Student ID – for office use only

London School of Business & Finance

Toronto Campus Enrolment Form | ACCA Full-time Courses 2013

Please make sure that you complete all sections of this application form clearly in **black or blue ink and block capitals** and return by Post/Email to: ***LSBF Canada, Admissions 36 Eglinton Ave West, Suite 603, Toronto, ON M4R 1A1.***
Email: **torontoadmissions@lsbf.ca**

Please note that an English translation should accompany all non-English documents.

For further up-to-date information about the application process please visit: **http://www.lsbf.ca/programs/acca/**

Student Details - ** mandatory fields*

Title: * Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other ☐ (please specify).....

Family Name: *(as stated in your passport exactly).....

First Name :*(as stated in your passport exactly).....

Home address:*.....

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

Correspondence Address:* (if different from home address).....

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

Date of Birth* (day/month/year...../...../..... **Place/Country of Birth:** * .....

Nationality:*.....**Passport number:***.....

Telephone:
Home*.....**Work***.....**Mobile***.....

Email address:* (Please complete in block capitals)

ACCA registration number: ..... You must register with the ACCA.

Exam sitting: (select as appropriate): Computer Based Exams ☐ June 2013 ☐ December 2013 ☐
CBEs are only available for F1, F2, F3 and are to be registered at the campus

International Students:
International students requiring a Study Permit must familiarise themselves with CIC regulations and at all times abide by the conditions of their Study Permit.

VISA/Study Permit holder* No ☐ Yes☐ **Copy of VISA/Study Permit attached*** No ☐ Yes☐
Require VISA/Study Permit application* No ☐ Yes☐ **VISA/Study Permit Extension*** No ☐ Yes☐

IMPORTANT:
1. **It is your responsibility to complete your ACCA registration requirements and enter yourself for the ACCA examinations. For the paper-based exam sessions, the deadlines are: 31st Dec (June Exam) & 15th Aug (December Exam).**
2. **A copy of your passport showing your photograph and signature must be attached to this form.**

Enrolment Documents
Please note, that the following documents will be required for the application process:
- ☐ One passport size photo
- ☐ Copy of your passport biographical page and VISA/Study Permit (if already issued)
- ☐ Copies of certificates and academic transcripts (with certified translation when needed) of previous academic or professional education
- ☐ Proof of English proficiency (if you are a non-native English speaker) IELTS 5.5 or equivalent.
- ☐ Copy of your registration with ACCA. This can be a letter showing the ACCA number or a copy of the ID card from ACCA.
- ☐ If you are starting part-way through the course we would require your exemption details from ACCA or a copy of your exam statements.

Please select preferred method to receive your Letter of Acceptance and supporting documents:
- ☐ Collected in person
- ☐ Sent by international courier to (***international courier fee of $85 is non-refundable***):
  Home Address ☐ Correspondence Address ☐

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Select the courses below that you intend to study based on your current status with ACCA.

COURSES	FULL TIME			
ACCA Exam Date	CBE RORO	Dec 2013	CBE RORO	June 2014
(Course Commencement date)	Jun 2013	Aug 2013	Nov 2013	Feb 2013
KNOWLEDGE				
FAB / F1 Accountant in Business	☐	☐	☐	☐
FMA / F2 Management Accounting	☐	☐	☐	☐
FFA / F3 Financial Accounting (International)	☐	☐	☐	☐
SKILLS				
F4 Corporate and Business Law (Eng)	N/A	☐	N/A	☐
F5 Performance Management	N/A	☐	N/A	☐
F6 Taxation	N/A	☐	N/A	☐
F7 Financial Reporting (International)	N/A	☐	N/A	☐
F8 Audit & Assurance (International)	N/A	☐	N/A	☐
F9 Financial Management	N/A	☐	N/A	☐
ESSENTIALS				
P1 Governance, Risk and Ethics	N/A	☐	N/A	☐
P2 Corporate Reporting (International)	N/A	☐	N/A	☐
P3 Business Analysis	N/A	☐	N/A	☐
OPTIONS				
P4 Advanced Financial Management	N/A	☐	N/A	☐
P5 Advanced Performance Management	N/A	☐	N/A	☐
P6 Advanced Taxation	N/A	☐	N/A	☐
P7 Advanced Audit & Assurance	N/A	☐	N/A	☐

ACCA Complete Experience Packages

1. Top quality ACCA study materials and exam kits
2. LSBF lecture and revision notes
3. Revision sessions
4. Mock exams and marking
5. TA Sessions
6. Free online resources – recorded lectures, lecture notes, questions with feedback via InterActive™
7. Pass First Time Guarantee™
8. **Internship Placement(s)***
9. **Career Services & Interpersonal Development program**
10. **Technical Skills course (1 course per internship; to be selected upon registration)****

Package Selected	Number of Courses	Number of Internship Placements	Total Fee	Special offer	Deposit
☐	3	1	$5,425	$4,865	$2,435
☐	6	1	$9,185	$7,090	$3,545
☐	9	2	$12,950	$10,110	$5,055
☐	12	3	$16,925	$13,125	$6,565
☐	14	4	$19,025	$14,850	$7,425

* Every 3-course package is defined as a semester. Each internship placement is offered in between semesters, with the exception of a 3-course package, where the internship is offered at the end of the semester.
**Technical courses subject to change, check timetable for current availability

ACCA Standard Tuition Packages

1. Top quality ACCA study materials and exam kits
2. LSBF lecture and revision notes
3. Revision sessions
4. Mock exams and marking
5. Free online resources – recorded lectures, lecture notes, questions with feedback via InterActive™
6. Pass First Time Guarantee™

Package Selected	Number of Courses	Number of Internship Placements	Total Fee	Special offer	Deposit
☐	3	N/A	$2,925	$2,365	$1,185
☐	6	N/A	$5,850	$4,590	$2,295
☐	9	N/A	$8,775	$6,775	$3,390
☐	12	N/A	$11,925	$8,950	$4,475
☐	14	N/A	$14,025	$9,850	$4,925

PLUS: ACCA Additional Courses (selected à la carte and individually priced if courses are selected in addition to the packages above)

Additional Courses	Quantity	Price per Course	Total Fee	Deposit (50% of Total Fee)
Knowledge & Skills Courses (F1 – F9)	.....	$975	.....	.....
Essentials & Options Courses (P1 – P4)	.....	$1050	.....	.....
TOTAL HERE	**Total Number of Courses:**	**Total Tuition Fees:**	**Total Deposit:**	
	.....	.....	.....	

shaping success in business and finance

Terms and Conditions*

Student's attention is particularly drawn to this section, as application to the program constitutes full and irrevocable acceptance of the Terms and Conditions.

*Please refer to http://www.lsbf.ca/students/terms-and-conditions/ for the most up-to-date terms and conditions.

1. DEPOSITS, FEES AND PAYMENTS

1.1 **DEPOSITS**: To book a place on a course, students must pay either (1) The full tuition fee; or (2) A minimum deposit of 50% of the total course fees (unless indicated otherwise on the application form, in which case the terms of the application form shall prevail). Students will NOT be issued a Letter of Acceptance (LOA) until a deposit of tuition fees is received by the London School of Business and Finance Canada (hereinafter referred to as either "LSBF" or "LSBF Canada" or the "School"). All deposits received are for the sole purpose of reserving a place on the course and are **NON-REFUNDABLE** except (1) In cases of **Study Permit application refusal**; **AND** (2) subject to the London School of Business & Finance Toronto Campus's **REFUND POLICY** (Please refer to Clauses 4 – 6 below).

1.2 **PAYMENT DEADLINE**: All payments are payable in Canadian dollars and students are liable for all bank charges. All tuition fees should be paid in full at least fifteen (15) calendar days before the Commencement Date of the Course. The Commencement Date of the Course is the published date as provided on the Letter of Acceptance, which confirms successful enrolment to the London School of Business & Finance Toronto Campus. Students who have not paid on time may lose their place on the course and may not be granted access to the School.

1.3 **DISHONOURED PAYMENTS**: A minimum charge of $100.00 will be made to students for all dishonoured payments. The School reserves the right to report offenders to the relevant professional body and the authorities, including, but not limited to, ACCA and the Citizenship and Immigration Canada (CIC).

1.4 **OVERDUE ACCOUNTS**: The School reserves the right to charge interest at 10% per annum on overdue amounts, accruing daily from the date that such payments become due.

1.5 **DISMISSAL FOR NON-PAYMENT**: The School reserves the right to dismiss and expel any student at any time for the non-payment of fees. **No fees will be refunded where a student is dismissed under this section.**

1.6 **REPORTING**: The School is required to inform the appropriate authorities, including the CIC, where a student has been removed from School under Clause 1.5 above. The School also reserves the right to report non-payment and delayed payment to credit-reporting agencies.

1.7 **FEES SUBJECT TO CHANGE IN CASE OF DEFERMENT**: In the event that a student has made a payment for a particular semester and then defers commencement of study to a subsequent semester, the student acknowledges having to make payment for any difference in fee between the semester first registered for and the subsequent deferred semester by no later than fifteen (15) days prior to the Commencement Date of the Course.

1.8 **FEES EXCLUSIVE OF FILING FEES OF STUDY PERMIT APPLICATIONS AND PROFESSIONAL BODY CHARGES**: All tuition fees exclude amounts payable to Citizenship and Immigration Canada (CIC) in relation to filing the student's Study Permit or Temporary Resident Visa (TRV) application, and also exclude any amounts payable to professional bodies for student registration, exemptions and examination entries. Any such fees are payable directly by the student, and the School accepts no responsibility for such payment. Filing

1.9 **MEDICAL INSURANCE**: All students studying with LSBF Canada on a Study Permit are required to have medical insurance and the student must provide documentary proof of said insurance being in effect prior to the Commencement Date of the Course. Students are free to purchase insurance from any provider they wish. If students wish, they may purchase medical insurance through a provider that allows LSBF Canada to collect payment on their behalf. The premium works out to $2.00 a day.

1.10 **NO DEPOSIT ACCOUNT**: Funds received but not utilised or refunded in accordance with these Terms and Conditions will be forfeited to the School.

1.11 **CHANGES SUBJECT TO APPROVAL**: The student agrees that he/she cannot change, defer or withdraw from the program without prior written consent from the School.

2 GENERAL TERMS

2.1 **MAINTAINING ACADEMIC REPUTATIONAL INTEGRITY**: All students of LSBF acknowledge that LSBF is an accredited academic institution which is committed to maintaining and improving its reputation as an accredited academic institution on both a local, provincial, national and international level. Accordingly, by agreeing to become a student of LSBF, all students hereby provide their covenant to not engage in any action which might cause either their own personal academic reputation or the reputation of LSBF to fall into disrepute. In the event that LSBF becomes aware of any action on the part of any student that LSBF deems to be damaging to the academic reputation of either the student or LSBF at the sole discretion of LSBF, the student shall receive written notice from LSBF to the student indicating the action taken by the student to which LSBF objects and the student shall be required to cease and desist from engaging in said action immediately. In the event that the student objects to the request to cease and desist by LSBF, the student shall submit a written letter of objection to the Program Director of LSBF within five (5) business days from the date of the originating cease and desist notice. The Program Director, may at his/her sole discretion, grant a further meeting with the student to review the objection in more detail. Notwithstanding the objection process,

the student must in the interim immediately abide by the terms set forth in the cease and desist correspondence. A failure on the part of the student to abide by the terms as set forth in the cease and desist correspondence may result in the further expulsion of the student. Students may refer to the Student Code of Conduct which is contained in the Student Handbook which will be provided to them as per section 8 of this agreement for further guidance with respect to upholding academic reputational integrity.

2.2 **PROMOTIONS SUBJECT TO CHANGE**: Promotions and offers may have restricted eligibility requirements and may change from time to time. Any promotion or offer shall not take effect without the written confirmation provided by the School.

2.3 **VALUE-ADDED SERVICES**: Availability of the online resources and other value-added services cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations. Except for online-only courses, access to all online resources is provided ex-gratia and does not form part of any contract for services.

2.4 **COURSE SPECIFICATION SUBJECT TO CHANGE**: The School reserves the right to change the courses, tutors, course specifications, lectures, other materials, published programs, 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 Canada shall discharge its obligations in respect of a specific 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 specification.

2.5 **MATERIALS SUBJECT TO CHANGE**: The School may make changes to the material on the sites or to the products and prices described in them at any time without notice, although we will provide notice of substantive changes to our Privacy Policy.

2.6 **NO TRANSFERS**: No course transfers are permissible without the School's prior written consent – this includes course transfers between students. Where the School agrees to a student's course transfer, this is subject to an additional charge which shall be disclosed to the student or students prior to the approval and effectiveness of same. All transfers are at the School's sole and absolute discretion.

2.7 **STUDENT COMMUNICATION BY EMAIL**: The School sends out important student information (including timetable updates, class changes, etc.) exclusively by email. It is the student's sole responsibility to ensure that the School has correct and up-to-date email addresses in our records, and that the student opens, reads and acts promptly upon such email notifications. A failure on the part of the student to properly advise the School of any change in email address of the student shall be deemed to be at the complete liability of the student and not the school.

2.8 **COURSES NON-RESIDENTIAL**: All courses are non-residential unless specified otherwise.

2.9 **TERMS AND CONDITIONS SUPERSEDE VERBAL AGREEMENTS**: The Terms and Conditions included herein supersede any verbal agreements or statements made between the student and a member of LSBF staff, or the student and any of LSBF's international agents, partners, or organizations.

2.10 LIMITATION OF LIABILITY: Students' attention is particularity drawn to this clause. Liability of London School of Business & Finance Canada for losses arising from their negligence, 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. London School of Business & Finance Canada will have NO LIABILITY FOR INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE HOWSOEVER ARISING.

2.11 **GOVERNING LAW**: These Terms and Conditions are governed by the laws of the Province of Ontario and Canada and shall be subject to the exclusive jurisdiction of the Ontario courts.

3 INTERNATIONAL STUDENTS

3.1 **CITIZENSHIP AND IMMIGRATION CANADA (CIC) REGULATIONS**: CIC regulations are updated frequently, and while the School provides occasional general updates as a courtesy service to students, it is the student's sole responsibility to ensure that they are familiar with the most up to date CIC regulations. **Students on a Study Permit or Temporary Resident Visa (TRV) must familiarise themselves with CIC regulations and at all times abide by the conditions of their Study Permit/TRV.** The School accepts no liability for incomplete or inaccurate applications being supplied.

3.2 **REQUIREMENT OF FULL TIME STUDY**: For students on a Study Permit - students must book and attend a full time course each term in order to meet the requirements of their VISA or Study Permit. For the ACCA Program, this means booking and attending a minimum of six (6) papers in total and at least three (3) papers per term (unless a student has less than 6 to complete for their ACCA designation, in which case an ACCA Status Report is required as proof). For English courses, this means booking and attending a minimum of 15 hours per week.

3.3 **ATTENDANCE COMPULSORY**: Attendance for all students is COMPULSORY.

3.4 **ATTENDANCE THRESHOLDS**: Students must have a minimum on-campus attendance rate of 80% in order to maintain their status as a Student in Good Standing with LSBF Canada. Failure to adhere to the attendance requirements may result in expulsion from the program without any eligibility for a refund. Students expelled due to poor attendance will be reported to CIC.

3.5 **STUDY PERMIT OR TRV EXTENSIONS**: If a student's Study Permit or TRV expires prior to the end of the course they have originally enrolled in, the student is required to inform LSBF Canada at least 30 calendar days prior to the expiry of their Study Permit or TRV. If a student does not notify the School at least 30 days prior to the expiry of their Study Permit/TRV, LSBF Canada

is not obligated to assist the student in their Study Permit or TRV extension or renewal. LSBF Canada will only provide an official LOA and a Letter of Good Standing and assist in the extension of the Study Permit/TRV if the student is in Good Standing with LSBF Canada and has complied with all the Terms & Conditions and the Student Code of Conduct.

If a student decides to enrol in additional courses once in Canada and as a result requires an extension of their Study Permit or TRV, the student must pay the full fees for the additional courses prior to applying for the Study Permit/TRV extension. International students must also maintain their status as full time students (see clause 3.2). LSBF Canada will not provide an official LOA and a Letter of Good Standing and assist in the extension of a Study Permit/TRV for students extending their Study Permit/TRV solely on the basis of ACCA re-sits (see additional Terms & Conditions for Pass 1st time Guarantee™).

3.6 **CIC GUARDIANSHIP REQUIREMENTS**: All international students of LSBF acknowledge that in the event that they have not reached the recognized age of majority in Canada, being eighteen (18) years of age, on or before the day they enter into Canada for the purposes of attending classes at LSBF, the student will be required to have a notarized declaration signed by a parent or by their Canadian guardian before they will be issued a Study Permit as per the current policy which has been implemented by the Citizenship and Immigration Canada. LSBF cannot take the responsibility of guardianship.

3.7 **CHANGES TO BE NOTIFIED**: Students must inform the School immediately of any change in their immigration status, residential address, and contact details.

3.8 **DOCUMENTATION REQUIRED**: Notwithstanding Clause 3.1 (above) students intending to apply for a VISA or Study Permit to study at the School are required to provide all relevant supporting documentation relating to previous qualifications / experience.

3.9 **DELAYS DUE TO LACK OF DOCUMENTATION**: Where a student has failed to supply such documentation under Clause 3.6 (above), their application may be delayed.

3.10 **DOCUMENTS TO BE SUPPLIED TO CIC**: All documents supplied to the School to support a student's application MUST also be sent to CIC/Canadian High Commission, to support their Study Permit application. **Failure to do so may result in the student's application for a Study Permit being refused, in which case no refund will be provided**. The School reserves the right to disclose students' details, including academic progress and attendance rates, to the CIC.

3.11 **EXPENSES INFORMATION**: Students should expect to spend at least $1,000 per month for living, transport, food, etc. Please note that the average rent in Toronto and GTA differs from area to area. Students are therefore advised to ensure that they research the area and the average rent before enrolling on any of the courses. Students on Professional Programs should note that there are no extra charges for study materials as they are covered by the tuition fees. International Students must seek guidance in relation to expenditure from the CIC.

4 GENERAL REFUND POLICY

4.1 **REQUEST FOR REFUND**: All applications for refunds must be made using the Online ticketing system. **Any request for a refund made not using the Online ticketing system will not be considered**, unless a ticket number is created in the ticketing system – which will be at LSBF Canada's sole discretion. For information on how to access and use the Online ticketing system, please email Refunds Canada at refundscanada@lsbf.org.uk.

4.2 **ADMINISTRATION CHARGE**: All applications for a refund are subject to an administration charge of $250.00 (plus any courier and transaction fees).

4.3 **RIGHT FOR A REFUND MAY BE WAIVED IF NOTIFICATION IMPOSSIBLE**: In the circumstance where notification under Clause 4.2 will be impossible, a student may be asked to waive their right to apply for a full refund by completing a Waiver Form before they enrol on any course. For the avoidance of doubt, where a Waiver Form is completed, the student agrees to waive their right to a full refund.

4.4 **CBE FEES**: Computer Based Examination fees are non-refundable and non-transferable in ALL cases.

4.5 Where a student has failed to comply with the Refund Procedures (as outlined in Clause 4 -6), they will NOT be eligible for a refund save in exceptional circumstances. The School has sole discretion in determining whether or not student's circumstances are exceptional.

5 REFUND POLICY – STUDY PERMIT APPLICATION REFUSAL CASES

5.1 This Policy must be read in conjunction with the General Refund Policy (above), the terms of which also apply.

5.2 LSBF Canada's Education Consultants provide educational services and are NOT Immigration advisers. Education Consultants are not permitted to offer any immigration advice. If you require such advice, you should seek independent consultation from a qualified Immigration Professional. Once students are enrolled into the program, LSBF offers all international students the services of a certified Immigration Paralegal at no additional cost to the student.

5.3 For refund purposes in the case of a refusal of a Student's Study Permit application, **LSBF Canada requires proof that all international students submit their Study Permit applications for review and approval by a qualified Immigration Professional prior to submitting their application to their local Canadian Visa Office**. For the purpose of this clause, a qualified Immigration Professional is defined as one of the following: a Certified Canadian Immigration Consultant (CCIC) in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC), or a Certified Immigration Paralegal or

Immigration Lawyer in good standing with the Law Society of Upper Canada (LSUC). LSBF offers all international students the services of a certified Immigration Paralegal at no additional cost to the student. Students are strongly encouraged to use this service to assist them in the application process. In order for an application to be approved by our Immigration Paralegal, students are required to comply with all instructions, guidance, and suggestions provided, prior to submitting their application to the Visa Office. Students have the right to opt-out of this offering and have their Study Permit application reviewed by another qualified Immigration Professional of their choosing, as long as it is one of the professionals listed above (LSBF Canada is not responsible for any related fees should the student select this option). Students, who submit their Study Permit application to the Visa Office without first getting it reviewed and approved by a qualified Immigration Professional (as defined in clause 5.3), waive their right to a refund in a situation where their application for a Study Permit is refused. **For the avoidance of doubt, where a refund is requested due to a refusal of a Study Permit application, if there is no proof that a qualified Immigration Professional reviewed and approved a student's application prior to submission to the Visa Office, a refund will not be granted**

5.4 LSBF Canada cannot and will not be held responsible for any refusals based on reasons which are within the student's reasonable control including, but not limited to, the student failing to provide the necessary documents, submitting an incomplete application, false representations being made, or forgery of documents. **If a student's application is refused due to fault attributable to the student then there is no entitlement to a refund under our Refunds Policy.**

5.5 If a student's Study Permit or VISA application has been refused (for circumstances other than those provided in Clause 5.3 and 5.4), any tuition fees paid will be refunded less an administration charge of $250.00 (plus any courier and transaction charges) on production of the following documents:

a) Copy of the refusal letter;
b) Copy of the student's passport showing both a photograph and signature; and
c) Where the payee was not the student, an original authority letter from the student authorising the repayment to the payee.

5.6 All applications for a refund under this section must be made at least **fifteen (15) calendar days before the Commencement Date of the course as stated on the Letter of Acceptance**. The date when a ticket is created using the Online ticketing system is considered to be the date the refund was first requested.

5.7 When a student has not received a response in respect to their application from the High Commission of Canada at least fifteen (15) calendar days before the Commencement Date of the course (as stated on the Letter of Acceptance), it is the student's responsibility to notify Student Services (by emailing studentservicesto@lsbf.ca) and to request a deferral (please see terms and conditions for deferral in Clause 6 below). Students who fail to notify Student Services at least fifteen (15) calendar days before the Commencement Date of the course (as stated on the Letter of Acceptance) will be subject to a late notification charge of $500 if applying for a refund due to a Study Permit application refusal.

5.8 If a student receives refusal from the High Commission of Canada, the student has no more than forty-five (45) calendar days from the date of the refusal (as indicated on the refusal letter) to either request a deferral (please see terms and conditions for deferral in Clause 6 below) or apply for a refund. If a student does not apply for a course deferral or apply for a refund within forty-five (45) calendar days of their refusal letter and at least fifteen (15) days from the Commencement Date of the Course, the fifty per cent (50%) minimum deposit is forfeited and there is no entitlement to a refund of any deposit paid under our Refunds Policy.

6 REFUND POLICY – NON-STUDY PERMIT APPLICATION REFUSAL CASES

6.1 This Policy must be read in conjunction with the General Refund Policy (above), the terms of which also apply.

6.2 All deposits received are for the sole purpose of reserving a place on the course and are NON-REFUNDABLE except (1) In cases of a Study Permit application refusal; AND (2) Subject to the student complying with the School's REFUND POLICY (Please refer to Clauses 4 – 6).

6.3 Where a student requests a refund in a non-Study Permit application refusal case, LSBF Canada, at its sole discretion, may refund a student any tuition fees paid in excess of the minimum required deposit (fifty per cent (50%) of tuition fees),under the following terms:

Refund Request Date	Remaining tuition fees refunded for current session	Remaining tuition fees refunded for future session(s)
15 days or more before official start date of the upcoming session	100% less admin charge of $250.00 (plus any courier and transaction fees)	100%
less than 15 days before official start date of the session OR past the session start date	No refund	100% less admin charge of $250.00 (plus any courier and transaction fees)

6.4 The student must produce proof to support the reason for their withdrawal, which may include, but is not limited to one of the following documents: (1) Letter of acceptance from another educational institution (will be verified by LSBF Canada); (2) Medical

note proving that the student is incapable of arriving to Canada or otherwise continuing their study program (severity will be determined at the Refund Committee's discretion); and (3) Copy of a flight ticket home, where applicable.

6.5 For the purposes of the Refund Policy, a session is defined as follows:

- ACCA: a session includes all papers taken for a specific exam sitting. Specifically, there are two sessions a year, corresponding to two exam sittings- June and December of every year. There are also two CBE RORO sessions offered every year (June and November), which are treated as separate sessions for the purpose of the refund policy.
- Internship Program: All fees paid to LSBF Canada for the Internship Program are non-refundable and non-transferable in ALL cases.
- English: a session is defined as the full duration of weeks a student has signed up for.
- HND: a session is defined as 8 modules/courses.

6.6 Where a student has completed a semester and/or has requested a refund during the current session or less than fifteen (15) calendar days before the official start date of the upcoming session, LSBF Canada is entitled to withhold all fees related to any completed sessions, partially started sessions, or sessions due to start within fifteen (15) days or less of the refund request date. LSBF Canada will charge the student the full published fees per session at the prevailing rate. Students who benefitted from packages, scholarships or other promotions at the time of initial application will be required to pay the full published fees for courses at the time of refund request under this section.

7 DEFERRAL

7.1 Students may only defer their place on a course by up to **one academic year**, subject to application and the School's approval. Deferral will not be granted for more than one academic year, save in exceptional circumstance. The School has sole discretion in determining whether or not student's circumstances are exceptional.

7.2 Students must make an application for deferral at least fifteen (15) calendar days before the Course Commencement Date as stated on the Letter of Acceptance.

7.3 Upon deferring their course, students waive their right to submit an application for a refund. **Where a student has deferred their course, and subsequently fails or attempts to withdraw from the course NO REFUNDS WILL BE PROVIDED save in exceptional circumstances. The School has sole discretion in determining whether or not student's circumstances are exceptional**. This clause does not apply or override to any situation governed by Section 5 (REFUND POLICY – STUDY PERMIT APPLICATION REFUSAL CASES) of these Terms & Conditions.

8 STUDENT CONDUCT

8.1 Students are expected to conduct themselves at all times in a manner which demonstrates respect for the School and its staff, fellow students and property (whether tangible or intangible), and in adherence to the Student Code of Conduct, as contained in the Student Handbook for their particular program of study.

8.2 Breaches of the Student Code of Conduct and individual program regulations can amount to gross misconduct which at the sole discretion of the School may result in expulsion from the School, and forfeiture of all fees.

8.3 The School reserves the right to dismiss any student at any time for non-payment of fees or lack of attendance. No fees will be refunded to any student dismissed under this section.

9 COMPUTER BASED ASSESSMENT AND EXAMINATION FEES

9.1 Computer Based Assessment and Examination fees include disbursements payable to the relevant examining body and a handling fee charged by LSBF Canada.

10 PART TIME STUDENTS

10.1 All Part Time students warrant and confirm that they are Canadian Citizens; Permanent Residents; or are subject to any other form of Immigration control which entitles them to study with the School on a Part Time basis.

10.2 Students who have provided false or misleading information contrary to clause 10.1 may be dismissed at any time by the School, and will not be eligible to a refund.

PROFESSIONAL COURSES TERMS AND CONDITIONS

11 TERMS AND CONDITIONS (FULL-TIME AND PART-TIME STUDENTS) FOR STANDARD AND COMPLETE EXPERIENCE PACKAGES ("PROGRAM PACKAGES")

11.1 Program Packages enable students to enrol for a specific number of subjects and the tuition fee will be fixed.

11.2 When choosing a package, students must specify the subjects that they wish to take during their first semester.

11.3 Where a student enrols for a Program Package of 6 or 9 papers that includes any essentials/options papers, an additional fee of $150 is payable in addition to the price of the Program Package.

11.4 No other offer may be used in conjunction with a Program Package.

11.5 Students enrolling on a Complete Experience Package can take advantage of special pricing and value-added services. Students should note that they will not be entitled to any refund or transfer in respect of any unutilised components of the Program Package.

12 INTERNSHIP PLACEMENT PROGRAM

12.1 Students are required to maintain a minimum 80% attendance rate for all classes and attend and participate in all Internship workshops. Students are also required to fully comply with the Terms and Conditions Policy, Student Code of Conduct, Internship Program Policies and Procedures, and all other instructions associated with the Internship Program. Failure to comply with any of the requirements stated herein may result in expulsion from the Internship Placement Program and forfeiture of all fees.

12.2 ACCA students enrolling into the Internship Placement Program acknowledge that LSBF does not guarantee that the internship placement will qualify towards the completion of their Practical Experience Requirements (PER) for Becoming an ACCA-qualified accountant.

12.3 Before the start of a program, students must submit:

- Proof of valid medical insurance coverage;
- Proof of a valid Study Permit and TRV and Immigration documentation;
- A Resume and cover letter;
- An Internship Application Form;
- Full payment of Fees; and
- A Signed Work Placement Policies and Procedures Form.

12.4 Placement Process

12.4.1 LSBF Canada has sole discretion in selecting host organisations ("the Host Organisation")

12.4.2 Students will receive confirmation of the Placement from either the Host organization or LSBF Canada.

12.4.3 All Placements are organized in accordance with Federal and Provincial Labour Standards.

12.4.4 Although LSBF Canada endeavours to meet student expectations, we cannot guarantee the number of hours of work or that any special requests will be met. The Length of internship placement is approximately 8-12 weeks, and exact hours will vary depending on the Host organization.

12.4.5 Although LSBF Canada will attempt to place students to start on their preferred date, delays in start date may occur.

12.4.6 LSBF Canada will have no liability for any indirect or consequential loss or damage howsoever arising that occurs outside of the physical property boundaries of LSBF Canada's buildings. This includes incidents, accidents or misconduct caused by a third party.

12.4.7 Any transgression of the host organization's policies, procedures, or practices (including unwarranted absences without a doctor's note) may result in the immediate termination of the Placement and future Placements.

12.4.8 Students may also be dismissed at any time for cause (including, but not limited to, poor performance, misrepresentation of skills/education, lack of punctuality, unwarranted absences, inability to perform required tasks, etc.). If students are dismissed for cause or for transgressing from any host organization or LSBF Canada policies, they will not be offered an alternative Placement and may be removed from future Placements at LSBF Canada's discretion.

12.4.9 LSBF Canada, at its discretion, may cancel any student's Program if it is believed that the student has broken any law or for misconduct. LSBF Canada may contact Citizenship and Immigration Canada (CIC) or other governmental authorities if a student is fired under cause.

12.4.10 If students are dismissed for any above reasons, LSBF Canada, or any of its subsidiary brands, holding companies, partners or affiliations, will not be liable in any way.

12.4.11 International students who have been granted a co-op work permit by CIC must meet all conditions stated on the permit, including the completion of the program study hours.

12.5 Other Specifications

12.5.1 All students and participants must strictly adhere to these policies and procedures. Any transgression by the participant of any LSBF Canada Program policies, procedures, host organization policies, procedures or related practices will result in the immediate expulsion of the participant from the Program and any future Internship Placements with no refund of fees. LSBF Canada reserves the right to pursue legal action or seek compensation in terms of damages from the student in extreme cases of policy transgression.

12.5.2. Students are required to pay the fee in full at the time application is submitted at the beginning of the semester

12.5.3 If a student wishes to apply for a refund, LSBF Canada"s Refund Policy applies (Please refer to Clauses 4 – 6 of the Terms & Conditions Policy).

12.5.4 Students who wish to defer their internship program must make an application for deferral at least fifteen (15) calendar days before the official start date of the Internship Program. The official start date of the Internship Program is the same date as the official start date of the session for which the student is enrolled in. Students have the option to defer only once and only to the next time in which it is offered. The option to defer is only applicable to ACCA students.

12.5.5 Students are only eligible to participate in the Technical Skills Course once per purchased Internship term. No refunds, transfers, or deferrals are available for Technical Skills Courses once a student registered and the courses have started.

12.5.6 LSBF Canada is not responsible for expenses from any third parties that students may be involved with during their time on an Internship Placement; including but not limited to; airfares or other travel or tour bookings; local transportation costs; accommodation bookings; insurance policies; staff uniforms, shoes or other equipment; union or other costs related to the host organization; fees for Study Permits or work permits.

13 LSBF PASS 1ST TIME GUARANTEE™ (FULL-TIME AND PART-TIME STUDENTS)

13.1 LSBF Pass 1st Time Guarantee™ ensures that in the event of failure in the paper, you will be able to attend a free re-sit course (for FULL TIME students), or a free revision class (for PART TIME students) at the next available sitting at no extra cost. Please note that the revision course will cover the failed paper and cannot be used for any other papers.

13.2 For students to be eligible for the Pass 1st Time Guarantee™ (i.e. an entitlement to a free re-sit course for the next semester), students must:

a. Attend 80% of the tuition classes;
b. Attend 100% of the revision classes;
c. Pass the mock test conducted by LSBF;
d. Submit 7 out of 9 completed assignments;;
e. Pay all course fees in full prior to sitting the first examination;
f. Attempt the real exam at the earliest available examination sitting;
g. In the event of failure, provide proof of that failure on the application for the retake course;
h. Claim the re-sit course under the Guarantee within two weeks of the results being published; and
i. Attend the re-sit course/class at the next examination sitting.

13.3 Students must comply with the above requirements. For the avoidance of doubt, students who do not comply with any one of the above requirements will NOT be eligible to take advantage of the Pass 1st Time Guarantee™.

13.4 **Students' attention is particularly drawn to the following**:

a. The re-sit course must be attended at the next examination sitting. After that point, the Pass 1st Time Guarantee™ will lapse. Students will not be able to take advantage of the Pass 1st Time Guarantee™ after the next examination sitting.
b. The Pass 1st Time Guarantee™ is not transferrable.
c. The Pass 1st Time Guarantee™ only applies to paid courses and once only in respect of each paid course; students cannot claim the Pass 1st Time Guarantee™ for a re-sit course.
d. LSBF Canada will not provide an official LOA and a Letter of Good Standing and assist in the extension of a Study Permit/TRV for students extending their Study Permit/TRV solely on the basis of ACCA re-sits.
e. LSBF Canada is permitted to change the condition of requirements for the Pass 1st Time Guarantee™ from one term to the next. Continuing students and new students will be notified before the beginning of the term via email and at the induction.

Declaration:
I have fully read, understood, and agree to comply with the LSBF Canada Terms and Conditions.
Date:
Signature:

Student ID - for office use only

London School of Business & Finance

Methods of payment and enrolment information

Please quote your name and student number as your reference when making a payment via both transfer and cheque. If you do not have a student number, please contact your consultant who will be able to provide you with it.

☐ I confirm that a transfer of $_____ has been made to LSBF Accounts as stated below:

Bank Name: Scotia Bank
Bank Address: 815 Teston Road, Vaughan, ON, L6A 4S9, Canada
Account Name: LSBF Canada
International Bank A/c No.: 782460016411
Routing Number: 026002532
Swift Code: NOSCCATT

☐ I enclose a banker's draft for $_____ made payable to " LSBF Canada "

☐ I enclose a cheque for $_____ made payable to " LSBF Canada "

☐ I authorise you to charge $_____ to my credit card.

Card type (please tick as appropriate)

VISA ☐ Maestro ☐ MasterCard ☐ VISA ELECTRON ☐ DELTA ☐ AMERICAN EXPRESS ☐

Credit/Debit card number: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
Issue no: (where applicable) __|

Valid From (where applicable): ___/___ Expires end: ___/___

Last 3 digits of security code on reverse of card:_____

Name of cardholder: _____

Address of cardholder:
_____

Signature of cardholder: _____

- ☐ I confirm that I have registered with ACCA or intend to register.
- ☐ I consent to the school providing my details to ACCA in order to ascertain exam pass rates.
- ☐ I have read full Terms and Conditions and agree to abide by them.
- ☐ I have completed all mandatory fields.

Students signature: _____ **Date:** ____/____/_____

☐ My employer is sponsoring me and I attached a letter confirming this (please tick if appropriate)

_____

LSBF MARKETING INFORMATION

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

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