

'Under Patronage of  
HRH Prince Michael of Kent, GCVO



# Executive Education Programmes Application Form 2018

I am applying for the following programme:

Postgraduate Certificate	<input type="checkbox"/>
Short Courses	<input type="checkbox"/>
Management Development Programme	<input type="checkbox"/>
Leadership Development Programme	<input type="checkbox"/>
Professional Development Programme	<input type="checkbox"/>
Summer Business School	<input type="checkbox"/>
Winter Business School	<input type="checkbox"/>
Corporate Training	<input type="checkbox"/>
Internship	<input type="checkbox"/>

## Application Deadlines

Due to a high demand for our Executive Education Programmes, places are limited. We therefore advise that you apply as early as possible. For any general enquiries and to send complete application forms please contact us at:

[executiveadmissions@lsbf.org.uk](mailto:executiveadmissions@lsbf.org.uk)

+44 (0) 20 3435 4644.

## Programme Information

For course start dates and timetable information, contact our Programme Advisors or

[executiveadmissions@lsbf.org.uk](mailto:executiveadmissions@lsbf.org.uk) or

+44 (0) 20 3435 4644.

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**Please Note:** Information is accurate as of date of publication and may be subject to change or review.

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Delegate ID:



Royal Patron: HRH Prince Michael of Kent, GCVO

London School of Business & Finance, Buchanan House, 30 Holborn, London, EC1N 2LX  
Tel.+44 (0) 203 435 4644 | Fax.+44 (0) 207 823 2302 | Email: executive@lsbf.org.uk





Before completing this form, please ensure that you have read the full LSBF General Terms and Conditions found on the LSBF website: [REDACTED], and the Terms and Conditions found on the back of this form.

## 1. PERSONAL DETAILS

Title (Dr, Mr, Mrs, Miss, Ms):	_____	Date of Birth (DD/MM/YYYY):	_____
Surname/Family Name:	_____	Country of Birth:	_____
First/Given Name:	_____	Country of Residence:	_____
Preferred Name :	_____	Principal Nationality:	_____
Gender:	_____	Secondary Nationality:	_____
If you hold a UK Visa please state the type of UK Visa you hold: _____			

## 2. CONTACT DETAILS

Term-time Address (UK address details)

Address Line 1	_____	Primary E-mail	_____
Address Line 2	_____	Other E-mail	_____
City/Town	_____	Home Phone	_____
Postcode	_____	Business Phone	_____
Country	_____	Mobile Phone	_____

**Permanent Address** (if different from the above. International students please also provide an overseas address)

Address Line 1	_____	Postcode	_____
Address Line 2	_____	Country	_____
City/Town	_____		

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### 3. ENGLISH PROFICIENCY

(A) Is English your first Language?

Yes

No

(B) Have you taken any English language examinations or standardised tests (e.g. TOEFL, IELTS, Cambridge First Certificate)?

No Please go to (C)

Yes Please give details and enclose a copy of your certificate (if you were given one):

Name of Test Taken:

Result Score:

(C) How would you describe your level of English?

Fluent

Advanced

Intermediate

Elementary/Beginner

### 4. WORK EXPERIENCE & EDUCATION HISTORY

Please provide a CV (maximum 2 sides of A4) detailing all your work experience and educational history.

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## 5. PERSONAL STATEMENT

Please write a personal statement, taking into account the questions below (no more than 200 words):

1. What are the primary duties/responsibilities associated with your current role?
2. What element(s) of the course outline are of most interest to you – how do they relate to your objectives?
3. How would you like this course to influence your current role or future aspirations?

*You may continue on separate sheet if required*

Click here to enter text.

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## 6. PLEASE CHOSE FROM THE AVAILABLE COURSES AND STUDY OPTIONS

Guide: For a Post Graduate certificate, please chose minimum of 4 courses. They can be from the same area of study or from a combination of two areas.

**\*Please Note** – Pay only **£5,100** for Post Graduate Certificates with five courses.

COURSE	DURATION	HOURS	INTAKE			PRICE
			SPRING	SUMMER	AUTUMN	
<b>Postgraduate Certificate in Management</b>			SPRING	SUMMER	AUTUMN	<b>£4500</b>
<i>Full Programme select 4 courses</i>			<b>FEB</b>	<b>MAY</b>	<b>SEP</b>	
Business Development Techniques	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Entrepreneurship	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
HR Development and Talent Management	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
International Business	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Management and Leadership	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Project Management	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Strategic Business Management	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150

COURSE	DURATION	HOURS	INTAKE			PRICE
			SPRING	SUMMER	AUTUMN	
<b>Postgraduate Certificate in Finance</b>			SPRING	SUMMER	AUTUMN	<b>£4500</b>
<i>Full Programme select 4 courses</i>			<b>FEB</b>	<b>MAY</b>	<b>SEP</b>	
Accounting for Performance and Control	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Corporate Finance	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Financial Markets: Trading and Analysis	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Financial Modelling	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Financial Risk Management	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Mergers and Acquisitions	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Project Finance	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Understanding Financial Statements	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150

COURSE	DURATION	HOURS	INTAKE			PRICE
			SPRING	SUMMER	AUTUMN	
<b>Postgraduate Certificate in Marketing</b>			SPRING	SUMMER	AUTUMN	<b>£4500</b>
<i>Full Programme select 4 courses</i>			<b>FEB</b>	<b>MAY</b>	<b>SEP</b>	
Brand Management	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Consumer Behaviour Analysis	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Content Marketing and SEO	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Data Analytics in Marketing	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Digital Marketing	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150
Marketing Strategy	12 weeks	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1150

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COURSE	DURATION	HOURS	INTAKE			PRICE
			SPRING	SUMMER	AUTUMN	
<b>Short Courses</b>						
Digital Marketing and Social Media	4 days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1595
Finance for Non-Finance Managers	4 days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1595
Financial Planning and Analysis	4 days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1595
Management Consulting and Project Management	4 days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1595
Strategic Brand Management	4 days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1595
Strategic Business Planning	4 days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1595
Strategic Leadership and Change	4 days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1595
MiniMBA	4 days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£2200
Business Innovation	4 Days	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1595

<b>Management Development Programme</b>			SPRING	SUMMER	AUTUMN	<b>£2800</b>
<i>Full programme select all 4 courses</i>						
Business Strategy	3 days	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£850
Effective Management Techniques	2 days	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£650
Managerial Finance	3 days	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£850
Marketing Planning and Strategy	2 days	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£650

<b>Professional Development Programme</b>			SPRING	SUMMER	AUTUMN	<b>£1995</b>
Professional Development Programme	5 days	35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1995

<b>Leadership Development Programme</b>			SPRING	SUMMER	AUTUMN	<b>£1995</b>
Leadership Development Programme	5 days	35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£1995

<b>Summer Business School</b>			SUMMER			<b>£1950</b>
<i>Full programme select all 3 courses</i>						
Corporate Finance in Practice	4 ½ days	25		<input type="checkbox"/>		£850
Global Marketing Practices	4 ½ days	25		<input type="checkbox"/>		£850
Strategic Management & Leadership	4 ½ days	25		<input type="checkbox"/>		£850

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<b>Winter Business School</b>			WINTER			
<i>Full programme select all 3 courses</i>						<b>£1950</b>
Corporate Finance in Practice	4 ½ days	25	<input type="checkbox"/>			£850
Global Marketing Practices	4 ½ days	25	<input type="checkbox"/>			£850
Strategic Management & Leadership	4 ½ days	25	<input type="checkbox"/>			£850

<b>Internship</b>		SPRING	SUMMER	WINTER	<b>£600</b>
Internship		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£600

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## 7. LONDON SCHOOL OF BUSINESS & FINANCE (LSBF) EXECUTIVE EDUCATION PROGRAMMES TERMS & CONDITIONS

These Terms and Conditions together with the LSBF General Terms and Conditions set out the basis on which We shall provide the Programme. Nothing in this Contract relates to any accommodation, travel or any social activities which You might arrange with Us in relation to the Programme; any such accommodation, travel or social activities will be subject to separate terms and conditions.

### Meanings

In these Terms and Conditions:

- “Business Day”** means a day on which banks are open for general business in London (other than a Saturday or Sunday);
- “Commencement Date”** date You sign the declaration in these Terms and Conditions;
- “Contract”** means the contract (of which these terms and conditions form part) made between Us and You in relation to Your place on the Programme;
- “Deferral”** means postponing Programme Start Date
- “Intake”** means any one of three terms of entry being either spring, summer or autumn;
- “You, Your, Yourself”** means the individual who has applied to participate on the Programme and We have agreed to admit on the Programme;
- “the Programme”** means the Programme at LSBF which the You are to attend;
- “Programme Start Date”** means the date Programme course commences;
- “We, Us, Our”** means **London School of Business & Finance (UK) LIMITED incorporated and registered in England and Wales with Company Number (04977611)** whose main office and address for service of legal documents is UK is Sceptre Court, 40 Tower Hill, London, EC3N 4DX.
- “Transfer”** means changing Programme.

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## 1. Course Fees

- 1.1 You will be required to pay Us a fee in order to take up the place on the Programme (Programme Fee). You must pay the Programme Fee within fourteen (14) days of date of the letter We send to You confirming an offer of a place on the Programme (Confirmed Offer Letter).
- 1.2 You may be required to pay a non-refundable deposit in order to reserve a place on the Programme. Deposits will only be returned in certain cases where visa has been refused (see Refunds section of LSBF General Terms and Conditions).
- 1.3 You may agree in accordance with the Flexible Payment Plan Terms and Conditions (see LSBF Terms and conditions webpage) [REDACTED] to pay the Programme Fee in installments. There is an administration fee payable of £50 per installment.
- 1.4 We may suspend and/or dismiss You at any time if You fail to pay any sum owing to Us under these Terms and Conditions or in connection with the Programme by due date for payment.
- 1.5 We will send You an Invoice for the Programme Fee. Details of how and when to pay the Programme Fee will be provided in the Invoice.
- 1.6 Late payments are subject to interest charges at 4% per annum above the base rate for the time being of National Westminster Bank Plc on the amount from time to time outstanding from the due date up to the date of actual payment (Default Rate). Interest shall be compounded quarterly. Any interest payable by You shall be payable within five (5) Business Days after Our written demand.
- 1.7 We reserve the right to change the Programme Fee at any time. The Programme Fee is published on Our website. The date on which the revised Programme Fee applies is the date of publication. If You have paid the Programme Fee prior to date of publication of the revised Programme Fee You will not be liable for any shortfall.

## 2. Attendance and Registration

- 2.1 You are expected to attend 100% of Your classes provided on the Programme and must provide documentary evidence to excuse any absences due to ill health or personal circumstances.
- 2.2 If Your attendance is less than 80% of Your classes You may fail the course and/or be expelled from the Programme.

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- 2.3 All Programmes must be completed within a year of the Programme Start Date.
- 2.4 You will not be entitled to any refund if You do not adhere to the attendance requirements.
- 2.5 Registration on the Programme constitutes registration as a student with the London School of Business and Finance. You agree to be bound by LSBF's Delegate Code of Conduct and Terms and Conditions (as set out on the LSBF website).

### 3. Transfers and Deferrals

- 3.1 You may transfer Your place on a Programme or transfer onto another Executive Education course (Transfer), subject to submitting an application form in writing to Us (including if required, an Extenuating Circumstances Form), and subject to Our prior approval for the request to Transfer.
- 3.2 You may apply to Defer Your place on a Programme in accordance with the terms set out in the LSBF General Terms and Conditions.
- 3.3 You will be required to pay an administration fee to Transfer or Defer.
- 3.4 You may only apply to Transfer for entry into the immediately following Intake provided that the request is for an Intake within the same calendar year i.e. it is not permitted to Transfer from Autumn intake to Spring.
- 3.5 You must make an application for Deferrals or Transfer in writing no later than two (2) weeks after the start date of the Programme.
- 3.6 Late applications for Deferral or Transfer will be considered where special circumstances apply. You must submit the Extenuating Circumstances Form together with supporting evidence which can be requested by Our Executive Education Administration.
- 3.7 Determining whether or not Your circumstances are extenuating and or exceptional is at Our sole discretion.
- 3.8 All Transfer and Defferal decisions are at Our sole and absolute discretion.

### 4. Cancellation

- 4.1 You may cancel the Contract in accordance with LSBF General Terms and Conditions as published on Our website.

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- 4.2 There will be no refund of the Programme Fee if You withdraw from the Programme at any stage after the Programme Start Date. If You withdraw from the Programme either without Our prior consent or after the Programme Start Date, We reserve the right to pursue You for any outstanding fees in relation to the Programme Fee.
- 4.3 We may cancel the Contract at any time if:
- You fail to pay any sum owing to Us under these Terms and Conditions;
  - You do not adhere to these Terms and Conditions;
  - You supply Us with incorrect, fraudulent or misleading information;
  - You behave in a manner that in Our opinion is prejudicial to Our interests or reputation; or
  - the Programme is cancelled.
- 4.4 We may cancel the Contract at our discretion for any reason by giving You notice in writing 30 days prior to the Programme Start Date.
- 4.5 We accept no liability for any costs or losses incurred by You through cancellation of the Contract.
- 4.6 If either You or We cancel the Contract We shall require You to stop studying on the Programme, leave the premises immediately and return any property including Security Passes that belong to Us.

## 5. Amendments to the Programme

- 5.1 We will make all reasonable efforts to deliver the Programme as described in the brochure and on Our website. We must manage Our resources efficiently and shall be entitled to alter published programmes, course dates, location, timetables, number of classes tutors, course specifications, the content of lectures and/or study materials and method of delivery of the Programme.
- 5.2 We may make reasonable variations to the content and syllabus of the Programme. The availability of Programmes is subject to student demand.
- 5.3 We will make available to You such learning support, IT and other facilities We consider appropriate but do not guarantee availability of the resources and other added-value services due to reasons beyond Our control, including technical faults and limitations.

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## 6. Visas

- 6.1 You should only apply for a “Short Study Visa”. All queries relating to the application should be directed to the local British embassy.
- 6.2 You shall comply with all United Kingdom entry and visa requirements.
- 6.3 You shall adhere and abide by any stipulated attendance and/or immigration regulations.
- 6.4 You must familiarise Yourself with UK Visas and Immigration regulations and at all times abide by the conditions of Your visa.
- 6.5 You must inform Us immediately of any change to Your immigration status.
- 6.6 We reserve the right to disclose Your details, including academic progress and attendance rates to the Home Office.
- 6.7 We provide educational services and are NOT immigration advisers. We are not regulated to offer any immigration advice. If you require immigration advice, you should seek independent legal advice as We cannot and do not offer any immigration advice.
- 6.8 You are solely and entirely responsible for the validity and accuracy of Your visa application including ensuring that You meet the relevant Immigration Authority requirements.
- 6.9 We have no responsibility for any visa refusal including but not limited to the You failing to provide the necessary documents, failing to demonstrate adequate financial support, submitting an incomplete application, false representations being made, or forgery of documents.

## 7. Refund Policy (Visa Refusal Cases Only)

- 7.1 If Your Visa application is late or refused and Your enrolment has already been processed, You shall not be entitled to a refund.
- 7.2 You agree that You have read and further agree to be bound by Our General Refund Policy (the terms of which may be found on the website: [\[REDACTED\]](#)). Note that Our General Refund Policy provides that You will not be entitled to a refund unless You submit Your application for a refund at least 15 days prior to the Commencement Date.

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7.3 If Your visa application has been refused and You are eligible for a refund in accordance with Our General Refund Policy then the fees paid will be refunded less the administration charge of £150 (plus any courier and transfer charges) on production of the following documents:

- a. copy of the Visa Refusal Letter;
- b. copy of the Your passport showing both a photograph and signature; and
- c. where the payee was someone other than You, an original authority letter from You authorising the repayment to the original payee.

7.4 If You do not comply with the refund procedure, You will NOT be eligible for a refund save in exceptional circumstances which shall be at Our sole discretion.

## 8. Your Responsibilities

8.1 You shall conduct Yourself, at all times, in accordance with Delegate Code of Conduct (details of which are available on Our website) and in particular behave with honesty and integrity and show courtesy, consideration and respect for others.

8.2 You shall ensure all documents and information You provide to Us are true, authentic and correct.

8.3 You shall attend all classes, lectures, tutorials, examinations and other activities which form part of the Programme (subject to absence for medical or other prior agreed reasons).

8.4 You shall contact Our staff as soon as possible if You are unable to attend the Programme classes.

8.5 You shall abide by Our terms and conditions or rules and regulations relating to the Programme as notified to You in any of our policies and procedures or otherwise and as amended from time to time.

8.6 You shall comply with any UK Visa requirements including ensuring sufficient time for visa applications to avoid being subject to Transfer, Defferal and/or Us having to cancel the contract with You.

8.7 You shall fully acknowledge the use of material referred to or copied from other sources.

8.8 You shall not make any un-authorized visual and/or audio recordings of lecture and other learning and teaching activities. We may destroy any such recordings.

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8.9 You shall have a satisfactory level of written and spoken English language as required in Our entry requirements. If Your level is later found not to be at the required level, We may require You to complete a written and oral assessment.

## 9. Legal

9.1 To the extent permitted by law, We do not accept any responsibility and expressly exclude liability for any loss or damage to You or Your property that occurs while You are on the Programme.

9.2 The Contract (including non-contractual disputes or claims) is governed by English law and the parties submit to the exclusive jurisdiction of the English Courts.

9.3 This Contract together with London School of Business and Finance General Terms and Conditions, [Flexible Payment Plan Terms and Conditions, Delegate Code of Conduct] constitute the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

9.4 The Contract (Rights of Third Parties) Act 1999 shall not apply to the Contract.

9.5 If any provision of this Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable.

9.6 You acknowledge that We are registered as a data controller under the Data Protection Act 1998 and agree that personal data about You (“Personal Data”) may be processed by Us.

9.7 LSBF Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates.

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## 8. DELEGATES WITH SPECIAL NEEDS

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 our 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 ensuring that every student is as comfortable as possible during his or her time with us. Do you have any medical conditions (including pregnancy) that may require special examination arrangements or may affect your attendance on the course and/or the taking of examinations?

- Yes  
 No

If "Yes", please describe your condition(s):

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

- Yes  
 No

If "Yes", please describe your condition(s):

## 9. DECLARATION OF 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 appropriate box on the application form.

Have you ever had a criminal conviction?  Yes  
 No

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## 10. DECLARATION

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.

On registering for an LSBF Executive Education Programme I acknowledge that I have read, understood and agree to these terms and conditions and the LSBF General Terms and Conditions.

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

**I accept.** By ticking this box I agree to all of the above statements and give my consent to the above terms.

\*Please note that the application must be hand-signed. Electronic signatures are not accepted.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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*Royal Patron: HRH Prince Michael of Kent, GCVO*

London School of Business & Finance, Buchanan House, 30 Holborn, London, EC1N 2LX  
Tel.+44 (0) 203 435 4644 | Fax.+44 (0) 207 823 2302 | Email: executive@lsbf.org.uk





## THE APPLICATION PROCESS

Send a completed copy of your application form to your Programme Advisor via email only. You are required to attach copies of the relevant documents listed in the application check-list below.

We will evaluate your application. You will receive your an Confirmed Offer Letter from Us no later than a week after it has been received by the Programme Manager. Once you have received Our Confirmed Offer Letter, your Programme Advisor will be in touch with you.

**Before you submit your application form, please make sure you have enclosed all the necessary information. Applications cannot be processed without the specified documents.**

## APPLICATION CHECK-LIST

Have you included the following?

- A completed application form
- An English language copy of your CV/résumé (no more than 2 sides of A4 to include previous work experience and educational history).
- Proof of English language proficiency
- A copy of your degree certificate and a translated copy of your courses transcripts
- A copy of your passport and all previous UK visas (where applicable)
- A recent passport size colour photograph of yourself
- A valid email address

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### EMPLOYER'S AUTHORISATION FOR SPONSORED STUDENTS

We authorise **London School of Business & Finance** to invoice us for the fees due in respect of the courses applied for by the student named above. We accept responsibility for the fees due in all circumstances including termination of employment and enrolment cancellation.

### SPONSORED EMPLOYEE'S DETAILS

Title (Dr, Mr, Mrs, Miss, Ms) \_\_\_\_\_

Surname/Family Name \_\_\_\_\_

First/Given Name \_\_\_\_\_

Company/Organisation \_\_\_\_\_

Job Title \_\_\_\_\_

### SPONSORING OFFICIAL'S DETAILS

Title (Dr, Mr, Mrs, Miss, Ms) \_\_\_\_\_

Surname/Family Name \_\_\_\_\_

First/Given Name \_\_\_\_\_

Company/Organisation \_\_\_\_\_

Job Title \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City/Town \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

E-mail \_\_\_\_\_

Other E-mail \_\_\_\_\_

Business Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

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## Sponsoring Statement

I confirm that I have received, read and accepted these Terms and Conditions together with London School of Business and Finance's General Terms & Conditions.

I also confirm that I am authorised by my organisation to form a contractual relationship with London School of Business & Finance in connection with this booking.

**Sponsor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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