Student ID - for office use only

London School of Business & Finance

Toronto Campus Enrolment Form | HND in Business 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/ hnd/

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)

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:
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.
- ☐

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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London School of Business & Finance

Course Selection

1. LIST OF PROGRAMS

HND Programs - *Select ONE only*

- ☐ HND in Business - Management Specialization
- ☐ HND in Business - Marketing Specialization

2. INTAKE SELECTION - Please select your intake of preference.

☐ June 2013 ☐ October 2013 ☐ December 2013 ☐ February 2014 ☐ April 2014

2. EDUCATION AND QUALIFICATIONS

a. 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
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

3. EMPLOYMENT HISTORY (if any)

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	Name & Address of Employer	Title of position and nature of duties

4. STATEMENT IN SUPPORT OF APPLICATION

Please write and attach a personal statement (not more than 100 words) including the following:

1. What do you aim to achieve with the HND program?
2. What are you career aspirations?

5. 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 non-associated third party. 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 Privacy Act.

a. LSBF is committed to ensuring that every student is as comfortable as possible during their time with us. Do you have any medical conditions that may require special examination arrangements?

☐ 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

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 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.

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).

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.ca.

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:

- 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 INTERNSHIP PLACEMENT PROGRAM

9.1 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.

9.2 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;
- Full payment of Fees; and
- A Signed Work Placement Policies and Procedures Form.

9.3 Placement Process

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

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

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

9.3.4 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.

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

9.3.6 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.

9.3.7 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.

9.3.8 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.

9.3.9 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.

9.3.10 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.

9.3.11 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.

9.4 Other Specifications

9.4.1 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 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.

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

9.4.3 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).

9.4.4 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.

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 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: ☐