



LSBF SCHOOL OF ENGLISH BIRMINGHAM APPLICATION FORM

Please return completed form via fax to +44(0) 121 616 3370 or email to: admissions@fbt-global.com

Section A - Personal Information

Agent name/stamp:

(all fields MUST be completed in full)

Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/>	
Last name	
First name	
Date of Birth	Day Month Year Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality	
Passport Number	
Home Permanent Address	
Country	
Telephone	Fax
Email	
Emergency Contact Name	Emergency Contact Number
Does this person speak English? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Correspondence Address (if different from home address)	
Do you have any medical conditions (including pregnancy) which may affect your attendance on the course? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please supply details:	

Please provide the following information:

What is your level of English?

Elementary Pre Intermediate Intermediate Upper Intermediate Advanced

Do you have proof of your level of English?

Yes (Please send us your certificate(s)) No (Please request a level test)

Copy of passport/EU ID card and visa document if applicable

Course Options (Required)

Course Name	Code	Price	Weeks	Start Date (DD/MM/YYYY)
				/ /
				/ /



PAYMENT INFORMATION

Please note that LSBF School of English Birmingham is a trading name for Finance and Business Training Ltd.

LSBF School of English Birmingham highly recommends paying by Credit Card.

<input type="checkbox"/> Credit Card	Type: MasterCard/Visa if Solo/Switch (issue number _____)
Card number	
Start Date: /	Expiry Date: / Security Code (.....) last 3 digits on the back of the card
I hereby authorise Finance and Business Training to charge my card for the sum of	
Card Holder Name:	Card Holder Signature:
Card Holder Address:	

However, if you pay by bank transfer, please make sure to write your Student ID Number as the reference on the bank transfer.* Without this, we may be unable to track your payment.

Please note that bank transfers take between 5 to 7 business days to clear.
NB - Payments must be made in full and in advance, before the start of your course.**

<input type="checkbox"/> Bank Transfer to Account
<p>Please Transfer funds to the following Account: Bank name: Lloyds TSB Bank Bank Address: 114-116 Colmore Row, Birmingham, B3 3SD, United Kingdom Account name: Finance and Business Training Ltd Account number: 17771968 Sort Code: 30-64-10 Bank Identifier Code (BIC): LOYDGB21660 International Bank Account Number: GBo2LOYD30641017771968</p>

TOTAL FEES

Course Fee	£
Registration Fee	£40
Courier charge - If delivery of documents by courier is required, add £35	£
TOTAL FEES	£

*If you are paying by bank transfer, all transfer fees must be paid to the bank.

**A minimum non-refundable deposit is payable. The deposit is 50% of TOTAL FEES. All fees must be paid in full two weeks prior to course start date or accommodation arrival date.



TERMS & CONDITIONS OF ENROLMENT

1. Students' attention is particularly drawn to this section, as signature of the Declaration below constitutes full and irrevocable acceptance of the terms and conditions.

IF YOU DO NOT UNDERSTAND ANY OF THE TERMS AND CONDITIONS BELOW, OR ARE UNSURE AS TO THEIR MEANING, PLEASE DO NOT SIGN THIS APPLICATION FORM. YOU MUST ARRANGE FOR A TRANSLATION OF THE TERMS AND CONDITIONS TO YOUR OWN LANGUAGE. ONLY SIGN THIS FORM IF YOU FULLY UNDERSTAND AND ACCEPT ITS CONTENTS.

1.1 All students confirm that they have read, understood & agreed to the Terms & Conditions below.

1.2 If required, students must obtain a fully comprehensive translation of our Terms and Conditions.

2. Deposits

2.1 To book a place on the course, students must submit a Deposit payment of 50% of the Total Course Fees.

2.2 ALL DEPOSITS RECEIVED ARE FOR THE SOLE PURPOSE OF RESERVING THE STUDENTS PLACE ON THE COURSE AND ARE STRICTLY NON REFUNDABLE

3. Payment

3.1 All fees are payable in Pounds Sterling 2 weeks before the start of the course. When paying by Bank transfer, students are advised to allow 5 working days for payment to reach the School.

3.2 Students will not be allowed to start the course if the full fees have not been received by the School 2 weeks prior to the commencement date of the course. In this event, the students place will not be guaranteed and course bookings may be cancelled.

3.3 Where a student's course bookings have been cancelled under Clause 2,2 the student will not be entitled to a refund of the Deposit or of any additional fees paid.

3.4 Cheques drawn on a UK bank should be made payable to "Finance and Business Training Ltd." Students must ensure that they write their unique LSBF Student ID number on the back of the cheque.

3.5 No course confirmations will be sent until the full fees have been received. Students will not receive enrolment letters until full fees have been received.

3.6 Visa Students will NOT be issued with a CAS until full fees are received by the School

4. Consumer Protection (Distance Selling) Regulations (2000):

4.1 Applications made online or over the phone may be cancelled within **seven (7) days of the initial application** (the cooling off period).

4.2 Where the student chooses to exercise this right to cancel (within the cooling off period), the School must be notified in **writing**. Cancellations made by phone will **not be accepted**. Students must preserve evidence of having given the cancellation notice (within the 'cooling off period'). The deposit and any fees paid will be refunded in full, **less an administrative charge of £25. The School must receive notice of cancellation within the 7 days cooling off period.**

4.3 WHERE A CAS HAS BEEN ISSUED BEFORE THE END OF THE COOLING OFF PERIOD STUDENTS HAVE NO RIGHT TO CANCEL UNDER CLAUSE 3.1.

4.4 Students are liable for all bank charges and will be billed for such charges on their first day if necessary.

5. Cancellation, Refunds & Deferrals

5.1 No refunds or course transfers are permissible after the Commencement date of the Course (Published date)

5.3 All cancellations must be received in writing at least two weeks before the course start date.

5.4 Where a student has provided notice in accordance with Clause 5.1 Course fees **less an administration charge of £150**, will be refunded. COURSE FEES DO NOT INCLUDE DEPOSIT PAYMENTS. DEPOSIT PAYMENTS ARE STRICTLY **NON REFUNDABLE**



5.5 Visa Refusals

5.5.1 Where a student's Visa application has been refused, an application for a refund must be made **two weeks before the start date of the course.**

5.5.2 It is the student's responsibility to ensure that they are able to comply with the notification guidelines prior to making the application. The student acknowledges that where he is unable to notify the School two weeks before the start date of the course, **he may not apply for a refund under section**

5.4.1. The student is held fully responsible if their visa application has been made late and their LSBF enrolment has already processed.

5.5.3 Where the student has correctly notified the School, the full fees will be refunded less an **administrative charge of £150** 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 the student, an original authority letter from the student authorising the repayment to the payee.

5.5.4 **IF A STUDENT'S VISA APPLICATION IS REFUSED ON THE GROUNDS THAT THE STUDENT FAILED TO PROVIDE NECESSARY DOCUMENTS, DEMONSTRATE ADEQUATE FINANCIAL SUPPORT, OR FOR OTHER REASONS WHICH THE STUDENT IS ACCOUNTABLE, THE SCHOOL ACCEPTS NO RESPONSIBILITY TO REFUND. THE STUDENT IS HELD RESPONSIBLE IF THE VISA APPLICATION WAS MADE LATE AND THEIR LSBF ENROLLMENT HAS ALREADY BEEN PROCESSED.**

5.6 Deferrals

5.6.1 Students may defer their place on a course by up to one academic year.

5.6.2 All applications for deferrals must be received by the School at least 30 days before the commencement date of the course (published date). We reserve the right to charge a deferral fee.

6. After arrival:

6.1 I.D.

Upon arrival, students must provide appropriate photographic ID (including a Passport or ID card) and a copy of their Visa. The School will take copies of all relevant documents. All information will be stored in accordance with the Data Protection Act.

7. Holiday Policy

7.1 To comply with Tier 4 visa regulations students are allowed a holiday period in accordance with their course duration. A maximum of 4 weeks may be taken at any one time.

7.2 Two weeks' written notice must be given for all holiday requests.

7.3 The holiday allowances are as follows:

If you are studying between 1 and 6 weeks, you are not allowed to take holidays.

If you are studying between 7 and 12 weeks, you are allowed a total of 1 week's holiday

If you are studying between 13 and 24 weeks, you are allowed a total of 2 week's holiday

If you are studying between 25 and 36 weeks, you are allowed a total of 3 weeks' holiday

If you are studying between 37 and 52 weeks, you are allowed a total of 4 weeks' holiday

7.4 Students must inform the LSBF School of English academic management team before arrival about the number of weeks they intend to take during their period of study with us.

7.5 Holidays must be taken as periods of 5 consecutive days from Monday to Friday. Any other (individual) days are considered as an unauthorised absence.

8. Attendance

8.1 Students must provide the School with competent explanations for all absences. Any absences of 3 days or longer must be accompanied by a doctor's certificate.

8.2 The School will notify the Home Office where the student has recurrent unexplained absences. This may affect the Student's Visa status.

9. Scheduling

9.1 LSBF School of English reserves the right to change classrooms, teachers, and location and daily schedules.



9.2 We reserve the right to close classes & courses that are poorly attended or undersubscribed & offer students alternative courses/schedules to an equivalent value; change published course & accommodation information, including fees

10. **Certificates:** All students are eligible for an LSBF School of English Certificate of Attendance ONLY if they have attended 85% (or more) of their classes.

11. **Conduct and Behaviour**

11.1 Students must at all times comply with the Student Code of Conduct

11.2 The school reserves the right to expel a student without refund in the event of breaching the Student Code of Conduct. The School's decision is final.

11.3 Students who are found to have cheated on or plagiarized their pre-arrival test risk being expelled and reported to UKBA.

12. **LIMITATION OF LIABILITY** It is a basic stipulation of the agreement between the student & LSBF School of English or its representatives that neither the School nor its representatives are liable to the student in cases where the school is unable to fulfil any services to which they are contractually bound because of strikes or other reasons that are beyond their reasonable control. As with regards to all our other liabilities, to the extent permitted by law, LSBF, its representatives and connected third parties **hereby expressly exclude: all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity; any liability for any direct, indirect or consequential loss or damage incurred by any student or prospective student; for any other loss or damage of any kind, however arising and whether caused by tort (including negligence), breach of contract or otherwise, even if foreseeable.** This does not affect our liability for death or personal injury arising from our negligence, or our liability for fraudulent misrepresentation or misrepresentation as to a fundamental matter, or any other liability which cannot be excluded or limited under applicable law. LSBF limits all liability for losses arising from their negligence (except in the case of liability for death or personal injury), breach of contract or otherwise 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, LSBF will have no liability for indirect or consequential loss or damage. We accept no responsibility for students' personal property, and students are strongly advised to take out appropriate insurance.

13. **Queries and Complaints:** Students must bring any problems to our attention immediately to enable the School to assist. The School does not accept retrospective complaints or queries.

14. All students are advised to refer to our full Terms and Conditions as contained on our website <http://www.lsbf.org.uk/terms-and-conditions.html>. Where there are any inconsistencies between these Terms and Conditions and those contained on **our website, our website Terms and Conditions will prevail.**

STUDENTS' ATTENTION IS PARTICULARLY DRAWN TO THIS SECTION: SIGNATURE OF THE DECLARATION BELOW CONSTITUTES FULL AND IRREVOCABLE ACCEPTANCE OF THESE TERMS AND CONDITIONS.

DECLARATION

- I have fully read, understood and agree to comply with LSBF School of English Terms and Conditions
- I have completed all Mandatory Fields of this application form
- All of the information I have supplied to LSBF School of English is accurate and complete. I acknowledge that LSBF School of English reserves its right to refuse admission or to expel me if I have submitted inaccurate or incomplete information.

Print Full Name: _____

Signature: _____

Date: _____