

Enrolment ID _____



12-20 Camomile Street London EC3A 7PT
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Email: training@londonsam.org.uk
www.londonsam.org.uk

*3 Photographs
Required*



PERSONAL DETAILS - PLEASE COMPLETE IN BLOCK CAPITALS

MR/MRS/MS FIRST NAME(S) _____ SURNAME _____

ADDRESS _____

POST CODE _____ DATE OF BIRTH _____

TELEPHONE: _____ FAX: _____

MOBILE/CELLPHONE: _____ NATIONALITY _____

EMAIL: _____ ACCA NO: _____

PASSPORT NO: _____ DATE VISA EXPIRES: _____

EMERGENCY CONTACT: NAME _____ TELEPHONE: _____

HOW DID YOU HEAR ABOUT LONDONSAM? MAILSHOT PASS PQ WEBSITE FRIEND: NAME FRIEND MUST BE PROVIDED AT TIME OF REGISTRATION _____

ARE YOU AN EXISTING STUDENT OF LondonSAM? YES NO IF YES STUDENT ID _____

DISABILITY (IF ANY): _____

Part Time / Sponsored Student

Company Name: **SPONSORED STUDENT ONLY** _____

Contact Person: _____

Address: _____

Contact No: YES NO Purchase Order: _____

For official only:

Book Voucher Details & Comments:

ACCA COURSES	EVENING			WEEKEND			WEEKEND REVISION	
	NORMAL FEES	REDUCED FEES		NORMAL FEES	REDUCED FEES		NORMAL FEES	
FUNDAMENTAL KNOWLEDGE	REVISION COURSES WILL BE INCLUDED IN THE FULL TIME COURSES							
F1 Accountant in Business	SPECIAL PROMOTION £995 - <input type="checkbox"/> FOR F1, F2 AND F3 OR £365 EACH F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 <input type="checkbox"/>						N/A	
F2 Management Accounting							N/A	
F3 Financial Accounting							N/A	
FUNDAMENTAL SKILLS	START 1st MAR 2010			START 7th MAR 2010				
F4 Corporate & Business Law	525	395	<input type="checkbox"/>	525	395	<input type="checkbox"/>	149	<input type="checkbox"/>
F5 Performance Management	525	395	<input type="checkbox"/>	525	395	<input type="checkbox"/>	149	<input type="checkbox"/>
F6 Taxation	525	395	<input type="checkbox"/>	525	395	<input type="checkbox"/>	149	<input type="checkbox"/>
F7 Financial Reporting	525	395	<input type="checkbox"/>	525	395	<input type="checkbox"/>	149	<input type="checkbox"/>
F8 Audit & Assurance	525	395	<input type="checkbox"/>	525	395	<input type="checkbox"/>	149	<input type="checkbox"/>
F9 Financial Management	525	395	<input type="checkbox"/>	525	395	<input type="checkbox"/>	149	<input type="checkbox"/>
PROFESSIONAL ESSENTIALS	START 1st MAR 2010			START 7th MAR 2010				
P1 Professional Accountant	545	400	<input type="checkbox"/>	525	400	<input type="checkbox"/>	149	<input type="checkbox"/>
P2 Corporate Reporting	545	400	<input type="checkbox"/>	525	400	<input type="checkbox"/>	149	<input type="checkbox"/>
P3 Business Analysis	545	400	<input type="checkbox"/>	525	400	<input type="checkbox"/>	149	<input type="checkbox"/>
PROFESSIONAL Optional - (Any 2 Papers)	START 1st MAR 2010			START 7th MAR 2010				
P4 Advance Financial Mgt	545	400	<input type="checkbox"/>	545	400	<input type="checkbox"/>	149	<input type="checkbox"/>
P5 Advanced Performance Mgt	545	400	<input type="checkbox"/>	545	400	<input type="checkbox"/>	149	<input type="checkbox"/>
P6 Advanced Taxation	545	400	<input type="checkbox"/>	545	400	<input type="checkbox"/>	149	<input type="checkbox"/>
P7 Advanced Audit & Assurance	545	400	<input type="checkbox"/>	545	400	<input type="checkbox"/>	149	<input type="checkbox"/>
OXFORD BROOKES	650	500	<input type="checkbox"/>	650	500	<input type="checkbox"/>		

GET 50% OFF REVISION COURSE BOOK REVISION TOGETHER

JAN 10 TO JUN 10	JUL 10 TO DEC 10	JAN 11 TO JUN 11	JUL 11 TO DEC 11
PAPERS:	PAPERS:	PAPERS:	PAPERS:

Course Assessment Check list (Compulsory)	Completed: Details
Passport PhotoCopies (Including British Nationals)	<input type="checkbox"/>
Qualifications PhotoCopies	<input type="checkbox"/>
Results Statements PhotoCopies	<input type="checkbox"/>

Qualifications verified by: _____ Date: _____ Sign: _____

General Policy

1. The Management reserves the right to alter timetables and teaching staff where necessary, revision classes may be conducted by a different tutor.
2. The Management reserves the right to provide any of the examination bodies or other authorised bodies with relevant information relating to a student on request.
3. The Management reserves the right to use both the names and photographs of both existing and previous students in LondonSAM's publications and any promotional material.
4. The Management reserves the right to dismiss any student from a course at any stage owing to persistent lateness, absenteeism, failure to comply with tutorial requirements or Health & Safety regulations, inappropriate behaviour or that deemed detrimental to LondonSAM's staff or to other students, including abusive language and non payment of fees In such circumstances the college will not refund any fees.
5. Introduce a Friend" offer is only valid if the name of friend is included at the time of registration only & subject to friend paying full fees.
6. Fees cannot be deferred to a different period under any circumstances.

Fee Policy

1. Fees include VAT and study materials where applicable. Invoiced Fees are payable after 14 Days.
2. Fees cannot be deferred or transferred to another named student.
3. LondonSAM reserves the right to vary its fees at any time. Students are, however, required to pay for their own revision kit, exam fees, registration fees with the professional bodies, we are only tuition providers.
4. Enrolment for the course, together with the payment of deposit/full fee, creates a binding agreement, for the duration of the course and is non refundable under any circumstances..
5. It is the responsibility of the student named above to make sure the payment are made on time as the management would not send any reminder to the individual.
6. You must make sure that the payments are made before you travel for holidays.
7. Any type of deposits for whatever purposes are non-refundable, and cannot be transferred to later start dates, to other students or to other courses.
8. Dishonoured cheques or standing order facilities cancelled will incur a charge of £100 to cover bank charges and administration costs and the management reserve the right to forward your name to relevant institution or credit agencies.
9. Payment cannot be cancelled or deferred once a course has been booked and the total course fees will remain payable.

Refund Policy

1. If a student requests to cancel the course for any reason, the following conditions will apply:
 - a) If for any reason a course is cancelled, students will be offered an alternative course, & there will be an administration charge of £350.
 - b) If students change their course of study no refunds will be given where the revised course involves fewer subjects or lower fees.
 - c) Cancellation will only be accepted only two prior to the start of the course and need to be made in writing.
2. We also reserve the right to suspend or dismiss any student without refund of fees in the event of misconduct or unsatisfactory attendance / progress.
3. The college reserves the rights to cancel any course if the number of students enrol on any particular course is low. We will suggest an alternative course deemed appropriate, if not the college will refund full fees.

Attendance Policy

1. To maintain attendance throughout the duration of their course, students are advised that the college is obliged to comply with ACCA Gold status regulations might send your details to ACCA, CIMA and AAT.
2. The college will also send marked script if relevant professional bodies do request these.
3. We are required by law to record your attendance and supply any or all details when requested by any Law Enforcement agency in the UK.

For further terms and conditions please refer to our college website & notice boards where applicable.

FEES & PAYMENTS

FEES:		PAYMENTS	
AGREED FEES	£	TYPES	
PART PAYMENT CHARGE	£ 50.00	CARD NO:	
SUB TOTAL	£	VALID DATE	
LESS DEPOSIT	£	EXP DATE	
TOTAL PAYABLE	£	3 DIGITS SECURITY CODES	

FOR INSTALMENT			
APPROVED BY		Date of 1st Instalment	
INSTALMENT FORM COMPLETED & CHECKED	<input type="checkbox"/> <i>Ensure that terms and conditions are read to Students</i>	Date of Last Instalment	

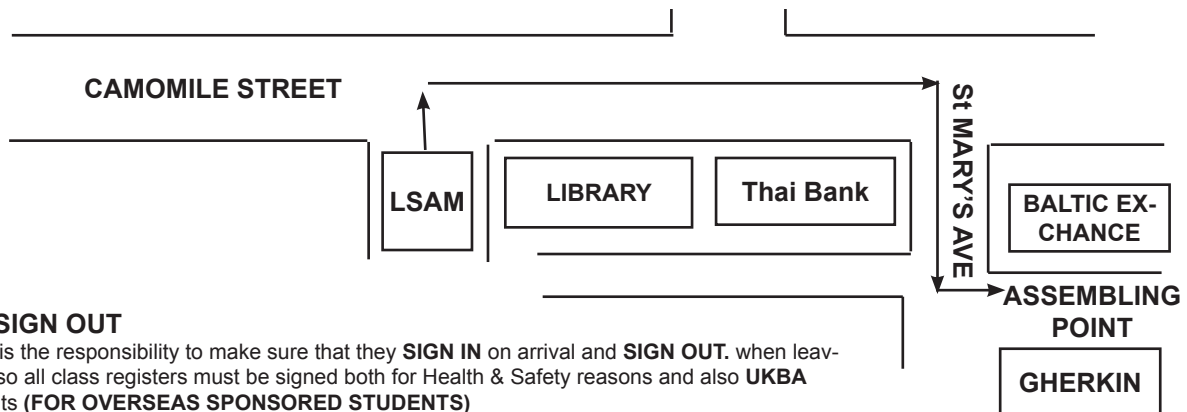
- I confirm that I am a registered student of the relevant examining body. (If not confirm eligibility _____)
- I consent to LondonSAM Ltd. to provide my details to the relevant examining body to ascertain exam pass rates.
- I understand that if I default in any of the above due payment dates then legal action will be taken against me. I also understand that if I decide to change the due dates originally agreed for whatever reason the college has a right to charge my account by £100
- I authorise LondonSAM to use my photograph & details in publicity material.
- I confirm that I have read and understood all the terms & conditions including every section of this application form.

Local Education Authority Do you have any Disability/Special needs? If Yes, please specify your requirement/needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Criminal Convictions Do you have any Criminal Convictions? For Health & Social programmes any criminal convictions including spent sentences and cautions must be declared. <input type="checkbox"/> Yes <input type="checkbox"/> No
For further guidance please contact the Admission Unit.	

HEALTH AND SAFETY REQUIREMENTS

Fire Drills and Alarms

Please note that in the event of fire all students must evacuate the buildings by stairs in an orderly and quiet manner. Please **DO NOT STOP** to collect any of your belongings or stop on the stair well but keep going and assemble outside the **BALTIC EXCHANGE** and the **GHERKIN** on ST Mary Axe Road. **DO NOT USE THE LIFT!!!**



SIGN IN AND SIGN OUT

Please note that it is the responsibility to make sure that they **SIGN IN** on arrival and **SIGN OUT** when leaving the building. Also all class registers must be signed both for Health & Safety reasons and also **UKBA Tier 4 Requirements (FOR OVERSEAS SPONSORED STUDENTS)**

STUDENT NAME	SIGNATURE	DATE
STAFF NAME	SIGNATURE	DATE