



## 2) Academic Information Continued

Name of School/Institution Attended and Address

Telephone Number

Highest Qualification Obtained

Website Address

Year of Completion

Is English Your First Language?

IELTS / TOEFL Score or other English Language proof of competence (please attach certificate):

Yes  No

If no, please specify: \_\_\_\_\_

## 3) Work Experience Information (If applicable)\*

Name of Company

Dates of Employment (from and to)

Company Contact Details (address, telephone, etc.)

Job Title and Responsibilities



\*continue on a separate sheet if necessary

## 4) Programme(s)

Diploma in Business

[LSBM/Edexcel]

Diploma in Information Technology

[LSBM/Edexcel]

Advanced Diploma in Business

[LSBM/Edexcel]

Advanced Diploma in Information Technology

[LSBM/Edexcel]

HND in Business

(2 years)

[LSBM/Edexcel]

HND in Information Technology

(2 Years)

[LSBM/Edexcel]

BSc in Business Administration

(3 Years)

[University of Wales/Greenwich]

BSc. in Computing and Information Systems

(3 Years)

[University of Wales/Greenwich]

BSc in Business Administration

(1 Year Top Up)

[University of Wales/Greenwich]

BSc. in Computing and Information Systems

(1 Year top up)

[University of Wales/Greenwich]

Diploma in Hotel Management

[CTH]

Advanced Diploma in Hotel Management

[CTH]

Post Graduate Diploma in Management Studies

[LSBM/Edexcel]

Postgraduate Diploma in Strategic Business IT

[LSBM/Edexcel]

MBA – with specialism

[University of Wales, Newport]

MSc in International Business

[University of London]

Start Dates: please refer to our website or contact the admissions office for specific programme commencement dates.

February – April – September – November

(Please circle as appropriate)

## Housing Arrangements During Your Study

LSBM are able to assist in securing accommodation through its working partners, if you require accommodation assistance, please contact [studentservices@lsbm.org.uk](mailto:studentservices@lsbm.org.uk)

If you do not require assistance, what are your accommodation arrangements on your arrival to the UK?

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## 5) Additional Personal Information

Do you consider yourself to have any physical or mental disability, health problem, and/or a specific learning difficulty such as dyslexia that might affect your studies and for which you may need support from LSBM?

Yes \*

No

\*If you have answered yes to the above question, please specify your needs below:

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## 6) Personal Statement\*

In your **typed** personal statement, please give details about:

- 1) why you wish to study in London with LSBM;
- 2) your career goals;
- 3) and how you think you will benefit from your programme of choice.

\* Please attach to this application securely with your name indicated clearly at the bottom of the page.

## 7) Payment and Refund Policy

Forms of Payment: All payments must be in British pounds (£) sterling. Payments may be in the form of a credit card payment, a banker's draft, electronic bank transfer, on-line payment, or cash. Cash payments can only be made at the admissions or academic offices in London.

LSBM Bank Account Details: HSBC BANK PLC, KINGS CROSS, LONDON, NW1 2ST, UK, Sort code: 40/04/07, Account Number: 71324470, International Bank Account Number: GB98 MIDL 4004 0771 324 470, SWIFT CODE: MIDLGB2106W

### Cancellations and Refunds Policy

#### Cancellations due to UK visa refusal:

Any fees paid prior to registration are refundable if a student is refused a visa to study in the UK.

The cancellation of the student and any resulting refund requests must be made in writing to LSBM and will only be considered if accompanied by the original "Visa Denial" letter issued by the British High Commission Visa Office.

It is possible for a refusal to be appealed within 28 days of the initial refusal, therefore a request will not be addressed until after this time.

A letter confirming the cancellation will be sent from LSBM to the student's home address, the Home Office in Britain, and the relevant British High Commission/Embassy in the student's home country.

A £150 charge is levied on each refund and this will be deducted from the total amount refundable.

If a visa is refused due to fraudulent activities by the agent or the student, no refund is due.

Where a bank draft is held by the school, the draft will be returned to the agent upon payment of the administration fee and any charges due. This can be paid by either draft or bank transfer.

#### Cancellation due to death:

The portion of any unused fees will be refunded in the event of the death of the student.

#### Cancellation by LSBM:

Should the school, at its sole discretion, determine not to offer a particular programme, then any student who has paid fees for that programme will receive a full refund of their fees.

No other form of cancellation is permitted, and any student who withdraws from LSBM once a visa has been granted (in the case of non EU students), or classes have started (in the case of all students) will be liable to pay their full programme fee.

In order to be considered, any cancellation request must be submitted in writing to the Academic Admissions Board.

No refund will be given in the event of:

you being asked to leave the College because of gross misconduct (i.e. abusive behaviour) on your part.

you are asked to leave the country by the British Authorities e.g. UKBA

self-cancellation after course start

you are refused re-entry if you leave the UK during the course without a covering letter from LSBM

a refusal by the British Authorities to give you a visa extension because you have not attended a minimum of 80% of the course for which you have been enrolled.

No refunds will be made if the student leaves the UK without permission from the school and is refused re-entry.

#### Student Application Withdrawal

The completion of an application form is a non-obligatory submission, however once the application progresses to registration stage and a CAS statement has been issued (for international students only), a withdrawal can only be granted upon express permission of the academic board.

#### Employment Policy

The School cannot guarantee employment in the UK. Whilst efforts are taken to support students with CV facilitation and internship programmes, the school and its partners should not guarantee placements. If assurances are presented to students, please report immediately to the admissions board immediately.

## 8) Application Checklist

Before an application can be processed you are required to support the academic and professional records as outlined in sections 2 and 3 of this application. Scanned copies may be accepted, though the original copies will have to be presented upon enrolment. Documents can either be submitted via email, fax or posted to the address listed below.

Please ensure that you have:

- completed ALL sections of this application form and have attached your personal statement
- enclosed copies of exam results, diplomas, certificates, transcripts (originals required on registration)
- enclosed proof of your English language abilities (IELTS/TOEFL/other) – International students only.
- enclosed a copy of your passport photo/information and address page
- enclosed two passport size photographs
- Curriculum Vitae (CV) – Masters students and students relying upon professional experience for entry.
- arranged for two letters of recommendation to be sent directly to LSBM from an academic source (e.g. teacher)

## 9) Signature

I certify that all of the information I have submitted as part of this application is truthful, complete and accurate to the best of my knowledge. I have read and understood the payment and refund policies of LSBM. I understand that LSBM can admit or refuse a student entry to a programme or revoke an acceptance on a programme based on its judgement of suitability. I authorise LSBM to contact my references for the purpose of evaluating my application. If accepted, I agree to abide by the rules of behaviour as stated in the Student Handbook.

Date

Signature

## 10) LSBM Contact Details. Send completed application forms to:

### London School of Business and Management

Admissions Officer  
Dilke House  
1 Mallet Street  
London, WC1E 7JN  
United Kingdom

Tel: +44 (0) 207 078 8840

Fax: +44 (0) 207 388 8878

Application queries: [admissions@lsbm.org.uk](mailto:admissions@lsbm.org.uk).

For more information about the application process, please visit our website [www.lsbm.org.uk](http://www.lsbm.org.uk) or contact an Education Consultant.

Data Protection Act 1988

The information collected on this form will be used for administering an application to the London School of Business and Management. The records created with regard to this data are subject to regulation by the Data Protection Act 1998. The information contained within our records may be used for reporting, both internally within the School and to the relevant external bodies.