

Student Application Form- Local

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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: FEES PAYABLE AND PAYMENT METHODS	√ DONE
Tuition fees, Non-tuition fees, and any other relevant fees 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 C: 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 D: MEDICAL INSURANCE DECLARATION	√ DONE
Student has been briefed on the SSG Medical Insurance requirements and it has been fully understood by student.	
Student has been briefed on the exemptions from Medical Insurance and will be required to sign the declaration.	
PART E: SKILLSFUTURE SINGAPORE (SSG)	√ DONE
Student has been briefed about SSG. SkillsFuture Singapore (SSG) drives and coordinates the implementation of the national SkillsFuture movement, promotes a culture and holistic system of lifelong learning through the pursuit of skills mastery, and strengthens the ecosystem of quality education and training in Singapore.	
For more information, please visit the SSG website at https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)	
PART F: 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: Withdrawal, Transfer & Refunds LSBF Singapore Campus	
Declaration – Student / Parent or Guardian (if student is below legal age)	Declaration – LSBF Staff
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: _____

Declaration by Applicant:

- I hereby agree that LSBF may disclose my personal data to academic and administration staff... I hereby agree that LSBF may use my quotes, photograph and/ or my name for any advertisements... I hereby consent to allow LSBF and its representatives to contact me for providing marketing and promotional information... SMS / MMS / Text Phone call Email

Date _____

Student's Signature _____

Table with 6 columns: About Your Education Consultant, 5 Strongly Agree, 4 Agree, 3 Neutral, 2 Disagree, 1 Strongly Disagree. Rows include: Education Consultant explained to me of the fees payable for the course thoroughly, Education Consultant was knowledgeable about the course details, I am satisfied with the pre-course counselling given to me.

FOR OFFICIAL USE ONLY

Admission Officer

Approved by HEAD OF DEPARTMENT

Date

Date

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