

## Enrolment Form | CIMA Part-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)

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

**\*mandatory fields**

CIMA ID number\* .....

\*You must register with the CIMA. The deadlines are: 31<sup>st</sup> Jan (May Exam) & 31<sup>st</sup> July (November Exam).

Exam sitting (tick as appropriate): CBA  May 10  November 10

**IMPORTANT: It is your responsibility to complete the CIMA registration requirements and enter the CIMA 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.....  
 Email..... Work address.....  
 ..... Postcode..... Website.....

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

Contact Name.....  
 Address..... Postcode.....

### Data Protection Act

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

### Terms and Conditions of Registration

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

1. 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.
2. 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.
3. 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.
4. 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/
5. 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.
6. A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to the CIMA.
7. 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.
8. 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.
9. 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.
10. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
11. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.

Student ID - for office use only



COURSE TAKEN	PART TIME						
	Exam Date (Course Commencement date)	May-10 (Feb 10)	Aug-10 (Jun 10)	Nov-10 (Aug 10)			Re-sit Time:
<b>Certificate Level</b>	<b>Tuition and Revision</b>						<b>Re-sit</b>
CO1. Fundamentals of Management Accounting	<input type="checkbox"/> £440	<input type="checkbox"/> £440	<input type="checkbox"/> £440	<input type="checkbox"/> £440	<input type="checkbox"/> £440	<input type="checkbox"/> £440	<input type="checkbox"/> £330
CO2. Fundamentals of Financial Accounting	<input type="checkbox"/> £425	<input type="checkbox"/> £425	<input type="checkbox"/> £425	<input type="checkbox"/> £425	<input type="checkbox"/> £425	<input type="checkbox"/> £425	<input type="checkbox"/> £330
CO3. Fundamentals of Business Mathematics	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £330
CO4. Fundamentals of Business Economics	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £400	<input type="checkbox"/> £330
CO5. Fundamentals of Ethics, Corp. Gov. & Bus. Law	N/A		<input type="checkbox"/> £440	<input type="checkbox"/> £440	<input type="checkbox"/> £440	<input type="checkbox"/> £440	<input type="checkbox"/> £330
<b>Operations Level</b>	<b>Tuition</b>	<b>Revision</b>	<b>Tuition</b>	<b>Revision</b>	<b>Tuition</b>	<b>Revision</b>	<b>Re-sit</b>
E1. Enterprise Operations	<input type="checkbox"/> £500	<input type="checkbox"/> £390	N/A	N/A	<input type="checkbox"/> £500	<input type="checkbox"/> £390	<input type="checkbox"/> £340
P1. Performance Operations	<input type="checkbox"/> £500	<input type="checkbox"/> £390	N/A	N/A	<input type="checkbox"/> £500	<input type="checkbox"/> £390	<input type="checkbox"/> £340
F1. Financial Operations	<input type="checkbox"/> £500	<input type="checkbox"/> £390	N/A	N/A	<input type="checkbox"/> £500	<input type="checkbox"/> £390	<input type="checkbox"/> £340
<b>Management Level</b>	<b>Tuition</b>	<b>Revision</b>	<b>Tuition</b>	<b>Revision</b>	<b>Tuition</b>	<b>Revision</b>	<b>Re-sit</b>
E2. Enterprise Management	<input type="checkbox"/> £500	<input type="checkbox"/> £390	N/A	N/A	<input type="checkbox"/> £500	<input type="checkbox"/> £390	<input type="checkbox"/> £340
P2. Performance Management	<input type="checkbox"/> £500	<input type="checkbox"/> £390	N/A	N/A	<input type="checkbox"/> £500	<input type="checkbox"/> £390	<input type="checkbox"/> £340
F2. Financial Management	<input type="checkbox"/> £500	<input type="checkbox"/> £390	N/A	N/A	<input type="checkbox"/> £500	<input type="checkbox"/> £390	<input type="checkbox"/> £340
<b>Strategic Level</b>	<b>Tuition</b>	<b>Revision</b>	<b>Tuition</b>	<b>Revision</b>	<b>Tuition</b>	<b>Revision</b>	<b>Re-sit</b>
E3. Enterprise Strategy	<input type="checkbox"/> £520	<input type="checkbox"/> £410	N/A	N/A	<input type="checkbox"/> £520	<input type="checkbox"/> £410	<input type="checkbox"/> £360
P3. Performance Strategy	<input type="checkbox"/> £520	<input type="checkbox"/> £410	N/A	N/A	<input type="checkbox"/> £520	<input type="checkbox"/> £410	<input type="checkbox"/> £360
F3. Financial Strategy	<input type="checkbox"/> £520	<input type="checkbox"/> £410	N/A	N/A	<input type="checkbox"/> £520	<input type="checkbox"/> £410	<input type="checkbox"/> £360
<b>TOPCIMA</b>	<b>Mar'10 exam</b>	<b>May'10 exam</b>	N/A	N/A	<b>Sept '10 exam</b>	<b>Nov '10 exam</b>	<b>Resit</b>
T4. TOPCIMA Part B Case Study Examination	<input type="checkbox"/> £600-£1200*	<input type="checkbox"/> £600-£1200*	N/A	N/A	<input type="checkbox"/> £600-£1200*	<input type="checkbox"/> £600-£1200*	<input type="checkbox"/> £850

\* please see TOPCIMA brochure and application forms for more details

Study materials (including Study Text, Exam Kits, Study Notes), mock exams and online resources are all included in the tuition fees

**PROMOTIONAL PRICE**      5% off when 2 or more papers are booked (Please tick the papers above)

**Students receive 5% off revision courses when booked with 2 or 3 papers or 10% discount when booked with a Complete package**

**Register for 2 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	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"/>

<b>Compete 1<sup>st</sup> Class*</b>	<b>No of subjects</b>	<b>Total Fee</b>	<b>Special Offer</b>	<b>Deposit</b>
1. CIMA approved study text and exam kits	6 <input type="checkbox"/>	£2,700	£2,300	£1,150
2. LSBF lecture notes	9 <input type="checkbox"/>	£4,200	£3,570	£1,785
3. Mock exams and marking	12 <input type="checkbox"/>	£5,400	£4,600	£2,300
4. Free online resources – recorded lectures, lecture notes, questions with feedback.	14 <input type="checkbox"/>	£6,200	£5,270	£2,635
5. Pass guarantee	15 <input type="checkbox"/>	£7,000	£5,950	£2,975
6. Free certificates** (see below)				
7. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Modelling Intermediate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk and Financial Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Islamic Finance Qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FMTA on Bloomberg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training placements	<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 <b>free</b> Apply for 9 subjects and qualify for 2 of the 4 courses for <b>free</b> Apply for 12 subjects and qualify for 3 courses for <b>free</b> Apply for 14 or more subjects and qualify for all 4 courses for <b>free</b>				

<b>Compete Standard*</b>	<b>No of subjects</b>	<b>Total Fee</b>	<b>Deposit</b>
1. CIMA approved study text and exam kits 2. LSBF lecture notes 3. Mock exams and marking 4. Free online resources – recorded lectures, lecture notes, questions with feedback. 5. Pass guarantee	6 <input type="checkbox"/>	£2,300	£1,150
	9 <input type="checkbox"/>	£3,500	£1,750
	12 <input type="checkbox"/>	£4,600	£2,300
	14 <input type="checkbox"/>	£5,200	£2,600
	15 <input type="checkbox"/>	£5,800	£2,900

\*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. When choosing a paper, please specify which subjects you are taking during the 1<sup>st</sup> semester. If T4 is part of your package (excluding 15 paper packages) an additional £600 charge will incur.

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

### Achieving the qualification

1. Students **must** pass all Certificate Level papers, before attempting the Operations and Management levels.
2. Students **must** pass all Operations and Management Level papers, before attempting the Strategic level.
3. The pass mark is 50%, all passes will be retained
4. 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:

1. 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
2. All the course fees must be paid in full before the examinations are taken.
3. You must attempt the real exam.
4. Pass Guarantee is only available for written exams.
5. In the event of failure you must provide proof of that failure on application for the retake course.
6. In the event of a fail, provided all conditions are met, a student will be entitled to attend a 'retake FREE re-sit course'.
7. The re-sit course must be attended at the next examination sitting. After that point the PASS Guarantee will lapse. The assurance is not transferable.
8. You must claim your 're-sit' course within one month after the results have been released.

