



Student 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).	

Declaration – Student / Parent or Guardian (if student is below legal age)	Declaration – LSBF Staff / Recruitment Agent
<p>I acknowledge that I have been briefed on above during pre-course counselling, and I understand its contents and my rights.</p> <p>Name of student / Parent or Guardian: _____</p> <p>Signature of student / Parent or Guardian: _____</p> <p>Date: _____</p>	<p>I hereby acknowledge that I have covered the above information in my pre-course counselling to the student.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>

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\$42.80 (includes 7% GST)** for Medical insurance coverage payable to London School of Business & Finance.

How did you hear about LSBF in Singapore?

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

CONFIDENTIAL

PERSONAL INFORMATION (all fields **MUST** be completed in full and **BLOCK** Letters)

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs										
Full Name as in Passport (Please underline surname)											
Date of Birth (DD / MM / YYYY)	Day:	Month:	Year:	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female						
Nationality				Passport / FIN No.							
Current Status in Singapore				Name of PEI (If currently under student pass)							
Highest Qualification	<input type="checkbox"/> N level <input type="checkbox"/> O level <input type="checkbox"/> A level <input type="checkbox"/> Certificate <input type="checkbox"/> Polytechnic Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters <input type="checkbox"/> Professional Qualification <input type="checkbox"/> Others _____										
Programme Enrolled for											
Home Address (Overseas)					Postal Code: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
Address in Singapore (if currently residing in Singapore)					Postal Code: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
IN CASE OF EMERGENCY, Please contact	Name: -										
	Relation with student: -										
	Phone number (With country code and area code): -										
Telephone (with country code and area code)	(Home)		(Mobile)								
E-mail (in BLOCK Letters)											

LSBF reserves the right to vary, amend the fee scale or discontinue any or all of the discounts as it deems appropriate. We reserve the right to cancel or reschedule classes due to low enrollment. Such decisions are made three business days prior to the class begin date. If a course is rescheduled for any reason, those registered will be contacted to verify availability for the rescheduled date. If those registered are not available for the rescheduled class date, tuition fee will be refunded in full. If the class is cancelled, tuition fee will be refunded in full.

Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with London School of Business & Finance, in particular clauses concerning refunds, deferments, waivers, course transfers and all other policies and procedure explained during pre-course counselling. Be aware that incomplete information in the 'Application Form' will result in processing delays.

Declaration by Applicant:

I hereby agree that LSBF may disclose my personal data to academic and administration staff and where necessary to external institutions or partners for administration of applications and for any purpose within the legitimate interest of LSBF relating to the administration or conduct of the programme (including processing, compilation of statistics and assessment of applications).

I hereby consent to allow LSBF and its representatives to contact me for providing 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 via

SMS / MMS / Text Phone call Email

Date _____

Student's Signature _____

Payment mode

- Cheques / Bank drafts - To be made payable to "London School of Business & Finance Pte Ltd"
- Telegraphic transfer - 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).

RECRUITMENT AGENT DETAILS

_____	_____	_____
(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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