

Student ID - for office use only



## Enrolment Form | ACCA Full-time Courses 2010

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, Admissions, 9 Holborn, London, EC1N 2LL, United Kingdom**

Tel: +44 (0) 207 823 2303, Fax: +44 (0) 207 8232302, Email: [admissions@lsbf.org.uk](mailto:admissions@lsbf.org.uk)

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

For more up-to-date information about the application process please refer to [www.lsbf.org.uk/students/apply.html](http://www.lsbf.org.uk/students/apply.html)

Title\*(Mr/Ms/Mrs/Miss)..... Family Name\*..... First Name\*.....

Home address\*.....

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

Correspondence Address\*.....

.....(if different from home address)

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

Date of Birth\* (day/month/year)...../...../..... Tel: Home\*..... Work\*..... Mobile\*.....

E-mail address\*..... Passport number\*..... Nationality\*.....

ACCA registration number.....

VISA holder\* No  Yes

Require visa application\* No  Yes

Copy of visa attached\* No  Yes

Visa Extension\* No  Yes

### \*mandatory fields

**IMPORTANT: 1. It is your responsibility to complete the ACCA registration requirements and enter the ACCA examinations.**

**2. A copy\* of your passport showing photograph and signature must be attached to this form.**

*\*compulsory document required by the Home Office*

### Enrolment Documents

- We strongly recommend you to pay the full fees for at least one whole year (6 subjects) to satisfy the British High Commission.
- Enrolment documents to be:**  
 Collected in person  Sent by international courier (*international courier fee of £35 is non-refundable*)  (Recommended)  
 Sent by post to: Home Address  Correspondence Address
- Once letters have been issued confirming full time status, no refunds or course transfers are permissible other than in the instance of VISA refusal. Please see below for full Terms and Conditions.**

### 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.

- Students on a Student Visa must book and attend a minimum of three academic subjects, each term, to meet the requirements of their VISA. Students must familiarise themselves with Home Office regulations and at all times abide by the conditions of their visa. Students must inform the School immediately of any change in their immigration status.
- 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.
- Once letters have been issued confirming full time status, no refunds or course transfers are permissible other than in the instance of VISA refusal, and only when a student complies with the refund application procedures as detailed below.
- In case you require a visa letter, as per Home Office regulations you must provide the following information with your application, as evidence thereof should be included in your visa letter: copies of all previous relevant education – A levels, GCSEs (or equivalents), degree (certificate/diploma and transcripts) and an English translation of all documents not in English. Please note that a failure to provide such documents with your application will delay your visa letter.
- If a student's VISA application has been refused, then the fees paid will be refunded less an administration charge of £100 (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 the student, an original authority letter from the student authorising the repayment to the payee. Applications for refunds under this section must be made in writing at least 15 days before the commencement date of the course (published date). It is the student's responsibility to satisfy themselves that they could comply with the notification guidelines prior to making an application. In circumstances when notification under this clause will be impossible, an application by the student forms a waiver of the rights under this clause.
- If a visa application is refused on the grounds that the student failed to provide necessary documents, demonstrate adequate financial support or other reasons for which the student is accountable, the School accepts no responsibility to refund under section 4. The student is held responsible if the visa application has been made late and their LSBF enrolment has already processed.
- A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to the ACCA.
- 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.
- The School reserves the right to inform the appropriate authorities, including the British Home Office, where a student has been removed from School under section 7 above.
- 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.
- All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
- Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.

Office check

Student advisor's signature

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**CBE's are available for papers F1, F2 & F3 only**

**(MSER students must pass F2 and F3 before attempting F1)**

**LSBF now offers both 3 month and 5 month semesters. The 5 month semester provides extra 4 days of tuition per subject.**

COURSE TAKEN	FULL TIME					Re-sit Please state your re-sit time below
	Jun-10		Aug-10	Dec-10		
Exam Date (Course Commencement date)	Jan-10	Feb-10	Jun-10	Jul-10	Aug-10	
<b>KNOWLEDGE</b>	<b>Subjects (tick as appropriate)</b>					
F1 Accountant in Business	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
F2 Management Accounting	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
F3 Financial Accounting (International)	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
<b>SKILLS</b>	<b>Subjects (tick as appropriate)</b>					
F4 Corporate and Business Law (Eng)	<input type="checkbox"/> £378	<input type="checkbox"/> £378	Not available	<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
F5 Performance Management	<input type="checkbox"/> £378	<input type="checkbox"/> £378		<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
F6 Taxation	<input type="checkbox"/> £378	<input type="checkbox"/> £378		<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
F7 Financial Reporting (International)	<input type="checkbox"/> £378	<input type="checkbox"/> £378		<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
F8 Audit & Assurance (International)	<input type="checkbox"/> £378	<input type="checkbox"/> £378		<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
F9 Financial Management	<input type="checkbox"/> £378	<input type="checkbox"/> £378		<input type="checkbox"/> £378	<input type="checkbox"/> £378	<input type="checkbox"/> £230
<b>ESSENTIALS</b>	<b>Subjects (tick as appropriate)</b>					
P1 Professional Accountant	<input type="checkbox"/> £398	<input type="checkbox"/> £398	Not available	<input type="checkbox"/> £398	<input type="checkbox"/> £398	<input type="checkbox"/> £230
P2 Corporate Reporting (International)	<input type="checkbox"/> £398	<input type="checkbox"/> £398		<input type="checkbox"/> £398	<input type="checkbox"/> £398	<input type="checkbox"/> £230
P3 Business Analysis	<input type="checkbox"/> £398	<input type="checkbox"/> £398		<input type="checkbox"/> £398	<input type="checkbox"/> £398	<input type="checkbox"/> £230
<b>OPTIONS</b>	<b>Subjects (tick as appropriate) Choose 2 out of 4</b>					
P4 Advanced Financial Management	<input type="checkbox"/> £398	<input type="checkbox"/> £398	Not available	<input type="checkbox"/> £398	<input type="checkbox"/> £398	<input type="checkbox"/> £230
P5 Advanced Performance Management	<input type="checkbox"/> £398	<input type="checkbox"/> £398		<input type="checkbox"/> £398	<input type="checkbox"/> £398	<input type="checkbox"/> £230
P6 Advanced Taxation	<input type="checkbox"/> £398	<input type="checkbox"/> £398		<input type="checkbox"/> £398	<input type="checkbox"/> £398	<input type="checkbox"/> £230
P7 Advanced Audit & Assurance	<input type="checkbox"/> £398	<input type="checkbox"/> £398		<input type="checkbox"/> £398	<input type="checkbox"/> £398	<input type="checkbox"/> £230
<b>No of subjects: .....</b>			<b>Total payment: .....</b>			

<b>Compete 1<sup>st</sup> Class*</b>			No of subjects	Total Fee	Special offer	Deposit
1. Top quality ACCA study materials and exam kits			6 <input type="checkbox"/>	£2,900	£2,300	£1,150
2. LSBF lecture and revision notes			9 <input type="checkbox"/>	£4,300	£3,450	£1,725
3. Revision sessions			12 <input type="checkbox"/>	£5,800	£4,500	£2,250
4. Mock exams and marking			14 <input type="checkbox"/>	£6,500	£5,200	£2,600
5. Free online resources – recorded lectures, lecture notes, questions with feedback.						
6. Pass guarantee						
7. Free certificates** (see below)						
8. Career & Interpersonal Development programme						
<b>Additional certificates</b>			<b>Feb-10</b>	<b>Jun-10</b>	<b>Aug-10</b>	<b>Feb-11</b>
Sage Line 50	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Modelling Intermediate	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk and Financial Management	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Islamic Finance Qualification	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FMTA on Bloomberg	normal price	£1,100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Placement	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**Apply for 6 subjects and qualify for 1 out of 6 the courses above for <b>free</b> Apply for 9 subjects and qualify for 2 out of 6 the courses above for <b>free</b> Apply for 12 subjects and qualify for 3 out of 6 the courses above for <b>free</b> Apply for 14 subjects and qualify for 4 out of 6 the courses above for <b>free</b> *for more information regarding the training placement please visit <a href="http://www.lsbfi.org.uk">www.lsbfi.org.uk</a>						

**Career & Interpersonal Development program (CID)** offered to Compete 1<sup>st</sup> Class students

- Communication Skills  FREE
- Career Development  FREE
- Guaranteed Work placement<sup>s</sup>  (50% discount , save £300)



Compete Standard*	No of subjects	Total Fee	Special offer	Deposit
1. Top quality ACCA study materials and exam kits	6 <input type="checkbox"/>	£2,500	£1,996	£998
2. LSBF lecture and revision notes				
3. Revision sessions	9 <input type="checkbox"/>	£3,700	£2,996	£1,498
4. Mock exams and marking				
5. Free online resources – recorded lectures, lecture notes, questions with feedback.	12 <input type="checkbox"/>	£5,000	£3,996	£1,998
6. Pass guarantee	14 <input type="checkbox"/>	£5,600	£4,596	£2,298

**Career & Interpersonal Development program (CID)** offered to Compete Standard students

Communication Skills	(50% discount, save £250)	<input type="checkbox"/>
Career Development	(50% discount, save £250)	<input type="checkbox"/>
Guaranteed Work placement <sup>§</sup>	(50% discount, save £300)	<input type="checkbox"/>

**Packages (Compete Standard and Compete 1<sup>st</sup> 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 50% of the total package 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. International students are required to enrol for a minimum of 15 teaching hours per term. When choosing a package, please specify which subjects you are taking during the 1<sup>st</sup> semester.

<sup>†</sup> When enrolling for a package of 6 or 9 papers which includes any essentials/options papers, an additional fee of £200 is payable on the Compete Standard package and £100 on the Compete 1<sup>st</sup> Class package. Please ensure to enclose the appropriate fee with your payment.

<sup>§</sup> Simple terms and conditions apply to the guaranteed work placement. Please check <http://www.lsbfi.org.uk/terms-and-conditions.html> for full terms and conditions.

**Register for 2 or more papers and receive 30% off the below certificates.**

Additional certificates (please tick appropriate to reserve a place):		Feb 10	Jun 10	Aug 10	Feb-11
Sage Line 50	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Modelling Intermediate	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk and Financial Management	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Islamic Finance Qualification	£900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FMTA on Bloomberg	£1,100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Modelling Advanced	£1,400	Jan 10 <input type="checkbox"/>	Apr 10 <input type="checkbox"/>	Oct 10 <input type="checkbox"/>	Jan 11 <input type="checkbox"/>

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

LSBF students	£250 <input type="checkbox"/>
External students	£350 <input type="checkbox"/>

**LSBF PASS Guarantee:**

LSBF PASS Guarantee ensures that in the event of failure in the paper, you will be able to attend a 'FREE re-sit course' at the next sitting at no extra cost. Terms and Conditions of the PASS Guarantee are as follows:

- The student attends 90% of the tuition classes, 100% of the revision classes and passes the mock test conducted by LSBF –entitled for a free re-sit course for next semester.
- All the course fees must be paid in full before the examinations are taken.
- You must attempt the real exam.
- In the event of failure you must provide proof of that failure on application for the retake course.
- The revision and QB must be attended at the next examination sitting. After that point the PASS Guarantee will lapse. The assurance is not transferable.
- You must claim your revision and QB within one month after the results have been released.

**Enrolment documents**

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

- Passport size photo (if any)
- Copy of your passport bio page and visa (if already issued)
- Copies of certificates and academic transcripts (with certified translation when needed) of previous academic or professional education
- Proof of English proficiency
- Copy of your registration with ACCA. This can be a letter showing the ACCA number or a copy of the ID card from ACCA.
- If you are starting part-way through we would require your exemption details from ACCA or a copy of your exam statements.

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**Book your ACCA papers today and secure 100% funding for LSBF MBA or MSc programmes. Please contact your advisor for more details.**

**Methods of payment and enrolment information**

I confirm that a transfer of £\_\_\_\_\_ has been made to LSBF Accounts as stated below (please ensure to include the student name as the reference)

**Bank Name:** HSBC  
**Bank Address:** 89 Buckingham Palace Road, Belgravia, London, SW1 W0QL, UK  
**Account Name:** London School of Business & Finance  
**Account number:** 11512668  
**Sort Code:** 40-01-13  
**Swift BIC:** MIDLGB2105K  
**International Bank Account Number:** GB55MIDL40011311512668

- I enclose a banker's draft for £\_\_\_\_\_ made payable to "London School of Business and Finance"
- I enclose a cheque for £\_\_\_\_\_ made payable to "London School of Business and Finance"
- 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)



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 consent to the school providing my details to ACCA in order to ascertain exam pass rates
- I have read full Terms and Conditions and agree to abide by them
- I have completed all mandatory fields

**Students signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

**LSBF MARKETING INFORMATION**

Do you want to be updated on further professional training:  Yes  No

If you have ticked 'No' from the above, but still wish to receive updated information about the courses and services specifically relating to your qualification, please tick here: