

Student ID - for office use only



Enrolment Form | CIMA 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

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

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

Home Address*.....

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

Correspondence Address*.....

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

(if different from home address)

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

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

CIMA ID number *.....

You must register with the CIMA. The deadlines are: 31st Jan (May Exam) & 31st July (November Exam).

VISA holder* No Yes

Copy of visa attached* No Yes

Require visa application* No Yes

Visa Extension* No Yes

*mandatory fields

IMPORTANT: 1. It is your responsibility to complete the CIMA registration requirements and enter the CIMA 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 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 them 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 is unable to provide necessary documents, 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 CIMA.
- 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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COURSE TAKEN	FULL TIME				Re-sit
	May-10 (Feb-10)	Aug-10 (Jun-10)	Nov-10 (Aug-10)	Re-sit Time: ____	
Exam Date (Course Commencement date)					
Certificate Level	Subjects (tick as appropriate)				
CO1. Fundamentals of Management Accounting	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £330	
CO2. Fundamentals of Financial Accounting	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £330	
CO3. Fundamentals of Business Mathematics	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £330	
CO4. Fundamentals of Business Economics	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £330	
CO5. Fundamentals of Ethics, Corporate Governance and Business Law	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £330	
Operations Level					
E1. Enterprise Operations	<input type="checkbox"/> £465	N/A	<input type="checkbox"/> £465	<input type="checkbox"/> £340	
P1. Performance Operations	<input type="checkbox"/> £465	N/A	<input type="checkbox"/> £465	<input type="checkbox"/> £340	
F1. Financial Operations	<input type="checkbox"/> £465	N/A	<input type="checkbox"/> £465	<input type="checkbox"/> £340	
Management Level	Subjects (tick as appropriate)				
E2. Enterprise Management	<input type="checkbox"/> £465	N/A	<input type="checkbox"/> £465	<input type="checkbox"/> £340	
P2. Performance Management	<input type="checkbox"/> £465	N/A	<input type="checkbox"/> £465	<input type="checkbox"/> £340	
F2. Financial Management	<input type="checkbox"/> £465	N/A	<input type="checkbox"/> £465	<input type="checkbox"/> £340	
Strategic Level	Subjects (tick as appropriate)				
E3. Enterprise Strategy	<input type="checkbox"/> £510	N/A	<input type="checkbox"/> £510	<input type="checkbox"/> £360	
P3. Performance Strategy	<input type="checkbox"/> £510	N/A	<input type="checkbox"/> £510	<input type="checkbox"/> £360	
F3. Financial Strategy	<input type="checkbox"/> £510	N/A	<input type="checkbox"/> £510	<input type="checkbox"/> £360	
Professional Competence Level	Mar'10 exam	May'10 exam	Sept'10 exam	Nov'10 exam	
T4. TOPCIMA Part B Case Study Examination	<input type="checkbox"/> £600- £1100*	<input type="checkbox"/> £600- £1100*	<input type="checkbox"/> £600- £1100*	<input type="checkbox"/> £600- £1100*	
No of subjects:	Total payment:				

* Please see TOPCIMA application form

Compete 1st Class*	No of subjects	Total Fee	Special Offer	Deposit
1. CIMA approved study text and exam kits	6 <input type="checkbox"/>	£2,700	£2,300	£1,150
2. LSBF lecture and revision notes	9 <input type="checkbox"/>	£4,200	£3,570	£1,785
3. Revision sessions	12 <input type="checkbox"/>	£5,400	£4,600	£2,300
4. Mock exams and marking	14 <input type="checkbox"/>	£6,200	£5,270	£2,635
5. Free online resources – recorded lectures, lecture notes, questions with feedback.				
6. Pass guarantee				
7. Free certificates** (see below)				
8. Career & Interpersonal Development programme	15 <input type="checkbox"/>	£7,000	£5,950	£2,975
Additional certificates	Feb-10	Jun-10	Aug-10	Feb-11
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 Placements 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 4 courses from the above for free Apply for 9 subjects and qualify for 2 of the 4 courses for free Apply for 12 subjects and qualify for 3 courses for free Apply for 14 or more subjects and qualify for all 4 courses for free				

Career & Interpersonal Development program (CID) offered free to LSBF full time students as a part of *CIMA Compete 1st Class and Compete Standard*

- Communication Skills
Career Development



Compete Standard*	No of subjects	Total Fee	Deposit
1. CIMA approved study text and exam kits 2. LSBF lecture and revision notes 3. Revision sessions 4. Mock exam and marking 5. Free online resources – recorded lectures, lecture notes, questions with feedback. 6. Pass guarantee	6 <input type="checkbox"/>	£2,300	£1,150
	9 <input type="checkbox"/>	£3,570	£1,785
	12 <input type="checkbox"/>	£4,600	£2,300
	14 <input type="checkbox"/>	£5,270	£2,635
	15 <input type="checkbox"/>	£5,950	£2,975

*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. 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. If T4 is part of your package (excluding 15 paper packages) an additional £600 charge will incur.

Register for 2 or more modules and receive 30% off the below certificates

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

CBA's are available for papers CO1-CO5 only, call for details

Achieving the qualification

- Students **must** pass all Certificate Level papers, before attempting the Operations and Management levels.
- Students **must** pass all Operations and Management Level papers, before attempting the Strategic level.
- The pass mark is 50%, all passes will be retained
- All 3 Strategic Level papers must be sat together in first sitting

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 course programme must be followed i.e. attend 90% of the classes, 100% of revision sessions, and pass the mock test conducted by LSBF
- All the course fees must be paid in full before the examinations are taken.
- You must attempt the real exam.
- Pass Guarantee is only available for written exams
- In the event of failure you must provide proof of that failure on application for the retake course.
- In the event of a fail, provided all conditions are met, a student will be entitled to attend a 'retake FREE re-sit course'.
- The re-sit course must be attended at the next examination sitting. After that point the PASS Guarantee will lapse. The guarantee is not transferable.
- You must claim your 're-sit' course 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 CIMA. This can be a letter showing the CIMA number or a copy of the ID card from CIMA.
- If you are starting part-way through we would require your exemption details from CIMA or a copy of your exam statements.

