

Birmingham Campus

Postgraduate Application Form

Instructions for Applicants

Thank you for your interest in Finance Business Training.

We look forward to welcoming you to one of our Postgraduate Programmes at FBT. Please ensure you read through the following information carefully. It contains a step-by-step guide to completing the application form, and will help make the process as straight-forward as possible. In addition, our programme advisors are available to answer any of your questions in person or over the phone, so please feel free to contact us if you have any further queries regarding the application process.

STEP 1

Complete the application form. You will need to include the following in your application:

- Certified copies of your qualifications, certificates and transcripts
- A copy of your passport
- An English copy of your CV/résumé
- Two reference letters (academic/professional)
Please ensure that reference letters are on letterhead paper, stamped and dated (not older than 6 months)
- A scanned copy of a recent passport sized colour photograph (jpeg, 150*150 pixels)
- Proof of English Proficiency

STEP 2

Ensure that you have enclosed all supporting documents. These are listed throughout the application form.

STEP 3

Please send a completed copy of your application to your programme advisor. Note that you have the option of either sending it by email, or through the post. In either case, you are required to attach copies of the relevant documents listed in this application.

Students applying through the post must complete the application form in **BLOCK CAPITALS**, using black ink. Once you have completed the form, please send it to the following address:

Finance Business Training
Postgraduate Admissions Department
2nd Floor, Centre City, 5-7 Hill Street
Birmingham
B5 4UA
United Kingdom

Application deadlines

Due to a high demand for our Postgraduate Programmes, places are limited. We therefore advise that you apply as early as possible, taking into consideration the deadlines for scholarships and bursaries where appropriate.

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SECTION 1: Selecting your postgraduate programme

1.1 LIST OF POSTGRADUATE PROGRAMMES

Pre-Master's

- Graduate Certificate in Business

Postgraduate Programmes

Select one course only.

- | | |
|--|--|
| <input type="checkbox"/> MBA Global (Campus) | <input type="checkbox"/> MBA Global (Online) |
| <input type="checkbox"/> MSc Strategic Marketing (Campus) | <input type="checkbox"/> MSc Strategic Marketing (Online) |
| <input type="checkbox"/> MSc Finance and Investment (Campus) | <input type="checkbox"/> MSc Finance and Investment (Online) |

MBA Global Specialisations

Applicants are permitted to select 3 specialisations, indicated in order of preference. If applicants are pursuing a general pathway, please leave the specialisation selection section blank and indicate within the box below.

- I will choose my own elective modules or will select specialisation at a later stage.**

Please note that students are not required to select specialisations at time of application. Students are advised to first discuss options with career services and tutors before confirming specialisation pathway. All specialisations are available, subject to student demand.

If applicants intend to pursue a specialisation, choose 3 specialisations of interest, **from 1 to 3 in order of preference.**

Financial Management

Project Management

Marketing Management

HR Management

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1.2 LIST OF PROFESSIONAL QUALIFICATIONS

Professional Qualifications

As a postgraduate student, you will receive the opportunity to complement your degree with one of our carefully tailored industry qualifications. As well as enhancing your professional profile, this will also help you to develop the dynamic skill sets that employers look for in the modern business market. Please indicate which of the above professional qualifications, you would like to pursue alongside your postgraduate degree, if you like to do so.

- CIMA (Chartered Institute of Management Accountants)
- ACCA (Association of Chartered Certified Accountants)

1.3 INTAKE SELECTION

Please select your intake of preference. Intake dates vary from programme to programme. Please check the website for detailed information on intake dates for your particular course.

Full-time

- January April July October

Part-time

- January April July October

Online

- January April July October

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SECTION 2: Completing the FBT Postgraduate Form

Please complete the following form to the best of your knowledge.

2.1 PERSONAL INFORMATION					
Surname:					
First Name:			Preferred Name:		
Title:		Date of Birth:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	
Permanent Address:			Mailing Address:		
Postcode:			Postcode:		
Daytime Contact No:			Fax:		
Evening Contact No:			Mobile No:		
Email address:					
Nationality:					
Country of Birth:					
Country of Permanent Residence:					
If holder of a UK entry visa please state type:					
Date of arrival into the UK:					
2.2 EDUCATION AND QUALIFICATIONS					
a. Higher Education					
Please state the most recent first, and attach any relevant copies of certificates and transcripts.					
Institution	Award	Specialisation if any	Average Grade	Date Started	Date Awarded
Exams to be taken or results pending:					

b. English Language (Applicants whose first language is not English)

If English is not your first language, you will need to provide relevant documentation of your level of your proficiency. Please indicate to us, which test/tests you have completed, or have registered to take (see prospectus for details of acceptable applications).

Institution	Award	Specialisation if any	Average Grade	Date Started	Date Awarded

c. Additional Languages

	Native Speaker	Spoken/Beginner	Expert
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. Professional Qualifications

Title of Qualification	Date Awarded	Direct Exam or Exemption (Please state which)

2.3 EMPLOYMENT HISTORY

Please provide us with brief details of any previous employment or work placements. List these in chronological order, displaying the most recent position first.

Dates From/To (DD/MM/YY)	Name & Address of Employer	Title of position

You are required to submit a FULL employment Curriculum Vitae (CV) with this application form. I have enclosed my CV Yes

2.4 STATEMENT IN SUPPORT OF APPLICATION

Please give further information in support of your application. This must include the reasons for your choice of programme, and what you feel that you can contribute to our course. (Please write no more than 500 words. You may continue on an extra sheet if necessary)

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2.5 DECLARATION OF A 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 "Yes" box on the application form.

Have you ever had a criminal conviction? Yes No

2.6 STUDENTS WITH SPECIAL NEED(S)

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. FBT is committed to ensuring that every student is as comfortable as possible during their 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 the taking of examinations?

Yes No

If "Yes", please describe your conditions(s)/ circumstances:

- b. Taking in account, the conditions(s)/circumstances that you described in (a.) above, do you have any special requirements with regard 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 conditions(s)/ circumstances:

2.7 CREDIT TRANSFER CLAIM

- a. Do you wish to claim for a credit transfer? Please tick the relevant box.

Yes No

- b. All exemptions and requests are considered on an individual basis, and are granted at the discretion of FBT.

- c. No exemption will be granted unless a specific application has been made.

2.8 TERMS AND CONDITIONS

Before completing this form, please ensure that you have read the full FBT General Terms and Conditions, as well as and the Key Terms and Conditions for our Postgraduate Programmes; displayed on our website, <http://www.fbt-global.com/terms-conditions/>.

On registering for an FBT Postgraduate Programme I acknowledge that I _____ have read, understood and agree to abide by the full (i) General Terms and Conditions, (ii) FBT Postgraduate programme Key Terms and Conditions and (iii) Trium terms and conditions.

Registration on an FBT Postgraduate programme constitutes full and irrevocable acceptance of our terms and conditions.

1. Student Warranties

- a) The student warrants that all documents and information supplied are true, authentic and correct.
- b) Where the student has supplied incorrect, fraudulent or misleading information, the student will automatically be withdrawn from the course, and will not be entitled to a refund of any fees paid.

2. Student on a Visa

- a) Students on a visa must adhere to the Attendance and Immigration Regulations.
- b) Students must familiarise themselves with UK Border Agency regulations and at all times abide by the conditions of their visa.
- c) Students must inform FBT and/or London Metropolitan University immediately of any change to their immigration status.

3. Disclosure to the Home Office

FBT and/or London Metropolitan University reserve the right to disclose a student's details, including academic progress and attendance rates, to the Home Office.

4. Programme Fees

- a) To book a place on a course, you must pay either the full fee or a minimum deposit of £3500 of the total course cost is required. All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.
- b) All accepted students are required to pay the FULL tuition fees 30 days prior to the start date of the programme.
- c) Where a student pays any amount by instalment, they will be charged an administration charge of £50 per instalment.
- d) Students who have not paid on time will not be granted access to FBT and/or London Metropolitan University.
- e) Tuition fees are subject to change.
- f) A charge of £150 will be made to students for all dishonoured payments.
- g) FBT and/or London Metropolitan University reserve the right to report offenders to the authorities, including the Home Office.
- h) Students may defer their place on a programme by up to one academic year.
- i) Sponsored Master's Course – eligibility to benefit from a sponsored Master's course is restricted to students who pay their full fees at least 15 days prior to the published start date of the programme.
- j) Non-payment of fees – FBT and/or London Metropolitan University reserve the right to suspend and dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.

5. Refunds Policy

- a) Once the letters have been issued confirming full-time status, no refunds or course transfers are permissible, other than in the instance of visa refusal subject to clause 6.
- b) Subject to section 6, if a student's visa application has been refused, then fees paid will be refunded less an administration charge of £150 (plus any courier and transfer charges) on production of the following documents: (1) Copy of the visa refusal letter (APP200) (2) Copy of the student's passport showing both a photograph and signature, and (3) where the payee was not a student, an original authority letter from the student authorising repayment to the payee.
- c) If a visa application is refused on the grounds that the student was unable to provide the necessary documents, demonstrate adequate financial support, or for other reasons for which the student is accountable, FBT and/or London Metropolitan University accept no responsibility to refund under section 5. The student is held responsible if the visa application has been made late and their FBT and/or London Metropolitan University enrolment has already been processed.

- d) All applications for refunds, including those under section 5, must be made in writing at least 15 days before the commencement date of the course (published date).

- e) It is the student's responsibility to satisfy themselves that they can comply with the notification guidelines prior to making an application. In circumstances when notification under this section is not possible, an application by the student forms a waiver of the rights under this section.

6. Published Programmes

FBT and/or London Metropolitan University reserves the right to alter published programmes, course dates, timetables, change tutors, course specifications, the content of lectures and/or study materials and locations. The availability of all programmes is subject to student demand.

7. Dates of Programmes

FBT and/or London Metropolitan University reserve the right to alter start dates of programmes. All course timetables are subject to change.

8. Access to Online Resources

FBT and/or London Metropolitan University do not guarantee availability of the online resources and other added-value services due to reasons beyond FBT and/or London Metropolitan University's control, including technical faults and limitations.

9. Code of Conduct

Students are expected to conduct themselves, at all times, in a manner which demonstrates respect for FBT and/or London Metropolitan University and its staff, fellow students, members of the public and FBT and/or London Metropolitan University Property. Breaches of the student code of conduct may constitute gross misconduct, which may lead to expulsion from FBT and/or London Metropolitan University.

10. Attendance

- a) Students are expected to attend 100% of their classes and must provide documentary evidence to excuse any absences due to ill health or personal circumstances.
- b) Students will be expelled from the programme and will not be entitled to any refund if they (i) do not adhere to the attendance requirements (ii) fail to start the course as scheduled without prior notification to FBT and/or London Metropolitan University (iii) are in breach of their visa conditions.

11. Withdrawal

- a) The student agrees that he/she cannot change, defer or withdraw from the programme without prior consent from FBT and/or London Metropolitan University. Any failure to start the course as scheduled, without prior notification of the school's authorities, will lead to expulsion from the course. No refunds will be given.
- b) Where a student has withdrawn from the programme without prior consent from FBT and/or London Metropolitan University, FBT and/or London Metropolitan University reserve the right to pursue the student for outstanding fees.

12. Exclusion

To the extent permitted by law, we, other members of our group of companies and associated parties exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity

13. Registration on Course

Registration on the course constitutes registration as a student with Finance Business Training and with London Metropolitan University. Students agree to be bound by the University's Academic Regulations, the School's Code of Conduct and Terms and Conditions of Registration.

14. Data Protection

Your enrolment on a course of study (including the issue of a Confirmation of Acceptance for Studies – CAS) requires sharing of personal information about you (including "Sensitive Personal Information") between the University and the School. You give your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.

15. Regular Updates

FBT and/or London Metropolitan University Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates.

2.9 INTERACTIVE TERMS AND CONDITIONS

Registration on an InterActive postgraduate programme constitutes full and irrevocable acceptance these Terms and Conditions.

1. Programme Fees

- a) Unless a student opts for an instalment plan and pays in full the deposit and first instalment amount, full payment is required prior to dispatch of study materials or release of online user IDs and passwords. Students who have not paid will not be granted access to InterActive platform.
- b) Where a student pays any amount by instalment, they will be charged an administration charge of £50 per instalment.
- c) Tuition fees are subject to change.
- d) Non-payment of fees –InterActive reserves the right to suspend and dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.
- e) InterActive reserves the right to charge interest at 10% per annum on overdue amounts, which will be charged on all accounts more than 7 days overdue.
- f) All fees exclude amounts payable to any professional bodies for student registration, exemptions and examination entries, which are payable by the students (and/or their sponsors, as applicable) and InterActive accepts no responsibility for this.
- g) Certain packages which include hard-copy study manuals may incur shipping charges which are additional to the course fees. In case of international delivery, the student is solely responsible for any customs, duties and local taxation which may be imposed.
- h) Funds received but not utilised or refunded in accordance with these Terms and Conditions will be forfeited to InterActive.
- i) Course registration and fees, login credentials and course materials are non-transferable between students.

2. Refunds Policy

- a) Any refund made by InterActive will be paid to the original payer using the original method payments.
- b) In order to comply with the Consumer Protection (Distance Selling) Regulations 2000, students will be entitled to a full refund if they notify InterActive of their desire to cancel within 7 days of registration and payment. This provision is subject to the student not using the online study platform for more than 30 minutes.
- c) All Applications for refunds must be made via our online channel. Students must submit a ticket at <http://livesupport.lsbf.org.uk>. Applications for refunds which are not submitted in accordance with the above will not be considered.

3. Published Programmes

InterActive reserves the right to alter published programmes, course dates, timetables, change tutors, course specifications, the content of lectures and/or study materials and locations. The availability of all programmes is subject to student demand.

4. Dates of Programmes

InterActive reserve the right to alter start dates of programmes. All course timetables are subject to change.

5. Access to Online Resources

- a) InterActive does not guarantee availability of the online resources and other added-value services due to reasons beyond their control, including technical faults and limitations.
- b) Fair usage policy applies to access of study material, including study videos. InterActive reserves the right to restrict access based on operational requirements (including bandwidth consumption) to ensure fair access to all students.

6. Regular Updates

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

7. Exclusion

To the extent permitted by law, we, other members of our group of companies and associated parties exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity.

2.10 DECLARATION

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

Application checklist – have you included the following?

- A completed application form
 - A copy of your passport
 - Certified copies of your qualifications, certificates and transcripts
 - An English copy of your CV/résumé
 - Two reference letters (academic/professional). Please ensure that reference letters are on letterhead paper, stamped and dated (not older than 6 months)
 - A scanned copy of a recent passport sized colour photograph (jpeg, 150 * 150 pixels)
 - Proof of English Proficiency
 - A valid email address _____
 - The name of your FBT programme advisor _____
- a) 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.
- b) I hereby agree, if admitted as a student at FBT, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.
- c) I agree to FBT processing my personal data contained in this form, as well as other personal data that FBT 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.

Date

Signature

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