

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: \_\_\_\_\_ CIMA CONTACT ID: \_\_\_\_\_

PASSPORT NO: \_\_\_\_\_ DATE VISA EXPIRES: \_\_\_\_\_

EMERGENCY CONTACT: NAME \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

HOW DID YOU HEAR ABOUT LONDONSAM?  MAILSHOT  PASS  PQ  WEBSITE  FRIEND: \_\_\_\_\_  
NAME OF 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

Company Name: **SPONSORED STUDENT ONLY**

\_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

Address: \_\_\_\_\_

Post Code \_\_\_\_\_ Contact No: \_\_\_\_\_

Contact No: \_\_\_\_\_

Have you been issued a VISA  YES  NO

**For official only:**

Book Voucher Details & Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# CIMA COURSES

FULL TIME  
4 MONTHS  
1ST FEB 2010

RE-SIT TEST BASED

	NORMAL FEES	REDUCED FEES		NORMA L FEES	
<b>CERTIFICATE IN BUSINESS ACCOUNTING</b>					
C1 Fundamentals of Management Accounting	<del>425</del>	340	<input type="checkbox"/>	N/A	N/A
C2 Fundamentals of Financial Accounting	<del>425</del>	340	<input type="checkbox"/>	N/A	N/A
C3 Fundamentals of Business Maths	<del>425</del>	340	<input type="checkbox"/>	N/A	N/A
C4 Fundamentals of Business Economics	<del>425</del>	340	<input type="checkbox"/>	N/A	N/A
C5 Fundamentals of Ethics, Corporate Governance and Business Law	<del>425</del>	340	<input type="checkbox"/>	N/A	N/A
<b>OPERATIONAL LEVEL - Diploma</b>					
Paper E1 Enterprise Operations	<del>460</del>	370	<input type="checkbox"/>	190	<input type="checkbox"/>
Paper P1 Performance Operations	<del>460</del>	370	<input type="checkbox"/>	190	<input type="checkbox"/>
Paper F1 Financial Operations	<del>460</del>	370	<input type="checkbox"/>	190	<input type="checkbox"/>
<b>MANAGEMENT LEVEL - Adv Diploma</b>					
Paper E2 Enterprise Management	<del>460</del>	370	<input type="checkbox"/>	190	<input type="checkbox"/>
Paper P2 Performance Management	<del>460</del>	370	<input type="checkbox"/>	190	<input type="checkbox"/>
Paper F2 Financial Management	<del>460</del>	370	<input type="checkbox"/>	190	<input type="checkbox"/>
<b>STRATEGIC LEVEL</b>					
Paper E3 Enterprise Strategy	<del>475</del>	390	<input type="checkbox"/>	210	<input type="checkbox"/>
Paper P3 Performance Strategy	<del>475</del>	390	<input type="checkbox"/>	210	<input type="checkbox"/>
Paper F3 Financial Strategy	<del>475</del>	390	<input type="checkbox"/>	210	<input type="checkbox"/>
<b>TOPCIMA</b>	<del>850</del>	685	<input type="checkbox"/>	N/A	N/A

**FREE REVISION COURSES**

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.

FEB 10 TO MAY 10	AUG 10 TO NOV 10	FEB 11 TO MAY 11	AUG 11 TO NOV 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 London-SAM 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.**

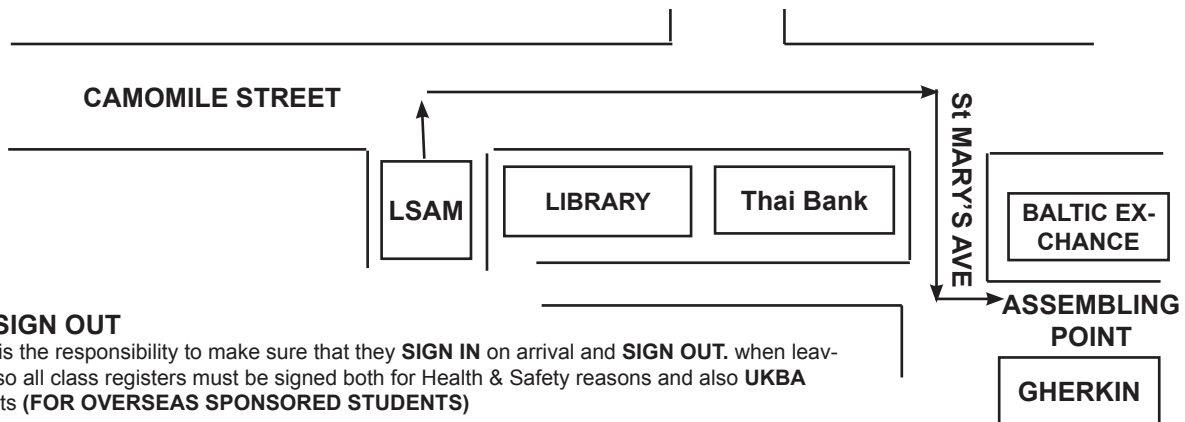
## FEES & PAYMENTS

FEES:		PAYMENTS	
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.		
<b>Local Education Authority</b> Do you have any Disability/Special needs? If Yes, please specify your requirement/needs <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Criminal Convictions</b> 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