

London
School of Business
& Finance



London Campus
Application Form
Postgraduate Programmes



LSBF Postgraduate Programmes

Instructions for Applicants

Thank you for choosing to study with London School of Business & Finance.

Please read the following information carefully, it contains the steps you need to follow to submit your application.

If you would like more advice or an individual assessment of your eligibility you can contact your personal student advisor.

Step 1

Complete the application form. Please feel free to add typed documents for sections 4, 5 and 6, but use no more than one side of A4 paper for each.

You will also need to include the following in your application:

- A completed application form
- Certified copies of your qualifications, diplomas and transcript
- Your CV (résumé) in English
- Two reference letters
- A scanned copy of your photo (jpeg, colour 150 x 150 pixels)
- Proof of fluency in English

Step 2

Organise and prepare your supplemental documents. These are listed throughout the application form and once again in the declaration at the end of this step-by-step guide.

Step 3

Scan and send your application form with copies of your supplemental documents to your personal student advisor.

Step 4

Send the original completed application form with official copies of all supporting documents to:

London School of Business & Finance
Postgraduate Admissions Department
9 Holborn
London
EC1N 2JL
United Kingdom

LSBF Postgraduate Programmes

Programme of Study

PROGRAMME

Select **ONE** choice:

| | | |
|---|--|---|
| <input type="checkbox"/> MBA Select ONE specialisation: | <input type="checkbox"/> MSc Finance Select ONE pathway: | <input type="checkbox"/> MSc Marketing Select ONE pathway: |
| <input type="checkbox"/> MBA <input type="checkbox"/> MBA: Finance & Investment Management <input type="checkbox"/> MBA: Islamic Banking & Finance <input type="checkbox"/> MBA: Marketing Management <input type="checkbox"/> MBA: Human Resources Management <input type="checkbox"/> MBA: Risk Management <input type="checkbox"/> MBA: Project Management <input type="checkbox"/> MBA: E-Business | <input type="checkbox"/> MSc in Finance <input type="checkbox"/> MSc in Investment Banking & Securities <input type="checkbox"/> MSc in Finance in Mergers & Acquisitions <input type="checkbox"/> MSc in Finance & Risk Management <input type="checkbox"/> MSc in Finance & International Banking <input type="checkbox"/> MSc in Finance & Islamic Banking <input type="checkbox"/> MSc in Finance & Accounting | <input type="checkbox"/> MSc in Marketing <input type="checkbox"/> MSc in Digital Marketing <input type="checkbox"/> MSc in Global Marketing <input type="checkbox"/> MSc in Marketing & Sales Management <input type="checkbox"/> MSc in Marketing & Advertising <input type="checkbox"/> MSc in Marketing & Public Relations |
| MBA Fees <input type="checkbox"/> Home £11,500 <input type="checkbox"/> Overseas £14,500 | MSc Finance Fees <input type="checkbox"/> Home £10,500 <input type="checkbox"/> Overseas £13,500 | MSc Marketing Fees <input type="checkbox"/> Home £8,500 <input type="checkbox"/> Overseas £11,500 |

PRE-MASTERS

The 3 month Pre-Masters programme boosts your English, finance, economics and accounting skills prior to your Master's course. This course is recommended for students whose undergraduate studies were not taught in English, or students who do not come from a business background. For extra English language preparation we recommend the extended 6, 9 or 12 month Pre-Masters programme options.

| | | | |
|--|--|--|---|
| <input type="checkbox"/> Pre-Masters 3 month | <input type="checkbox"/> Pre-Masters 6 month | <input type="checkbox"/> Pre-Masters 9 month | <input type="checkbox"/> Pre-Masters 12 month |
|--|--|--|---|

PROGRAMME CHOICES

Select **ONE** intake from the Programme Structure of your choice:

| | | |
|--|---|---|
| Full Time Select Intake <input type="checkbox"/> October <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July | Part Time Select Intake <input type="checkbox"/> October <input type="checkbox"/> April | Online Select Intake <input type="checkbox"/> October <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July |
|--|---|---|

LSBF Postgraduate Programmes

Application Form

1. PERSONAL INFORMATION

Surname /Family Name:

First Name: Preferred Name:

Title: Date of Birth (dd/mm/yy): Gender: M F

| Permanent Address: | Mailing Address: |
|----------------------|--|
| <input type="text"/> |  <p>31/11, Kamdhar Nagar 1st Street, Mahalingapuram Nungampakkam Chennai - 600 034 T: + 91 44 42009334 : + 91 44 42009335 E: contact@campusuk.com</p> |
| <input type="text"/> | |
| <input type="text"/> | |
| <input type="text"/> | |

| | |
|---------------------|-------------|
| Postcode: | Postcode: |
| Daytime Contact No: | Fax: |
| Evening Contact No: | Mobile No.: |

Email address:

Nationality:

Country of Birth:

Country of Permanent Residence:

If holder of a UK entry visa please state type:

Date of arrival into the UK (dd/mm/yy):

4. EDUCATION AND QUALIFICATIONS

a. Higher Education

Degree title obtained or expected including major subjects. Please enclose original or certified copies of transcripts.

| Date Awarded | Institution | Subject & Title | Average |
|--------------|-------------|-----------------|---------|
| | | | |

b. English Language (applicants whose first language is not English)

If English is not your first language, you must provide documentary evidence of your proficiency. Please indicate which test you have taken, or have registered to take (see prospectus for details of acceptable applications).

| Date Awarded | Institution | Subject & Title | Average |
|--------------|-------------|-----------------|---------|
| | | | |

c. Additional Languages

| | Native Speaker | Spoken/Beginner | Expert |
|----------------------|--------------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. EDUCATION AND QUALIFICATIONS (Continued)

d. Professional Qualifications

| Title of Qualification | Date Awarded | Direct Exam or Exemption (please state which) |
|------------------------|--------------|--|
| | | |

5. EMPLOYMENT HISTORY

Please give brief details of previous employment and work experience. List on chronological order, most recent first.

| Dates From/To | Name & Address of Employer | Title of position and nature of duties |
|---------------|----------------------------|--|
| | | |

You are required to submit a FULL employment Curriculum Vitae (CV) with this application form. I have enclosed my CV Yes

6. STATEMENT IN SUPPORT OF APPLICATION

Please give further information in support of your application including the reasons for your choice of programme, what you feel you will contribute to our programme and your general interests. (Please write **no more than 500 words**. You can continue on an extra sheet if necessary)

7. REFERENCES

Please indicate below the names of two people who will complete the enclosed letters of recommendation. Your application cannot be considered until we have your referee's reports.

| Title | Name | Title | Name |
|---------------------|------|---------------------|------|
| Institution/Company | | Institution/Company | |
| Address | | Address | |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| Phone No: | | Phone No: | |
| E-mail address: | | E-mail address: | |

You are required to submit 2 reference letters with this application. I have enclosed these letters

 Yes

8. DECLARATION OF A CRIMINAL RECORD

Rehabilitation of Offenders Act

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974), by ticking the 'Yes' box on the application form.

Have you ever had a criminal conviction?

Yes

No

9. STUDENTS WITH A SPECIAL NEED(S)

The information you provide will be held in confidence, and will not be seen by, nor made known to, any sector. It will be used only to monitor the operation of Equal Opportunity Policy and for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.

a. LSBF is committed to making every student as comfortable as possible during their time with us. Do you have any medical conditions that may require special examination arrangements to be made?

Yes

No

If 'Yes', please describe your condition(s)/ circumstances:

b. Taking in account of the condition(s)/circumstances that you described in (a.) above, do you have any special requirements with regard to the materials we will provide in support of your study (for example, large print or Braille transcripts)?

Yes

No

If 'Yes', please give details of those requirements:

10. CREDIT TRANSFER CLAIM

a. Do you wish to claim for credit transfer? Please tick the relevant box.

Yes

No

Please read the Guidance Notes and complete the Credit Transfer Claim Form in Appendix A

b. All exemptions and requests are considered on an individual basis and are granted at the discretion of the LSBF.

c. No exemption will be granted unless specific application has been made.

11. MATRICULATION FORM

London School of Business & Finance works with a network of educational and corporate partners to develop innovative industry-relevant programmes. Our portfolio of business school programmes is designed and tailored by our team of academic and industry experts and we have chosen the University of Wales to validate and award our MBAs and specialist Master's degrees.

Founded by Royal Charter in 1893, the University of Wales is one of the largest degree-awarding bodies in the UK, and also awards degrees for many overseas higher education institutions. The Chancellor of the university is His Royal Highness Prince Charles, The Prince of Wales, and more than 70,000 students from all over the world are currently pursuing University of Wales degrees.

As your London School of Business & Finance degree will receive the endorsement of the University of Wales you need to complete the form below.



11. MATRICULATION FORM (Continued)



Application for Matriculation as a Postgraduate Student

This form must be completed by candidates applying to register for higher degrees and university postgraduate diplomas and returned to the Validation Unit, University of Wales Registry, Cathays Park, Cardiff CF10 3NS, before the commencement of study.

Candidates for Master's degrees and University postgraduate diplomas and certificates may matriculate on the basis of holding a *recognised* degree or equivalent professional qualification. The University may also approve the admission of non-graduates whose relative lack of formal qualifications is compensated for by substantial relevant experience. The University has established protocols for the matriculation of non-graduate entrants to particular types of study. Such a candidate must have held a position of responsibility of relevance to the proposed scheme of study for an acceptable period of time. Irrespective of a candidate's entry qualifications, the University must be satisfied that he/she is of the required academic standard to complete the scheme of study proposed.

It is desirable though not a requirement of entry that candidates applying to register on an MBA have 2 years relevant and responsible experience in addition to the above mentioned entry requirements.

Please indicate, by ticking the appropriate box, the basis of your admission to your postgraduate scheme of study:

| | | |
|---|--------------------|--|
| Degree/Professional Qualifications Now complete section A, B & D | AND/ OR | Relevant Responsible Experience Now complete section A, C and D |
|---|--------------------|--|

(A)

| | |
|--|--|
| Forename: | |
| Surname: <i>as it appears in your passport and in the order you would like it to appear on your certificate</i> | |
| University Student Number: | |
| Title: <i>(Dr/Mr/Mrs/Ms/Miss etc.)</i> | Date of Birth: <i>(dd/mm/yyyy)</i> |
| Institution you will be studying at: | Address: The outcome of an application will be sent to the Institution unless an application has been made independently |
| Title of Degree: <i>(e.g MA, MBA, MPhil, PhD)</i> | |
| Title of Course: | |
| Start Date of Course: | |
| Length of Course: | |
| Mode of Study: <i>(ie full-time, part-time)</i> | |

(B)

| | | |
|---|-------------------------|-------------------------|
| Awarding Body & Country of Study | Dates Study Undertaken: | Title of Qualification: |
| <p><i>Original degree certificates must be enclosed (which will be returned)</i> <i>Photocopies will be accepted if the original degree certificate has been seen by a member of staff at the institution in which you intending to undertake your studies and the copy has been signed by the staff member.</i></p> | | |

(C)

| | | |
|--|-----------|-------------------|
| Age on first day of entry to postgraduate study years months | | |
| Please provide brief details of relevant professional experience in the space provided (a full CV and references from previous employers should also be attached) | | |
| Date: | Position: | Responsibilities: |
| | | |

(D) I hereby confirm that the information held on this form is true and accurate.

| | |
|-----------------------------|-----------|
| Signature of Candidate..... | Date..... |
|-----------------------------|-----------|

PLEASE ENSURE THE SPELLING AND ORDER OF YOUR NAME IS CLEAR AS THIS IS HOW IT WILL APPEAR ON YOUR CERTIFICATE

12. TERMS AND CONDITIONS

Before completing this form, please read the full LSBF General Terms and Conditions and Key Terms and Conditions - Postgraduate Programmes on our website, or request a copy of it from your consultant:

<http://www.lsbf.org.uk/terms-and-conditions.html>

On registering for an LSBF postgraduate programme I acknowledge that I

have read, understood and agree to abide by the full (i) General Terms and Conditions, and (ii) LSBF Postgraduate Programme Key Terms and Conditions.

Registration on an LSBF postgraduate programme constitutes full and irrevocable acceptance of our terms and conditions.

1. Student Warranties

- a) The student warrants that all documents and information supplied are true, authentic and correct.
- b) Where the student has supplied incorrect, fraudulent or misleading information the student will automatically be withdrawn from the course, and will not be entitled to a refund of any fees paid.

2. Students on a Visa

- a) Students on a visa must adhere to the Attendance and Immigration Regulations.
- b) Students must familiarise themselves with UK Border Agency regulations and at all times abide by the conditions of their visa.
- c) Students must inform LSBF immediately of any change to their immigration status.

3. Disclosure to the Home Office

LSBF reserves the right to disclose a student's details, including academic progress and attendance rates to the Home Office.

4. Programme Fees

- a) 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.
- b) All accepted students are required to pay the FULL tuition fees 30 days prior to the start date of the programme.
- c) Where a student pays any amount by instalment they will be charged an instalment fee of £50 per instalment.
- d) Students who have not paid on time will not be granted access to LSBF.
- e) Tuition fees are subject to change.
- f) A charge of £150 will be made to students for all dishonoured payments.
- g) LSBF reserves the right to report offenders to the authorities including the Home Office.
- h) Students may defer their place on a programme by up to one academic year.
- i) Sponsored Master's Course - eligibility to benefit from a sponsored Master's course is restricted to students who pay their full fees at least 15 days prior to the published start date of the programme.
- j) Non-payment of Fees - LSBF reserves the right to suspend and dismiss any student at any time for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.

5. Refunds Policy

- a) Once the letters have been issued confirming full time status, no refunds or course transfers are permissible other than in the instance of visa refusal subject to clause 6.
- b) Subject to section 6, if a student's visa application has been refused, then fees paid will be refunded less an administration charge of £150 (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 repayment to the payee.

c) If a visa application is refused on the grounds that the student was unable to provide the necessary documents, demonstrate adequate financial support or for other reasons for which the student is accountable, LSBF accepts no responsibility to refund under section 5. The student is held responsible if the visa application has been made late and their LSBF enrolment has already been processed.

d) All applications for refunds, including those under section 5 must be made in writing at least 15 days before the commencement date of the course (published date).

e) It is the student's responsibility to satisfy themselves that they can comply with the notification guidelines prior to making an application. In circumstances when notification under this section is not impossible, an application by the student forms a waiver of the rights under this section.

6. Published Programmes

LSBF reserves the right to alter published programmes. All programmes are available subject to student demand.

7. Dates of Programmes

LSBF reserves the right to alter start dates of programmes.

8. Access to Online Resources

LSBF does not guarantee availability of the online resources and other added-value services due to reasons beyond LSBF's control, including technical faults and limitations.

9. Code of Conduct

Students are expected to conduct themselves at all times in a manner which demonstrates respect for LSBF and its staff, fellow students, members of the public and LSBF property. Breaches of the student code of conduct may constitute gross misconduct, which may lead to expulsion from LSBF.

10. Attendance

- a) Students are expected to attend 100% of their classes and must provide documentary evidence to excuse any absences due to ill health or personal circumstances.
- b) Students will be expelled from the programme and will not be entitled to any refund if they (i) do not adhere to the attendance requirements (ii) fail to start the course as scheduled without prior notification to LSBF (iii) become, or are in breach of their visa conditions.

11. Withdrawal

- a) The student agrees that he/she cannot change, defer or withdraw from the programme without prior consent from LSBF. Any failure to start the course as scheduled without prior notification of the School's authorities will lead to expulsion from the course. No refunds will be given.
- b) Where a student has withdrawn from the programme without prior consent from LSBF, LSBF reserves the right to pursue the student for outstanding fees.

12. Exclusion

To the extent permitted by law, we, other members of our group companies and third parties connected to us hereby expressly exclude all conditions, warranties and other terms which might otherwise be implied by statute common law or the law of equity.

13. Regular Updates

LSBF Terms and Conditions are subject to change. We communicate changes through updates to our website. It is advisable to regularly check for updates. This excludes changes to LSBF's Privacy Policy, which will be notified to you in writing.

13. DECLARATION

Before you submit your application form, please make sure you have enclosed all the necessary information. Please note that applications cannot be processed without the specified documents.

Application checklist – have you included the following?

- A completed application form
- Certified copies of your first degree, diplomas and transcript
- Your CV or resume in English
- Two reference letters
- A scanned copy of your photo (jpeg, colour 150 x 150 pixels)
- English Language Certificates or other evidence of proficiency in English
- A valid email address
- The name of your LSBF programme advisor

a) I have read the above and I certify that the information provided and the statements made by myself are to the best of my knowledge true and accurate.

b) I hereby agree, if admitted as a student at LSBF to observe and comply with all Terms & Conditions, policies, procedures and guidelines.

c) I agree to LSBF processing my personal data contained in this form and other personal data that LSBF may obtain from me or from other people connected with my studies. I agree to the retention and disclose of such data for normal academic and administrative purposes in accordance with the principles of the 1998 Data Protection Act.

| |
|-------|
| Date |
| <hr/> |

| |
|-----------|
| Signature |
| <hr/> |

WHAT HAPPENS NEXT?

You will receive a letter which confirms our receipt of your application and an invoice for your deposit. You will need to pay your deposit as soon as possible in order for your application to proceed. Following payment of the deposit your application will be forward to the Assessment Board and you will receive one of the following:

1) An unconditional offer

An unconditional offer letter means that you have been accepted onto your chosen course. It requires no further action from you and you can concentrate on getting ready for your studies!

2) A conditional offer letter

This means that you have been accepted in principle, but we may need further information from you before you can proceed with your course

3) No offer

If you do not receive an offer, you may still be able to study at LSBF by increasing your qualifications through a Pre-master's programme or one of our short courses. Your student advisor will be able to discuss the options available to you.

London School of Business & Finance would like to take this opportunity to wish you the best of luck with your Postgraduate studies.