and Conditions*

Students' attention is particularly drawn to this section, as registration on the course constitutes full and irrevocable acceptance of the Terms and Conditions.

1. To book a place on a course, either the full fee or a minimum deposit of 50% of the total course cost is required. 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.
2. A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to the ACCA.
3. The School reserves the right to dismiss any student at any time for non-payment of fees. No fees will be refunded for any student dismissed under this section.
4. 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. Promotions and offers may have restricted eligibility requirements and may change from time to time.
5. Sponsorship of the masters' course fees covers the tuition fees only, and does not include incidentals like textbooks and exam entry/assessment fees (£158 per module), dissertation mentoring fees (£250), dissertation submission fees (£250) and final academic board presentation fees (£150), and fees for exemptions and deferrals. Students are responsible for payment of such fees which are mandatory for enrolment and progression on the masters' course.
6. Students may be entitled to a full refund if a course is purchased and paid for online or over the telephone; and if the School is notified of their desire to cancel within 7 days of registration and payment of the course. For the avoidance of doubt this clause applies only if the student is not physically present at any time throughout the conclusion of the sale. Students will not be entitled to a refund if they cancel their course after the 7 day period stipulated above.
7. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.
8. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
9. **Eligibility to benefit from a sponsored masters' course is strictly restricted to students who pay their full fees at least 15 days prior to the published start date of the programme.**
10. Your enrolment on a course of study requires sharing of personal information about you (including "Sensitive Personal Information") between the School and an awarding body (subject to validation). You give your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.

Terms and Conditions of the 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 revision course at the next available sitting at no extra cost. Please note that the revision 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 revision course for the next semester), students must:
   a) Attend 90% of the tuition classes — please note that any absence that is authorised will not count towards the calculation of your attendance;
   b) Attend 100% of the revision classes;
   c) Pass 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 re-sit course under the Guarantee within one month of the results being published; and
   h) Attend the re-sit 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™.

Students' attention is particularly drawn to the following:

a) The re-sit 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.
c) The Pass Guarantee™ only applies to paid courses and once only in respect of each paid course; students cannot claim the Pass Guarantee™ for a re-sit course.

^Get up to £150 off your ACCA revision

1. Please note that this Offer is only applicable to ACCA revision papers from Skills, Essentials and Options levels purchased from 3 April 2014 until 16 May 2014.
2. Eligible students may be entitled to the following:
    a. Book 1 revision paper — get £30 off
    b. Book 2 revision papers — get £60 off
    c. Book 3 revision papers — get £90 off
    d. Book 4 revision papers — get £150 off
3. For the avoidance of doubt, this offer will not be retroactive and students enrolled on upcoming intakes who have already made their payments will not qualify for a refund of any kind.
4. Where the Student's School Fees are being paid by another organisation, the Student must ensure that the paying organisation complies with the deadlines for payment.
5. The Promotion is only open to those students enrolling on one of the Qualifying Courses (ACCA) at the school (LSBF Manchester).
6. The discount amount is awarded at the school's discretion and constitutes a reduction in tuition fees payable to the school.
7. All remaining fees (if any) must be paid 30 days prior to the commencement date of the course (published start date). Students who fail to pay their remaining fees as required will relinquish their entitlement for the discount, and their remaining fee will be the original full fee.
8. The discount is not transferable to another student.
9. For the avoidance of doubt, this offer cannot be used in conjunction with any other offer or promotion, including scholarships and/or bursaries
10. Subject to your approval, the school may feature your interview/photo/profile/story on the companies' websites and/or other School publications. We will always ask for your permission/approval prior to publishing this.
11. The student remains bound by the school Terms and Conditions at all times: http://www.lsbfmanchester.com/terms-and-conditions/.

*Please refer to www.lsbfmanchester.com/terms-and-conditions for the most up to dated Terms and Conditions. In relation to the Refund Policy, where there is a discrepancy between the online Terms and Conditions and the Terms and Conditions above, the online Terms and Conditions shall prevail.

Office check
Student's signature

Methods of payment and enrolment information

Please quote your name and student number as your reference when making a payment via either transfer or cheque. If you do not have a student number, please contact your consultant who will be able to provide you with one.

☐ I confirm that a transfer of £_____ has been made to LSBF Accounts as stated below

Bank Name: NatWest Bank plc
Bank Address: City of London Business Centre, 4th Floor, 1 Princes Street, London EC2R 8PB, United Kingdom
Account Name: Interactive Manchester Limited
Account number: 39546306
Sort Code: 60-00-01
Swift BIC: NWBKGB2L
International Bank Account Number: GB92NWBK60000139546306

☐ I enclose a banker's draft for £_____ made payable to " Interactive Manchester Limited "
☐ I enclose a cheque for £_____ made payable to " Interactive Manchester Limited "
☐ I enclose a postal order in UK Sterling pounds for £_____
☐ I authorise you to charge £_____ to my credit/debit card

Card type (please tick as appropriate)

VISA ☐ Maestro ☐ MasterCard ☐ VISA ELECTRON ☐ DELTA ☐ AMERICAN EXPRESS ☐

Credit/Debit card number: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Issue no: (where applicable) |__|__|

Valid From (where applicable): ___/___ Expires end: ___/___ Last 3 digits of security code on reverse of card:_____

Name of cardholder: _____ Postcode of cardholder: _____

Address of cardholder: _____

Signature of cardholder: _____

- I confirm that I have registered with ACCA or intend to register
- I have read full Terms and Conditions and agree to abide by them
- I consent to the school providing my details to ACCA in order to ascertain exam pass rates

Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with LSBF Manchester, in particular clauses concerning refunds, deferments, waivers, course transfers and visa applications (when applicable).

Student's signature: _____ **Date:** ___/___/___

☐ My employer is sponsoring me and I attach a letter confirming this (please tick if appropriate)

LSBF MARKETING INFORMATION

LSBF or our group companies may contact you via phone, mail or email to keep you informed about further professional training or other services and products of interest. If you do wish to be contacted by us with such information, please tick here ☐