



London School of Business & Finance

FRM-048A Application Form- International

3 Anson Road, Springleaf Tower #06-01, Singapore 079909 Telephone: (65) 6580 7700 Fax: (65) 6438 2478 Email: info@LSBF.edu.sg

☐ **New Application to LSBF**

☐ Existing Student of LSBF

LSBF Student ID:

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Student Acknowledgement on Pre Course Counselling

S / N	ITEMS	✓ DONE
1	School's location(s) and a general description of the facilities and infrastructures	
2	Application requirements and procedures	
3	Course counseling to match the aspirations of the prospective students with the course learning outcomes	
4	Type of certification awarded at the end of the course (certificate/diploma/advanced diploma/degree/master/PhD etc.)	
5	Opportunities for further education after graduation or job prospect after graduation (including ACCA / OBU – BSc (Hons) in Applied Accounting option)	
6	Total payable fee throughout the course duration. Fee must be transparent so that there are no hidden costs	
7	Fee Protection Scheme adopted by the school, payment methods and schedule	
8	Student contract clauses	
9	Refund policy	
10	Transfer and withdrawal policy	
11	Students' support services	
12	Course admission requirements and any exemption (if applicable)	
13	Course modules and outlines	
14	Course duration and assessment schedules	
15	Promotion and award criteria, including any special condition	
16	Reference to CPE official website (www.cpe.gov.sg) for more details	
17	Reference to ACCA requirements for entrance (If applicable)	
18	Reference to ACCA calendar for examination timetable and inform student accordingly as to period of examination they are entitled to sit for before course enrolment (If applicable)	
19	<i>Reference to School website for details to address Private Ed Regulations 28 (1) Disclosures - 15 items (a) to (o) (optional)</i>	
20	Items 20-25 for International Students intending to study in Singapore Relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM). This include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering	
21	Visa and student's pass application requirements and procedures	
22	Advice on personal and medical insurance	
23	Advice on accommodation and the cost of living	
24	General healthcare services in Singapore and	
25	English language proficiency requirement (if applicable).	
26	Information on Security deposit requirement (if applicable).	

Student's Acknowledgement	Acknowledgement by Recruitment Agent / Education Consultant / Business Development Manager
I acknowledge that the school's Agent / Education Consultant / Business Development Manager have brought to my attention the above information during pre-course counselling, and I understand its contents and my rights.	I hereby acknowledge that I have covered the above information in my pre-course counselling to the student.
Name of student: _____	Name of Recruitment Agency / Education Consultant / Business Development Manager: _____
Signature of student: _____ OR _____	_____
Name and signature of parent / guardian (if student is below legal age)	Signature of Agent / Education Consultant
Date: _____	Date: _____

[illegible]

☐ Tutors ☐ Friends ☐ Internet Ads ☐ Facebook ☐ Existing students ☐ Others: Please specify

1. Payment of Fees

Enrollment will only be confirmed upon receipt of payment. Payments can be made visa Cash / Cheque / Credit Card / and NETS.

2. Confidentiality Clause

London School of Business & Finance undertakes to maintain the confidentiality of the student's personal particulars and not to disclose the information to any third party unless require by law or other statutory regulations.

3. Disclaimer

LSBF reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate.

4. Rules & Regulations

London School of Business & Finance ("**LSBF**") places a strong emphasis on moral character, education and professional skills development. The rules and regulations of the school are to be observed at all times. Infringement of these rules and regulations will be referred to the School Disciplinary Board.

5. Refund Policy

5.1 Refund for withdrawal with a cause^

LSBF will consider the scenarios listed below as grounds for request to withdraw:

- LBSF fails, for any reason, to commence the course on the course commencement date;
- LBSF terminates the course, for any reason, prior to the course commencement date;
- LBSF fails, for any reason, to complete the course by the course commencement date; or

The amount refundable is as per the Student Contract in Schedule 2.1, where by it states LSBF will refund the following :-

- Tuition Fees
- Medical Insurance Fee

5.2 Refund for withdrawal without a cause^

LSBF reviews all written notices of withdrawal (which are to be supported by relevant documents) on a case by case basis. LSBF will consider the scenarios listed below as grounds for request to withdraw:

- Overseas assignments of more than one (1) month, evidenced by an official letter from the student's employer
- Medical reasons, like hospitalisation, supported with certification from a Singapore registered doctor
- Pregnancy, supported with certification from a Singapore registered doctor
- Reservist service of more than one (1) month, evidenced by the relevant official supporting document
- Exemption granted by relevant institution (e.g. ACCA etc)

The amount refundable is as per the Student Contract in Schedule 2.1, where by it states LSBF will refund the following :-

- Tuition Fees
- Medical Insurance Fee*

*Medical Insurance Premium will only be refundable in the circumstances if student withdrawal before the course commence.

^Refund will be made **no more than seven (7) working days** from the date of the refund request, as stipulated by the student on FRM-022 Request for Course Withdrawal Form (to be used when a student withdraws from LSBF as a student), FRM-022A Request for Withdrawal of Paper(s) Form (to be used when a student withdraws from just one or more, but not all papers, applicable to only School of Professional) or FRM-029 Request for Refund (Special Cases) Form (to be used when a student requests for a refund not related to withdrawal).

Students have **seven (7) days cooling off period** after signing the Student Contract. Do note out of goodwill, LSBF would provide student with maximum refund of 100% should the student withdraw **within 7 working days** after signing the student contract. After which, the Refund Policy would apply as follows:

Percentage of aggregate amount of the course fees [^]	If student's written notice of withdrawal is received
70%	("Maximum Refund") More than Thirty (30) days BEFORE the course commencement date
50%	More than fifteen (15) days but Less than thirty (30) days BEFORE course commencement date
15%	More than seven (7) days but Less than fifteen (15) days BEFORE course commencement date
5%	Less than seven (7) days BEFORE course commencement date or Less than fourteen (14) days AFTER course commencement date
0%	More than fourteen (14) days AFTER the course commencement date

Amount non – refundable

The amount non-refundable is as per Student Contract in Schedule 2.2 whereby it states that LSBF will not refund the following:-

- Application Fee (for both International & Transfer Students)
- Exam Appeal Fee
- Late Payment Fee per day
- Supplementary Exam Fee (per module)
- Deferment fee (student unable to come to Singapore to start course as initially scheduled)
- Admin charge for student pass replacement
- Replacement of Student ID card (per replacement)
- Course Transfer Administrative fee (per paper)
- Books
- Fee Protection Scheme (FPS) Insurance fee
- Oxford Brookes University – Mentorship programme fee (Existing students / External students)

6. Cooling-off Period

London School of Business & Finance offers students a **cooling-off period of 7 work days** after signing their student contract.

Students can submit written notice of withdrawal to LSBF and receive the Maximum Refund amount stipulated above (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any administrative charges which are stipulated in the Miscellaneous Fees and any applicable bank administrative charges properly paid/payable).

7. Student Contract

It is mandatory that all Students (local and international) to sign a Student Contract upon registration of any course unless the school has obtained a waiver for exclusion of student contract for any course that is less than 50 hours.

The Student Contract provides student protection through clear and transparent contracts and important terms and conditions governing the relationship between LSBF and the student.

The terms of the contract are guided by the template provided by the CPE. By signing and returning the Student Contract, students agree to the terms and conditions as stated in the contract.

Prior to signing the Student Contract, all students must also acknowledge in writing that they have read the 'Advisory Note to Students'

For more information, please visit the CPE website at www.cpe.gov.sg

8. Fee Protection Scheme (FPS)

Under the Fee Protection Scheme, LSBF has put in place an insurance arrangement that ensures **fees paid by students to the school are insured by Lonpac Insurance Bhd, a CPE-appointed service provider**. The insurance protection serves to protect the students' fees in the event a private education institution ("PEI") is unable to continue operations due to insolvency, and/or regulatory closure. Furthermore, the FPS protects the student if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts.

The FPS is compulsory for all local and international students taking courses at PEIs seeking EduTrust certification. Students enrolled in these courses will be required to pay a fee for FPS which varies depending on the fees of the courses insured. For more information on FPS, please visit the CPE website at www.cpe.gov.sg

9. Medical Insurance

It is also compulsory for all students to have medical insurance coverage for their hospitalization and related medical treatment throughout their course duration.

Singapore citizens, permanent citizens and international students not on the Student Pass and Students under corporate sponsorship or corporate agreement between the private education institution and the sponsor organization can be exempted of the medical insurance scheme; if they can show that they are already covered by their own medical insurance.

LSBF has appointed AXA Insurance Singapore Pte Ltd as the Medical insurance provider and the coverage consists of the following:

- (a) Annual limit not less than SGD 20,000
- (b) At least B2 ward in Singapore Government / Singapore Government Restructured Hospitals
- (c) 24 hours coverage in Singapore and overseas (for students involved in school related activities)
- (d) Death Benefits SGD 3,000

14. Payment mode

- a) Cheques / Bank drafts - To be made payable to “**London School of Business & Finance Pte Ltd**”
b) Telegraphic transfer (For International students only)- Bank details below

Bank Account Name:	London School of Business & Finance Pte Ltd
Bank Account No:	003-915574-3
Bank Name:	DBS Bank Ltd
Bank Address:	6 Shenton Way, DBS Building, Singapore 068809
SWIFT Code:	DBSSSGSG
Branch Code:	003
Bank Code:	7171

Please take note that all bank charges will be borne by students. Students are required to write their students ID (for course fee) / Name & Passport number (for application fee) as reference while making the payments. Students will also be required to send us the remittance slip to trace the payment. Payments should be made only in Singapore dollars (SGD).

Declaration of Medical Insurance

☐ I fully understand that I am required to buy Medical Insurance coverage with London School of Business & Finance. I understand that there is a fee of **S\$53.50 (includes 7% GST)** for Medical insurance coverage payable to London School of Business & Finance.

Student acknowledgement

I have read and understood the 'Terms and Conditions' above and consent to apply for the course specified in "Programme Enrolled for" Section of this Application Form. I am aware that incomplete information in the 'Application Form' will result in processing delays.

I hereby consent to allow London school of Business & Finance and its representatives to contact me (thru phone and /or email) for conducting consumer, marketing related or other similar research and analysis. I also allow them to provide marketing and promotional information relating to programmes offered by LSBF which LSBF believes may be of interest or benefit to me whether such programme and / or services exist now or are created in future.

I hereby give consent to London School of Business & Finance to submit my details to ACCA through the result services (if applicable).

Application fee		
Students	Fee	Paid (Y / N)
International students	S\$535.00	
Transfer students	S\$321.00	
Please take note that above mentioned fee includes 7% GST.		

Date _____

Student's Signature _____

Agent acknowledgement

(Name of the agency)

(Contact number)

(E-mail)

(Name of the Counsellor)

(Signature of Counsellor)

(Date)

FOR OFFICIAL USE ONLY

Admission Officer

Approved by HEAD OF DEPARTMENT

Date

Date

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