

# Enrolment Form

## PTE Preparation Course

Please make sure that you complete all sections of this application form clearly in black or blue ink and in block capitals and return it to the address below. For more up-to-date information about the application process please refer to: [www.lsbfi.org.uk/students/apply.html](http://www.lsbfi.org.uk/students/apply.html)

Return to the following address: LSBF, Admissions, 9 Holborn, London, EC1N 2LL, United Kingdom Fax to: +44 (0) 207 8232302

Title\*(Mr/Ms/Mrs/Miss): .....Family Name:\* ..... First Name:\* .....

Home Address:\* .....

..... City:\* .....Country:\* ..... Postcode: .....

Correspondence Address:\* .....

(if different from home address): ..... City:\* ..... Country:\* ..... Postcode: .....

Date of Birth\* (day/month/year): ...../...../..... Tel: Home:\* ..... Work:\* ..... Mobile:\* .....

E-mail address:\* .....

\*Mandatory fields

## LSBF Marketing Information

Do you want to be updated on further professional training: Yes  No

If you have ticked 'No' for the above, but still wish to receive updated information about the courses and services specifically relating to your qualification, please tick here:

## LSBF Terms & Conditions

Students' attention is particularly drawn to this section, as enrolment on to any course constitutes full and irrevocable acceptance of the terms and conditions. Students must read these terms and conditions carefully before enrolling onto the course. IF YOU DO NOT UNDERSTAND OR DO NOT AGREE WITH ANY OF THE TERMS AND CONDITIONS PLEASE SEEK ASSISTANCE AND DO NOT ENROL ON TO THE COURSE. Students are advised to print and keep a copy of these terms and conditions for their records.

- COURSE FEES AND DEPOSITS:** To book a place on a course, the appropriate deposit for the Student's intended main course of study (e.g., ACCA, MBA) as indicated on the application form for the main course. Students who follow and comply with the terms and conditions of the PTE preparation course and subsequently to pass the PTE Academic exam with a sufficient mark as below will be eligible for a refund of their deposit, otherwise, all deposits received are for the sole purpose of reserving place on the course and are non-refundable. This means that if you simply change your mind after enrolling on the course, your deposit payment CANNOT be refunded. The deposit shall be deemed to include the sum of £375 in respect of the PTE preparation course.
- EXAM FEES:** The PTE preparation course fee (which is included in the deposit amount for the Student's main course of study) includes tuition fees for attendance on the LSBF PTE preparation and exam fees (£130) for the Student's first attempt to sit the PTE Academic exam. In case when the student needs to resit the exam (in accordance with these terms and conditions), LSBF will make a contribution of £55 towards the exam fees of the second attempt only and the student will be asked to pay £75 to resit the exam. For the avoidance of doubt, if the Student's score in the first attempt is sufficient for UKBA Tier 4 student visa application purposes (either 43 and above in all 4 components for applications requiring CEFR Level B1 or 59 in all 4 components for applications requiring CEFR Level B2), the student shall not be entitled for a resit examination or to claim a refund under these terms and conditions. The School's decision whether a resit examination is required shall be final. LSBF's contribution to exam fees shall be limited in the aggregate to £185 (consisting of £130 for the first attempt and £55 for the second attempt). The student must pay the remainder of the fees (£75) for the second attempt in order to resit the exam. If a resit is required but not attempted by the student within 14 days of the day of the publication of results for the first attempt, for whatever reason (including, but not limited to, non-payment of the £75 exam fees) any entitlement for the guarantee refund under these terms and conditions shall lapse.
- ATTENDANCE REQUIREMENT and MAXIMUM DURATION:** Students who enrol for the PTE preparation course must attend a minimum of 5 full consecutive days of the preparation course and sign the register before any and every attempt of the real exam. Students are entitled to attend a maximum of 20 PTE preparation course days (4 blocks of five days each) in the aggregate, in a maximum period of 90 days. Any entitlement to attend the PTE preparation course will lapse at the earlier of the 20<sup>th</sup> day of attendance or the 90<sup>th</sup> calendar day since the first day of attendance.
- REFUND GUARANTEE:** Students who attend the PTE preparation course, fully comply with the attendance requirement as set out in 1.3 above and who do not obtain the required score (as advised by the School) on the PTE Academic exam for their Tier 4 visa application having actually attempted (and fully completed) the exam twice, will be entitled for a full refund of the deposit payment they have made towards their main course of study (as set out in 1.1 above), less a deduction of £375 for their PTE preparation course. The guarantee does not apply to students who fail to actually sit and fully attempt the entire exam on at least two occasions or if a student is excluded from an exam due to unfair practices. Refund of fees actually paid, less the fee for the PTE preparation course is the full and only remedy available under this guarantee and exhausts any further liability by the School.
- COURSE SPECIFICATION SUBJECT TO CHANGE:** LSBF reserves the right to change the courses, tutors, course specifications, lectures, other materials, published programmes, speakers, dates and locations from the previously published materials on the site or any other timetables as well as the right to alter to cancel or change the content of lectures and/or study materials and the identity of tutors at its own discretion. LSBF shall discharge its obligations in respect of the PTE preparation course by providing teaching which is materially similar to the course specification advertised, notwithstanding the fact that course dates, times and location, and/or the identity of the lecturer may vary from previously advertised specifications.
- NO TRANSFERS:** The course and the guarantee under these terms and conditions are not transferable between students.
- STUDENT COMMUNICATION BY EMAIL:** We send out important student information (including timetable updates, class changes, etc.) exclusively by email. It is your sole responsibility to ensure that the School has your correct and up-to-date email address in our records, and that you open, read and act upon such email notifications.
- LIMITATION OF LIABILITY:** Students' attention is particularly drawn to this clause. Liability of London School of Business & Finance, InterActive Pro Limited, and/or Interactive World Wide Limited (and their group companies) for losses arising from their negligence (except in the case of liability for death or personal injury), breach of contract or otherwise will be LIMITED TO THE FULL AMOUNTS PAID BY THE RELEVANT STUDENT FOR THE PARTICULAR COURSES AND/OR STUDY MATERIALS. Except in the case of liability for death and personal injury, such companies will have NO LIABILITY FOR INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE HOWSOEVER ARISING.

