

Student Application Form - International

143 Cecil Street, GB Building, #23-00, Singapore 069542 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

PART A: PROGRAMME & SCHOOL INFORMATION	√ DONE
School Information: Location, Facilities, Infrastructure, Accreditations, and Affiliations	
Course Information: Name of Award, Awarding Body, Course Structure, Intake, Duration, Modules, Outline, and Pathway	
Course Entry Requirements and Enrolment Process	
Counselling & Student Support Services	
PART B: INTERNATIONAL STUDENT	√ DONE
Student pass application, procedure, documents required, and rules & regulations governing the issuance of student pass	
Medical Check-up requirements	
Advice on personal & medical insurance, and healthcare services in Singapore	
Singapore: Information on living cost including accommodation, immigration rules and relevant laws of Singapore	
Please take note that the admission into the registered program is strictly subject to your student’s pass approval*, payment of study expenses and meeting the programme entry requirements. LSBF will submit the student’s pass application on your behalf and you will be informed of the outcome in due course. <i>*Student’s pass approval is at the sole discretion of Immigration & Checkpoints Authority of Singapore (ICA) which is out of school jurisdiction.</i>	
PART C: FEES PAYABLE AND PAYMENT METHODS	√ DONE
Tuition fees, Non-tuition fees, and any other relevant fess payable to London School of Business and Finance (LSBF), Singapore	
Payment modes and Methods acceptable, instalment plans where applicable, and that all payments must be made to LSBF only	
Advisory Note and Student Contract has to be signed and dated before the payment can be made	
PART D: STUDENT CONTRACT AND FEE PROTECTION SCHEME	√ DONE
Terms & Conditions stated in the student contract have been explained and fully understood by the student.	
The Fee Protection Scheme (FPS) that LSBF has in place for students. Students enrolled into LSBF are covered under LONPAC insurance.	
FPS covers only tuition fee excluding GST. A copy of Certificate of Insurance (COI) will be sent to the students.	
PART E: MEDICAL INSURANCE DECLARATION	√ DONE
Student has been briefed on the Medical Insurance requirements and it has been fully understood by student.	
Student is aware that all international students (without exemptions) are required to buy Medical Insurance coverage with LSBF.	
PART F: Skills Future Singapore (SSG)	√ DONE
Student has been briefed about SSG. SSG is a statutory board empowered with a legislative power to regulate Private Education Sector.	
For more information, please visit the SSG website at https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)	
PART G: WITHDRAWAL / REFUND / TRANSFER POLICY AND PROCEDURE	√ DONE
LSBF Refund Policy and Procedure have been explained and fully understood by the student	
LSBF Transfer / Withdrawal Policy and Procedure have been explained and fully understood by the student	
For more detailed information on Withdrawal/ Refund/ Transfer Policy and Procedure, please visit LSBF website at: https://www.lsbf.edu.sg/students/student-services/withdrawal-transfer-refunds/	

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

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Please note that incomplete information for any of the fields below will result in delay / non-processing of this application

SECTION 1 - PERSONAL INFORMATION (all fields are **COMPULSORY** and **MUST** be completed in **BLOCK** Letters)

Foreign Identification No. (FIN) (if applicable)		Malaysian ID No. (if applicable)	
Full Name as in Passport (Please underline surname)			Name in Chinese Character (if applicable)
Alias (if any)		Date of Birth (DD / MM / YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Race	Religion	Nationality	Province / State & Country of Birth
Expiry Date of Employment / Dependent's pass, if any (DD / MM / YYYY)	Occupation	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Windowed	
Passport Number	Country of Issue	Place of Issue	
Passport – Issue Date (DD / MM / YYYY)	Passport – Expiry Date (DD / MM / YYYY)	Birth Certificate No.:	
Course Applied for	Course Start Date	Course End Date	
E-mail			
Parents Residential Status (Only applicable if parents live in Singapore)			Guardian (Compulsory for students below 18 years)
Father <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others		NRIC / FIN No.	EMAIL
Mother <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others		NRIC / FIN No.	MOBILE NUMBER
Residential Address in Singapore			Postal Code
			Telephone
Have you resided in any country for one year or more during the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please list the countries in which applicant has resided for one year or more during the last 5 years:			
COUNTRY	ADDRESS	Period of Stay	
		FROM (MM / YYYY)	TO (MM / YYYY)
Residential Address (Overseas)			Postal Code
			Telephone Number
IN CASE OF EMERGENCY, Please contact	Name: -		
	Relation with student: -		
	Phone number (With country code and area code): -		
*ANTECEDENT			
Have you ever been refused entry into or deported from any country, including Singapore? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted in a court of law in any country, including Singapore? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been prohibited from entering Singapore? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever entered Singapore using a different passport or name? <input type="checkbox"/> Yes <input type="checkbox"/> No			
*If any of the answer is "YES", please furnish details on a separate sheet of paper.			

SECTION 2 - ADDITIONAL INFORMATION FOR STUDENT PASS APPLICATION

Part A – APPLICANT’ S NATURAL PARENTS AND / OR STEP PARENTS

Full Name (As per Passport)	Relationship (Eg. Step father / Father / Mother)	Date of Birth (DD/MM/YYYY)	Nationality	Resident Status in Singapore (If not living in Singapore, please write “ NA”)	NRIC / FIN No. (If not living in Singapore, please write “ NA”)	Occupation

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Part B – APPLICANT’ S SPOUSE (if applicable)

Full Name (As per Passport)	Relationship (Eg. Husband / Wife)	Date of Birth (DD/MM/YYYY)	Nationality	Resident Status in Singapore (If not living in Singapore, please write “ NA”)	NRIC / FIN No. (If not living in Singapore, please write “ NA”)	Occupation

Part C – APPLICANT’ S SIBLINGS (if applicable)

Full Name (As per Passport)	Relationship (Eg. Brother / Sister)	Date of Birth (DD/MM/YYYY)	Nationality	Resident Status in Singapore (If not living in Singapore, please write “ NA”)	NRIC / FIN No. (If not living in Singapore, please write “ NA”)

SECTION 3 – APPLICANTS EDUCATIONAL BACKGROUND (In Chronological Order from Secondary / High School)

Name of Schools / Colleges / Universities Attended	Country	State or Province	Language of Instruction	Period of Study		Qualification Obtained	Educational Certificate Number
				From (DD/MM/YYYY)	To (DD/MM/YYYY)		

Obtained a pass in English? Yes No

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SECTION 4 – APPLICANTS EMPLOYMENT HISTORY (In Chronological Order – If applicable)

Name of Companies	Country	Period of Employment		Position Held	Nature of Duties
		From (DD/MM/YYYY)	To (DD/MM/YYYY)		

SECTION 5 – APPLICANTS FINANCIAL SUPPORT DETAILS (To be completed by Applicants from VISA required countries only)

Applicant	Average Monthly Income for past 6 months:		Applicants Spouse	Average Monthly Income for past 6 months:	
	SGD	Local Currency		SGD	Local Currency
Applicants Father	Current Savings (e.g. Fixed Deposits in Local Currency)	SGD	Applicants Mother	Current Savings (e.g. Fixed Deposits in Local Currency)	SGD
	Average Monthly Income for past 6 months:	SGD		Average Monthly Income for past 6 months:	SGD
Other financial supports from Other family members:	Current Savings (e.g. Fixed Deposits in Local Currency)	SGD		Current Savings (e.g. Fixed Deposits in Local Currency)	SGD
	Average Monthly Income for past 6 months:	SGD		Average Monthly Income for past 6 months:	SGD

Yes No **(If yes, please furnish details on a separate sheet)**

DOCUMENT CHECKLIST:

- Completed Application Form
- Copy of International Passport (page with personal details)
- Passport Size photograph with WHITE background (Attach with this application form)
- Certified copies of Educational Documents (Transcript and Certificate)
- Certified true copy of Birth Certificate
- Proof of English Language Proficiency (if applicable)
- Proof of Work experience (if applicable)
- Bank Statement / letter (For visa required countries only)
- Application fee of S\$350.00 (inclusive of GST; non-refundable)



***All documents submitted needs to be in English language. Please provide the original non-translated and translated documents during submission.**

Confidentiality Clause: All personal data and information provided by the students to the college shall be kept strictly confidential and used solely for communicating with student. Every effort shall be made to ensure that the integrity of personal particulars and confidential information entrusted to the institute is not disclosed unless required to by government authorities.

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 polices and procedure explained during pre-course counselling and signing of student contract (if applicable).

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\$50 (exclude 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 _____

Declaration by Applicant:

- I hereby declare that all the particulars furnished by me in this application are true and correct.
- I undertake not to study without a student's pass.
- I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.
- I undertake to comply with the provisions of the Immigration Act and any regulations made there under or any statutory modification or re-enactment thereof for the time being in force in Singapore.
- I undertake note to be involved in any criminal offences in Singapore.
- I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued.
- I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.
- I understand that if Controller of Immigration is satisfied that I or any member if my family breaches this undertaking or becomes undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of my family members, and we may be required to leave Singapore within 24 hours of such cancellation.
- I give my consent for your department to obtain and verify information from or with any course, as you deem appropriate for the assessment of this application.
- 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 agree that LSBF may use my quotes, photograph and/ or my name for any advertisements, brochures or promotional activities for the school.

- I have read and agreed to all the declarations above.

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 _____

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Payment mode

1. Cheques / Bank drafts - To be made payable to “**London School of Business & Finance Pte Ltd**”
2. 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:	12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3, Singapore 018982
SWIFT Code:	DBSSSGSG
Branch Code:	003
Bank Code:	7171

3. Online payment; please go to <https://lsbf.edu.sg/online-payment-portal> to make payment.

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).

FOR OFFICIAL USE ONLY
Admission Officer

Approved by HEAD OF DEPARTMENT

Date

Date

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