

Enrolment ID _____



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Email: training@londonsam.org.uk
www.londonsam.org.uk

*3 Photographs
Required*



PERSONAL DETAILS - PLEASE COMPLETE IN BLOCK CAPITALS

MR/MRS/MS FIRST NAME(S) _____ SURNAME _____

ADDRESS _____

POST CODE _____ DATE OF BIRTH _____

TELEPHONE: _____ FAX: _____

MOBILE/CELLPHONE: _____ NATIONALITY _____

EMAIL: _____ ACCA NO: _____

PASSPORT NO: _____ DATE VISA EXPIRES: _____

EMERGENCY CONTACT: NAME _____ TELEPHONE: _____

HOW DID YOU HEAR ABOUT LONDONSAM? MAILSHOT PASS PQ WEBSITE FRIEND: NAME FRIEND MUST BE PROVIDED AT TIME OF REGISTRATION _____

ARE YOU AN EXISTING STUDENT OF LondonSAM? YES NO IF YES STUDENT ID _____

DISABILITY (IF ANY): _____

Full Time Student (Note: For Overseas only)

Part Time / Sponsored Student

Permanent Overseas Address

City _____ Country _____

Post Code _____ Contact No: _____

Have you been issued a VISA YES NO

Company Name: **SPONSORED STUDENT ONLY**

Contact Person: _____

Address: _____

Contact No: _____

For official only:

Book Voucher Details & Comments:

ACCA COURSES	FULL TIME 5 MONTHS		FULL TIME/DAY RELEASE 3 MONTHS		RE-SIT TEST BASED				
	NORMAL FEES	REDUCED FEES	NORMAL FEES	REDUCED FEES	NORMAL FEES				
FUNDAMENTAL KNOWLEDGE	REVISION COURSES WILL BE INCLUDED IN THE FULL TIME COURSES								
F1 Accountant in Business	SPECIAL PROMOTION £995 - <input type="checkbox"/> FOR F1, F2 AND F3 OR £365 EACH F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 <input type="checkbox"/>				N/A				
F2 Management Accounting					N/A				
F3 Financial Accounting					N/A				
FUNDAMENTAL SKILLS	START 11TH JAN 2010		START 1ST MAR 2010		FREE REVISION COURSES				
F4 Corporate & Business Law	525	395	<input type="checkbox"/>	450		370	<input type="checkbox"/>	190	<input type="checkbox"/>
F5 Performance Management	525	395	<input type="checkbox"/>	450		370	<input type="checkbox"/>	190	<input type="checkbox"/>
F6 Taxation	525	395	<input type="checkbox"/>	450		370	<input type="checkbox"/>	190	<input type="checkbox"/>
F7 Financial Reporting	525	395	<input type="checkbox"/>	450		370	<input type="checkbox"/>	190	<input type="checkbox"/>
F8 Audit & Assurance	525	395	<input type="checkbox"/>	450		370	<input type="checkbox"/>	190	<input type="checkbox"/>
F9 Financial Management	525	395	<input type="checkbox"/>	450		370	<input type="checkbox"/>	190	<input type="checkbox"/>
PROFESSIONAL ESSENTIALS	START 11TH JAN 2010		START 1ST MAR 2010						
P1 Professional Accountant	545	400	<input type="checkbox"/>	470		390	<input type="checkbox"/>	210	<input type="checkbox"/>
P2 Corporate Reporting	545	400	<input type="checkbox"/>	470	390	<input type="checkbox"/>	210	<input type="checkbox"/>	
P3 Business Analysis	545	400	<input type="checkbox"/>	470	390	<input type="checkbox"/>	210	<input type="checkbox"/>	
PROFESSIONAL Optional - (Any 2 Papers)			START 1ST MAR 2010						
P4 Advance Financial Mgt	N/A	N/A		470	390	<input type="checkbox"/>	210	<input type="checkbox"/>	
P5 Advanced Performance Mgt	N/A	N/A		470	390	<input type="checkbox"/>	210	<input type="checkbox"/>	
P6 Advanced Taxation	N/A	N/A		470	390	<input type="checkbox"/>	210	<input type="checkbox"/>	
P7 Advanced Audit & Assur- ance	N/A	N/A		470	390	<input type="checkbox"/>	210	<input type="checkbox"/>	

1. FULL TIME OVERSEAS STUDENTS CANNOT ATTEND EVENING OR WEEKEND CLASSES AS THIS WILL NOT COMPLY WITH THE UKBA TIER 4 REGULATION. FULL TIME OVERSEAS STUDENTS MUST ATTEND A MINIMUM OF 3 PAPERS PER TERM.
2. ALSO NOTE THAT FULL TIME & PART TIME TUTORS MAY VARY AND REVISION CLASSES WILL BE CONDUCTED BY FULL TIME TUTORS WHERE POSSIBLE.

JAN 10 TO JUN 10	JUL 10 TO DEC 10	JAN 11 TO JUN 11	JUL 11 TO DEC 11
PAPERS:	PAPERS:	PAPERS:	PAPERS:

Course Assessment Check list	Completed: Details
Passport PhotoCopies	<input type="checkbox"/>
Qualifications PhotoCopies	<input type="checkbox"/>
Results Statements PhotoCopies	<input type="checkbox"/>

Qualifications verified by: _____ Date: _____ Sign: _____

General Policy

1. Dishonoured cheques or standing order facilities cancelled will incur a charge of £100 to cover bank charges and administration costs and the management reserve the right to forward your name to relevant institution or credit agencies.
2. Overseas students MUST attend a FULL-TIME course comprising a minimum of 15 hours tuition a week and a minimum of 3 papers for every six months, you will be charged for 3 papers per term so it is your responsibility to ensure you attend a minimum of 3 papers.
3. Payment cannot be cancelled or deferred once a course has been booked and the total course fees will remain payable.
4. The Management reserves the right to alter timetables and teaching staff where necessary, revision classes may be conducted by a different tutor.
5. The Management reserves the right to provide any of the examination bodies or other authorised bodies with relevant information relating to a student on request.
6. The Management reserves the right to use both the names and photographs of both existing and previous students in LondonSAM's publications and any promotional material.
7. The Management reserves the right to dismiss any student from a course at any stage owing to persistent lateness, absenteeism, failure to comply with tutorial requirements or Health & Safety regulations, inappropriate behaviour or that deemed detrimental to LondonSAM's staff or to other students, including abusive language and non payment of fees In such circumstances the college will not refund any fees.
8. LondonSAM reserves the right to inform the appropriate authorities, including the UKBA, where a student has been removed from the school or is persistently missing lectures. (Overseas Students)
9. Introduce a Friend" offer is only valid if the name of friend is included at the time of registration only & subject to friend paying full fees.
10. Fees cannot be deferred to a different period under any circumstances and all overseas students must do at least a minimum of 3 papers each term.

Fee Policy

1. Fees include VAT and study materials where applicable.
2. Fees cannot be deferred or transferred to another named student.
3. LondonSAM reserves the right to vary its fees at any time. Students are, however, required to pay for their own revision kit, exam fees, registration fees with the professional bodies, we are only tuition providers.
4. Enrolment for the course, together with the payment of deposit/full fee, creates a binding agreement, for the duration of the course and is non refundable under any circumstances especially if VISA are refused.
5. On arrival (before course commencement date) student are required to deposit full tuition fee or set instalment schedule with the institution, inform LondonSAM in writing 10 days of arrival failure to do this will result in notification to the UKBA.
6. All fees and charges will be payable in advance as determined by LondonSAM. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees and charges are paid.
7. It is the responsibility of the student named above to make sure the payment are made on time as the management would not send any reminder to the individual.
8. You must make sure that the payments are made before you travel for holidays.
9. If the school has provided you with UKBA VISA letters / CAS then please note that FULL FEES will be payable whether the visa is refused or you decide to go to another college, and any promotions or special offers will not be applicable. If VISA were refused as a result of submission of fraudulent letter then the college will NOT refund any of the fees.
10. Once letters of course confirmation have been issued for confirming full-time status there is no refund what so ever even if you have applies for a change to your student visa status to any other statuses which includes asylum, post study worker (IGS), HSMP (Any Tier), Work Permit (Any type) and any others not mentioned.
11. Once UKBA VISA letters / CAS are issued, these cannot be returned after 14 days from the date they were issued.
12. Any type of deposits for whatever purposes are non-refundable, and cannot be transferred to later start dates, to other students or to other courses.

Refund Policy

1. In case of VISA refusal the payment will be refunded less £350.00 or 20% deposit whichever is higher excluding any bank charges & courier charges . The college requires all original refusal documents issued by the British Embassy/High Commission (BHC) before refunds will be made (APP200, original college letters & passport proof stamp & date of VISA refusal. This may take several weeks.
2. If a student requests to cancel the course for any reason, the following conditions will apply:
 - a) Where a student has obtained a student visa using our college documentation and then decides not to follow his /her course at LondonSAM there will be no refund whatsoever.
 - b) Transfer of fees to another student will be solely at the discretion of the Directors. A minimum charge of £350.00 to transfer fee will apply. This will also require BHC removal of visa from the student's passport.
 - c) If for any reason a course is cancelled, students will be offered an alternative course, & there will be an administration charge of £350.
 - d) If students change their course of study no refunds will be given where the revised course involves fewer subjects or lower fees.
 - e) Cancellation will only be accepted only two prior to the start of the course and need to be made in writing.
3. We also reserve the right to suspend or dismiss any student without refund of fees in the event of misconduct or unsatisfactory attendance / progress.

Attendance Policy

1. To maintain attendance throughout the duration of their course, holders of a student visa/CAS are advised that the college is obliged to comply with UKBA TIER 4 rules and insist that full time course which is minimum 15 hours of day time study per week is followed.
2. Failure to attend 2 consecutive weeks (without notice) will result in LondonSAM notifying the UKBA, dismissal from the college and forfeiture of any remaining fees.
3. We are required by law to record your attendance and supply any or all details when requested by Home Office or any other Law Enforcement agency in the UK.

For further terms and conditions please refer to our college website & notice boards where applicable.

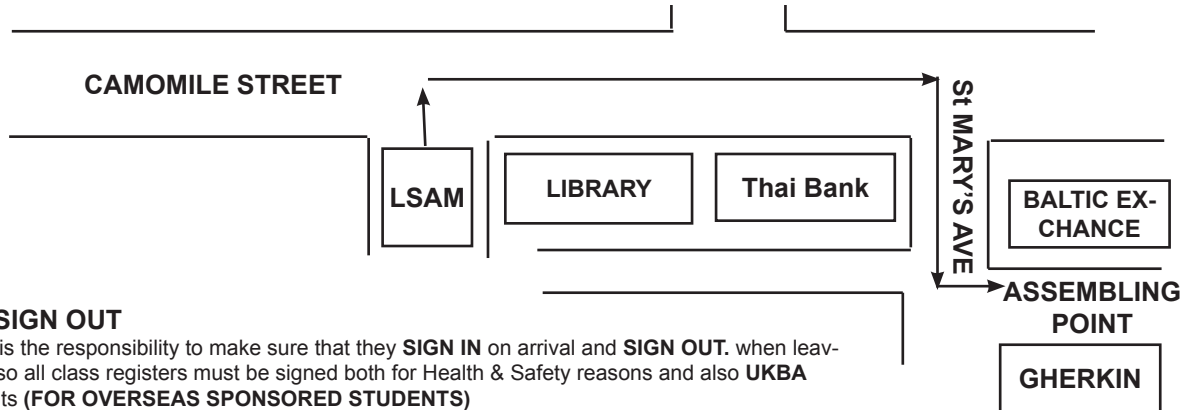
FEES & PAYMENTS

FEES & PAYMENTS			
FEES:	PAYMENTS		
AGREED FEES	£	TYPES	
PART PAYMENT CHARGE	£ 50.00	CARD NO:	
SUB TOTAL	£	VALID DATE	
LESS DEPOSIT	£	EXP DATE	
TOTAL PAYABLE	£	3 DIGITS SECURITY CODES	
FOR INSTALMENT			
APPROVED BY		Date of 1st Instalment	
INSTALMENT FORM COMPLETED & CHECKED	<input type="checkbox"/> <i>Ensure that terms and conditions are read to Students</i>	Date of Last Instalment	
<input type="checkbox"/>	I confirm that I am a registered student of the relevant examining body. (If not confirm eligibility _____)		
<input type="checkbox"/>	I consent to LondonSAM Ltd. to provide my details to the relevant examining body to ascertain exam pass rates.		
<input type="checkbox"/>	I understand that if I default in any of the above due payment dates then legal action will be taken against me. I also understand that if I decide to change the due dates originally agreed for whatever reason the college has a right to charge my account by £100		
<input type="checkbox"/>	I authorise LondonSAM to use my photograph & details in publicity material.		
<input type="checkbox"/>	I confirm that I have read and understood all the terms & conditions including every section of this application form.		
Local Education Authority Do you have any Disability/Special needs? If Yes, please specify your requirement/needs <input type="checkbox"/> Yes <input type="checkbox"/> No		Criminal Convictions Do you have any Criminal Convictions? For Health & Social programmes any criminal convictions including spent sentences and cautions must be declared. <input type="checkbox"/> Yes <input type="checkbox"/> No	
		For further guidance please contact the Admission Unit.	

HEALTH AND SAFETY REQUIREMENTS

Fire Drills and Alarms

Please note that in the event of fire all students must evacuate the buildings by stairs in an orderly and quiet manner. Please **DO NOT STOP** to collect any of your belongings or stop on the stair well but keep going and assemble outside the **BALTIC EXCHANGE** and the **GHERKIN** on ST Mary Axe Road. **DO NOT USE THE LIFT!!!**



SIGN IN AND SIGN OUT

Please note that it is the responsibility to make sure that they **SIGN IN** on arrival and **SIGN OUT** when leaving the building. Also all class registers must be signed both for Health & Safety reasons and also **UKBA Tier 4 Requirements (FOR OVERSEAS SPONSORED STUDENTS)**

STUDENT NAME	SIGNATURE	DATE
STAFF NAME	SIGNATURE	DATE