



Application for Enrolment

Please complete this form in capital letter

www.lsbm.uk.com (London School of Business Management)

Personal Details:

Title: Mr Mrs Miss (Please tick ✓) Date of Birth (DD – MM – YYYY): _____

Surname: _____

First name: _____

Nationality: _____ Passport No. _____

Professional: _____ Language: _____

Current Address: (including postcode in the UK) _____ Permanent Address: (in your country) _____

Telephone: _____ Telephone: _____

Fax: _____ Fax: _____

Mobile: _____ Mobile: _____

Email: _____ Email: _____

Please Attach
Photograph
Here

For Office Use Only
Please do not write
anything in this area

Have you been previously enrolled on a course in the UK? If yes, Please give detail about the course and where you enrolled?

Course Details:

Course Name: _____

Full Time: Part Time: One to One: _____ Other: _____

Course duration: _____ Course date: From: _____ To: _____

English Language requirements: (Please tick ✓)

Have you studied in a school where teaching and assessment was carried out in English?

Yes No

If Yes please state the results of any English exam:

Do you hold any recognized qualifications in English Language such as IELTS or TOEFL?

Yes No

If Yes, please specify:

Are you applying for a pre-seasonal English Language course at LSBM?

Yes No

If Yes, preferred starting date:

Academic Qualifications:

Please list results, including those pending, and attach photocopies of your certificates or transcripts.

| AWARD | PROGRAMME OF STUDY | DATE | NAME OF INSTITUTION | QUALIFICATION AND RESULT | LANGUAGE OF STUDY |
|-------|--------------------|------|---------------------|--------------------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Work Experience:

Please give details of work experience, training and employment. Continue on a separate sheet if necessary.

| JOB TITLE AND NATURE OF WORK/TRAINING | NAME OF ORGANISATION | FROM (mm/yy) | TO (mm/yy) | FULL- OR PART-TIME |
|---------------------------------------|----------------------|--------------|------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Pickup Service:

Do you require a pickup service: Yes No (Please tick = ✓) Date of arrival: (DD-MM-YY): _____
Please note that there is an extra charge for pickup service.

Arrival Detail:

Accommodation Details:

Do you require accommodation: Yes No (If yes please fill in below)

Date when accommodation required: _____ Duration of accommodation in weeks: _____

Languages: _____ Religion: _____

Please Tick ✓ which type of accommodation you would like:

- | | |
|---|--|
| <input type="checkbox"/> Family with breakfast / dinner | <input type="checkbox"/> Do you smoke? |
| <input type="checkbox"/> Single room / Self catering | <input type="checkbox"/> Is it OK if others smoke around you? |
| <input type="checkbox"/> Double room / Shared / Self Catering | <input type="checkbox"/> Do you like animals? |
| <input type="checkbox"/> Double room / Self catering | <input type="checkbox"/> Is there any food you can not eat? |
| <input type="checkbox"/> Host family / Self catering | <input type="checkbox"/> Do you have any allergies? |
| <input type="checkbox"/> Host family / half board | <input type="checkbox"/> Do you have any medical condition? |
| <input type="checkbox"/> Student hostel | <input type="checkbox"/> Other (If yes please give us details) |

Special requirements:

We will do our best to accommodate you, please state your preferred 2nd choice of accommodation, in case the 1st is not available:

Payment Details:

I would like to pay:

Please ✓ how you would like to pay

In Cash enclose a cheque by bank transfer / money order Other: _____

Credit / Debit Card

MasterCard Visa Switch Solo Electron Delta JCB American Express

Do you wish us to send you a letter by fax? Yes No if yes, please add an extra £ 5.00

Bank Details:

Please note that if you are paying by bank transfer credit / debit card all bank charges are payable by you.

Bank Name: _____ Account No: _____
Sort code: _____
IBAN No.: _____

- Bank transfer can take a long time. Please make sure all arrangements are made in good time, as we cannot confirm any bookings until we receive the confirmation from our bank that you payment has been received by us.
- A fee for £50 will be charged if a cheque or bankers draft is not honoured by our bank.
- Travels cheque (only payable to London School of Business Management).
- Please do not send cash in the post.

Authorization Form:

For Credit Card / Debit Cards
Please fill in the authorization form below and post together with the completed "Application Form".

Please Debit £: _____ (in figures) £: _____ (in number)

From my (Card name): _____

Card holder's full name: _____

Card Number: _____ Expiry date: _____

Student's Name: _____

P.S: Please note that there is a 4% supplement charge if payment is made by credit card.

I / We authorize the LONDON SCHOOL to debit my card with the amount specified above:

**Authorize
Signature**

Date: _____

1. Enrolment

- Students must be 16 years of age or over
- To become a student of London School of Business Management you will need to complete the following:
 - a) Our application form in full with photograph
 - b) Indicate how long you wish to study
 - c) Payment of your fees
 - d) Payment of your accommodation, Pickup service, if required placement test
- Registration, deposit and enrolment for any of our courses will serve as a binding agreement to follow the course to completion and to pay the full fees.

2. Tuition Fees

- Payment of course fees must be received before a Certificate of Enrolment can be issued.
- All fees due to the school must be paid in full, prior to the commencement of the course, If instalment payments are not made on the due dates, the course will be terminated forthwith without notice.
- Any additional fees paid will be treated as a new course booking.
- It is the responsibility of the student to book their course far enough in advance to enable visa requirements (if necessary) to be met. No refunds will be made should these requirements not be met in time. Please note that a bank transfer may take 2 – 3 weeks to reach our account and Certificates of Enrolment can only be issued after the School has received confirmation of receipts of funds from its bank.
- Students booking from overseas are not recommended to pay by instalments, as this could have a bearing as to whether or not they are granted a visa to study in the U.K.
- Bank transfer can take a long time. Please make sure all arrangements are made in good time, as we cannot confirm any bookings until we receive confirmation from our bank that payment has been received.
- A minimum of 8 clear working days has to be allowed for clearance of cheques drawn on a UK bank and 15 days in the case of a foreign bank
- A fee of £50 will be charged if a cheque or local draft is not honoured. The fee is £100 in case of foreign drafts.
- Fees are not refundable or transferable to another student under any circumstances.
- There is no reduction or refund in fees where a course includes a public holiday.
- Tuition fees do not include Travel, Accommodation, Pickup Service, social programmes, external examination fees, personal and health insurance, bank charges or course materials, i.e. books, photocopies, pens, pencils and paper.
- Students are reminded that courses can only be booked through the LONDON SCHOOL. Courses purchased through any other source will be deemed null & void.

3. Course changes

- Change of class or time is strictly subject to availability.
- We reserve the right to refuse any request to alter the course start date.
- Commencement date can be altered prior to the commencement of the course booked. An additional charge of £35 will be made for each change.
- The commencement date can only be changed to a maximum of 4 weeks after the original booked commencement date.
- If the commencement date of a course is changed and a visa is subsequently refused, the original commencement date will stand.
- No extension to courses will be allowed by payment of additional fees. Any such additional fees paid will be treated as a new course booking.
- Courses will not be extended due to any unauthorised absences and/or uncertified illness
- All class changes must be requested in writing and be approved by the Principal. Class transfers cannot be made during midweek for the same level at the same time. Please note that you can only change class if there is a space in the class into which you wish to transfer.
- If students wish to change the time of course they are studying, an administrative charge of £200 will be made and any additional course fees must be paid.
- If a student fails to start a course on the commencement date or leaves the course prior to the completion of the course, the student's name will be struck off the class register without any refund.
- the LONDON SCHOOL reserves the right to introduce new courses, alter existing ones or postpone courses.

4. Classes & Language Level

- All new students are required to take a UK School Placement Test or Tests.
- the LONDON SCHOOL reserves the right to change any teacher, class time and/or, combine classes if necessary and to transfer from one class to another
- The School cannot guarantee the time and/or location of a student's course, although every effort is made to place students in the location and at the time of their choice.
- the LONDON SCHOOL reserves the right to place students in an appropriate level if the placement tests taken show that this is necessary or if deemed necessary by the course tutor.. There will be no refunds in such instances.
- If after the School's Placement Test, a student is found to be at a lower level than the minimum start level for his/her course, the LONDON SCHOOL reserves the right to place the student in a class more appropriate to their needs until an appropriate language level is reached. There is no right to financial compensation for any such course change. This also refers to examination courses, such as the Cambridge First Certificate.

5. Attendance

- All LONDON SCHOOL students are expected to attend all their classes. Any absence should normally be only for illness or authorised holiday.
- It is the responsibility of the student to inform the School of illness or other reasons for absence.
- Students are required to have at least an 80% attendance rate in every week. A student shall be deemed to abandon a course, if his or her attendance fall below the required 80% attendance record. UK School reserves the right to remove the names of any students from the register if they fail to meet up with these requirements. Students are also required to take all tests and assignments.
- If the student is absent from class without authorized Holidays or a Medical Certificate, they may be removed from their class register. If the student returns within 4 weeks of the 1st date of absence, he/she will be allowed back to the class, subject to availability and at the discretion of the School. No extension or refunds will be made.
- Students who are absent for over 4 weeks (excluding certified illness or holidays) will not have the right to return but may book a new course.
- Students are encouraged to keep good time. Late arrival at the start of the class or return from breaks is disruptive to the class

- as a whole. Late entry to the class is at the discretion of the School.
- No extension or refunds will be given for exclusion from the class due to late arrival.
 - the LONDON SCHOOL will issue a school leaving certificate only if satisfactory attendance has been maintained (except under exceptional circumstances).

6. Examinations

Students will be required to pay for examination fees in addition to course fees. A list of examination fees is obtainable from the course administrator. Examination fees vary depending on the type of course being undertaken. Available places will be given on a "first-come-first-served" basis. It is the students responsibility to ensure that examination fees are paid on time

7. Student Records

You agree that the LONDON SCHOOL keeps your records on its computerised systems. Should your circumstances change it is the student is responsibility to keep us informed of all changes, in particular of:

- Changes of address in the UK as well as your home country.
- Changes to emergency telephone numbers and contact names.
- Change of email address.

8. Holidays

- All students must book their holiday at least 1 week in advance, and for a full week commencing on a Monday.
- Holidays cannot be taken mid-week or carried forward from one course booking to another.
- Students who have paid for less than 8 weeks are NOT entitled to any authorised holidays. Holidays can be changed and/or cancelled. An Administration Fee of £20 will be charged for this.
- The maximum authorised holidays are: 8- 12 weeks of study: 1 week ; 12- 23 weeks of study : 2 weeks; 24- 35 weeks of study : 4 weeks; 36+ weeks of study: 6 weeks

9. Travel & Accommodation

- An accommodation finding fee of £50 applies for each search.
- The accommodation arrangement fee is non-refundable.
- A minimum of 4 weeks notice is needed in order to arrange appropriate accommodation.
- A booking is confirmed ONLY when full payment is received.
- Once the accommodation booking has started there is no refund if it is cancelled by the student.
- If a student wants to change the starting date of their accommodation at least 4 weeks notice in writing must be given to the school.
- There is no guarantee that the accommodation arranged will be within walking distance from the School, although all accommodation is in the surrounding area of the school. Easy access by train and bus is always available.
- Host families with whom students are placed are not necessarily British, however English is the language spoken in the home.
- All homes have been inspected by a representative from the School to ensure that they comply with our standards.
- In case of booking B&B (Bed & Breakfast) or HB (Half Board) students are free to help themselves to breakfast (i.e. self catering) and students are expected to respect the facilities they use.
- Students are liable for any damage they cause to host family's property.
- Students are expected to respect and abide by the host family's reasonable schedule and house rules. Failure to do so may result in the student being expelled from the accommodation and/or the School.
- If a student is expelled from accommodation no refund will be given.
- Port of Arrival meeting charges. The following conditions apply:
 - Once booked, meeting arrangements cannot be changed.
 - The charge includes 2 hours waiting time from the time of arrival given to the School by the student or Agent.
 - Additional waiting time is charged at £20 per hour.
 - It is the student's responsibility to inform the School of arrival details. If incorrect details are supplied the College will not refund charges should the student not be met.
- Likely costs of transfers between Airport and centre of London are between £50 and £95, depending on the airport. For example, from London Heathrow to Central London the cost is approximately £50 for a daytime arrival. As these charges can change, please reconfirm prior to booking.

10 Cancellations & Refunds

- No refund can be made after the course has commenced.
- Fees are non-transferable to any other individual.
- No refund can be made for examination fees, travel expenses and airport transfer.
- Fees are non-refundable in the case of late registration, abandonment or cancellation of a course, save where prescribed by this contract or by statute.
- Any notice of cancellation must be in writing and sent to London School Of Business Management, 12 Helmet Row, London EC1V 3QJ UK Notice must be received by the School no later than 28 days prior to the original start date of the course. All original documents must be returned to the School by this time. If less than 28 days notice is given, no refund will be given, unless due to a visa refusal.
- If a student is dismissed for poor attendance or misconduct, no refund will be given.

10.1 Visa refusal

No refund will be given under any circumstances if the immigration authorities refuse a visa due to the following reasons:

- Lack of fund to support you to study
- Past or present poor attendance
- Providing incorrect information to the School
- Providing incorrect information to the immigration authorities
- Working without a work permit
- An invalid change of status
- Lack of knowledge and preparation on the future course (information about the course, school, and location)
- Lack of genuine interest and commitment to the course
- Doubt about Students intention to follow the course or to leave the UK at the end of studies.

No refunds will be made if:

- The visa application is withdrawn by the student (in this case normal cancellation rules will apply).
- The student is asked to leave the country by British authorities.
- The student visa is refused but the student is granted another kind of visa, whether to enter or remain.
- The student with leave to remain in the UK travels out of the country during a course and refused re-entry, then they will not qualify for a refund under our visa refusal refund scheme. If the refusal of visa is for other reasons a full refund less £100 for administration charges will be made provided the School is notified in writing and the original documents issued by the School and immigration authorities are received as a registered letter by the School within two weeks of any such refusal.

- The original start date shall be considered as the start date for the visa refusal refund application.
- Refunds may take up to 3 weeks to process.
- Refunds can only be made in the name of the student, regardless of who paid for the course.
- Refunds will only be made by cheque or bank transfer. Any bank charges must be paid by the student.

11. Discipline

- While on the School premises, students are obliged to follow all of the School rules and regulations. In the case of flagrant misconduct or a proven criminal offence we reserve the right to expel any student, having given due notice. In the event of such expulsion, no refund of fees will be made.
- All students are expected to behave in an orderly manner. Wilful damage to the School's property or injury to personnel is considered to be gross misconduct. Students will be held personally responsible for rectifying any wilful damage to the School's property or injury personnel in the case of such misconduct.
- No personal calls or messages can be taken at any time by the School on behalf of the students, other than in a real emergency
- It is not the responsibility of the School to provide parking or storage for students. This includes bicycles, which should be parked outside the School at the owner's risk.
- No smoking in the School premises.
- No food or drink may be consumed in the classrooms.
- All mobile phones must be switched off during lessons, and mobile phone should not be used within the School's premises.

12. Force Majeure

It is a basic stipulation of the agreement/contract between students and LONDON SCHOOL or its representatives, that neither the School, nor its representatives are liable for refunds or damages, howsoever arising, in cases where the School is unable to fulfil any services to which they are contractually bound because of teachers disputes, insufficient demand for any classes, or other reasons which are beyond the School's control.

13. Liability

- Students are advised that the School, its employees and its representatives accept no liability for personal injury and/or loss of/damage to personal property on the School's premises, whether by fire, burglary, theft or otherwise. This condition also applies to public and private places when students are on School trips or excursions.
- The School is not responsible for the safe keeping or delivery of any fax, post, etc sent to the students at the Schools' addresses. Nor is the School responsible for the safekeeping of exam results or certificates.

14. Disclaimer

- It should be noted that the School has made every effort to ensure the accuracy of all printed material. At the time of going to press all information was correct.
- Our prospectus and marketing material are provided for illustration purposes only and do not form or constitute any contractual term between the School and any other person.

15. General

- Students may from time to time be photographed, the photographs of which may be used in the School's promotional/publicity material. The School reserves the right to all photographs which may be used in any way the School sees appropriate in promoting itself. The copyright to all photographs shall belong to the School.
- It is the policy of the School not to divulge any personal details of students to a third party, other than to the appropriate authorities, without the students' prior consent.
- the School will not be held for any post that is lost or delayed.
- These Terms are governed by the law of England and are subject to the exclusive jurisdiction of the Courts of England.
- In all cases the decision of the Principal will be final and binding on all students and teachers.

I have read, understood and agreed to the terms and conditions set by the LONDON SCHOOL. I declare that all information, I have given in this application is true and correct.

Name:

Signature:

Date:

Postal Address:

London School of Business Management
12 Helmet Row, Islington,
London – EC1V 3QJ,
United Kingdom
Ph: +44 (0) 207 253 9919
Fax: +44 (0) 207 253 6667
Web: www.lsbm.uk.com
Email: info@lsbm.uk.com