

LBA PROSPECTUS 2009 - 2010

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Whilst every effort has been made to ensure that the information contained in this prospectus is accurate at the date of publication (August 2009), all matters that it covers are subject to change from time to time both before and after a student has registered. In particular, information about the structure and contents of programmes is subject to confirmation in the Regulations and, as a result, registered students should refer to these.

LBA does not intend by publication of this prospectus to create any contractual or legal relationship with any applicants or registered students, their advisors or any other persons.

The information on our website (www.londonacad.co.uk) is updated periodically.

WELCOME

from the Principal of the
London Business Academy

Today's world of employment presents many challenges for career planning. You will be thinking about the qualifications needed to broaden or deepen your knowledge and skills. You will probably be thinking of the necessity to give yourself the best chance for recognition and development at work. At the London Business Academy we are focussed on offering you the right courses to achieve this with our excellent and professional tuition towards globally recognised qualifications. There is more to consider however.

More than ever, companies readily change the size of their workforce to maintain their competitive position and margins. So you may need to consider how to compete with other employees for positions or how to change career tracks to make the most of new opportunities or how to cope with being 'downsized'.

At the London Business Academy we believe that your time with us must also provide opportunity to develop your personal leadership skills and values that will prepare you for changes like these. We believe that you must be able to work in an environment that encourages creativity and innovation, working and learning together and, of course, having fun. That is what we do for ourselves and that is what we do for our students.

Our goal is achieved when you leave the academy not only qualified but confident in your capabilities and clear about your goals, ready to manage the challenges that your career will face. I have been impressed by the professionalism, enthusiasm and imagination of the team at the academy and also their commitment to this vision. They have put together an exciting strategy for growth and expansion; there are plans to introduce a new MBA programme aimed at niche and unique business areas.

I am delighted and proud to represent the London Business Academy and I look forward to welcoming you to your course of study and to seeing you achieve your potential with us and beyond.

principal@londonacad.co.uk



LBA'S ETHOS



At The London Business Academy, we teach globally recognised qualifications to students from all around the world.

The London Business Academy's mission is to ensure that it becomes a leader in the provision of high quality academic programmes that enable students to attain globally recognised qualifications.

At LBA we assist individuals in acquiring the knowledge, attitudes and skills needed to be productive and responsible citizens in the global economy. With this aim, the Academy is committed to inspiring the development of ethical values and offering opportunities for hands-on learning.

Contact us

Admissions office
London Business Academy
3-4 Wellington Terrace- Turnpike Lane, London N8 0PX
Tel: +44 (0) 20 8365 7774 - Fax: +44 (0) 20 8365 7773

Email: admissions@londonacad.co.uk
www.londonacad.co.uk

The website (www.londonacad.co.uk) contains information for students seeking:

Information about our application and admissions process

Information about our airport pick-up service for International students arriving at Heathrow or Gatwick

What students need to be aware of once they arrive in London (health, driving, living costs, etc...)
Access to our Intranet resources

Course information for all our business, accountancy, technology and law courses

Information about accommodation

Where to go for restaurants, theatres, bookshops, etc... within the vicinity of the Academy

And, much, much, more

Equal Opportunities Policy

The London Business Academy is committed to equal opportunities for all. We aim to ensure that no present or prospective student or staff member receives less favourable treatment than any other on grounds of any condition or status not directly affecting study or work. In fulfilment of this aim, we seek to create an open and supportive environment which is free from unlawful or other unfair discrimination, and which encourages all staff and students to participate fully in LBA's activities. As part of our equal opportunities policy, we are committed to improving support for students with special needs.

GLOBAL REACH

Students at the London Business Academy can expect the following facilities and services:

- International Student population
- Superb location in London
- Excellent IT facilities
- Cosmopolitan Surroundings
- Help in finding temporary work
- Accommodation
- Airport pick-up service
- Multi-lingual staff members
- Revision classes
- Competitive tuition fees
- Monthly social events
- Modern teaching facilities
- Student Intranet
- Library facilities
- Free broadband Internet access
- Student support
- Small tutorials groups
- Partnerships with employers
- Personal skills tuition
- Help with legal matters
- Flexible programmes

Overview of the Academy

LBA is an independent, co-educational college with courses in Business, Accounting, Management, Information Technology and Law. In addition, we also offer professional programmes.

We aim to become a premier provider of professional education in the private sector in London. Today, as throughout its history, the Academy encourages its students and graduates to be more and do more - for themselves and others. The Academy offers a foundation for life.



The Academy's Mission

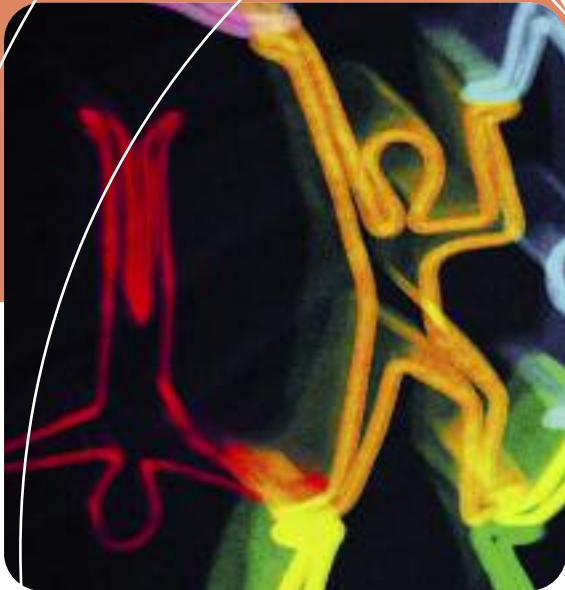
We serve the wider community by inspiring and educating students. We emphasize a comprehensive educational programme committed to high academic standards. We serve all our students without regard to race, colour or religion.

Location: An inspiring environment

We are located in Wood Green. The nearest London underground stations are: Turnpike Lane and Wood Green.

Within walking distance, students will be in the hub of one of the most bustling and cosmopolitan premier cities in the world; offering access to some of London's largest cinemas, theatres, restaurants, fitness clubs, bookshops and internet cafés.

THE COURSES



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ACCESS ROUTE

Who is it for?

If you would like to enrol in a degree in Economics, Management, Finance or the Social Sciences but do not satisfy the normal entry requirements, you may enrol in the Access Route which will help you attain the qualifications required to start an undergraduate degree. You will have to pass two units before you will be allowed to transfer your registration to the degree programme.

Entry requirements

To be eligible for the Access route, you must:

- Be 17 years old before 1 September in the year you first register with the University
- Have passed at grade C or above in at least four separate subjects at GCSE/GCE 'O' Level, or the equivalent
- have reached a level of competence in Mathematics at least equivalent to a pass at GCSE/GCE 'O' Level in a Mathematical subject at grade C or above
- provide proof of your competence in English.

Application Deadlines

- 17 September if you are resident outside the EU
- 17 October if you are resident within the EU

Examinations

Examinations are usually held in May or June each year. LBA will help you register with the University of London as an external student and as part of this registration you will be automatically entered for your examination. Please refer to the University of London External Programme prospectus for further details.

You need to pass the following 2 units:

- Introduction to economics
- Principles of Sociology



ATTENDANCE AND FEES

Attendance

Full-time - typically one year

Fees

£4,000 (UK sterling)

Admissions office

For more information please contact the London Business Academy,
3-4 Wellington Terrace- Turpike Lane, London N8 0PX
Tel: +44 (0) 20 8365 7774 - Fax: +44 (0) 20 8365 7773

admissions@londonacad.co.uk - www.londonacad.co.uk

THE BUSINESS SCHOOL

BSc Business



Who is it for?

If you wish to work in the areas of management consultancy, banking, accountancy and general management, this degree provides a solid understanding of the different functional areas of business, helps you develop excellent analytical skills and provides a good foundation for a career in management. This degree combines established core management subjects with contemporary business subjects, giving you the opportunity to gain a thorough grounding for a career in business.

Entry Requirements

To be eligible for the BSc Business degree, you must:

- Be at least 17 years old and
- Have passes in either two subjects at GCE 'A' level, plus at least three further subjects at GCSE/GCE 'O' level at Grade C or above or
- three subjects at GCE 'A' level (with one 'A' level at not less than Grade D) or
- three subjects at GCE 'A' level and one further subject at GCSE/GCE 'O' level at Grade C or above or
- two subjects at GCE 'A' level, plus two further subjects at GCE 'AS' level and
- Have reached a level of competence in Mathematics at least equivalent to a pass at GCSE/GCE 'O' Level at grade C or above and
- Provide proof of your competence in English

which is acceptable to the University of London.

Note: You may also gain admission into this degree by first studying the Access Route. If you are unable to access the links above for further details or information, please contact our admissions office and we will be happy to assist you further.

Examinations

Examinations are held in May and June each year. The following 12 subjects must be completed in order to qualify for the degree. Before you study a unit, you must satisfy the prerequisites (The prerequisites must be passed before the unit can be taken). Prerequisites are shown in *italic text in brackets*.

Year 1

1. 02 Introduction to economics
2. 04a Statistics 1 (half unit) and 05a Mathematics 1 (half unit)
3. 21 Principles of sociology
4. 25 Principles of accounting

Year 2

5. 107 Introduction to business and management
6. 141 Principles of marketing (*02 or 21*)
7. 59 Financial management (*25*)
8. 136 Information systems and organisations

Year 3

9. 75 Human resource management
10. 97 Management accounting (*25*)
11. 62 Information systems development and management (*136*)
12. 28 Managerial economics (*02+05a*)

Attendance and fees

Attendance

Full-time - typically three years

Fees

5,250 (UK sterling) per annum

Admissions office

For more information please contact the London Business Academy,
3-4 Wellington Terrace- Turnpike Lane, London N8 0PX
Tel: +44 (0) 20 8365 7774 - Fax: +44 (0) 20 8365 7773

admissions@londonacad.co.uk
www.londonacad.co.uk

THE BUSINESS SCHOOL

The MBA Programme

Who is it for?

We currently offer a Postgraduate Diploma in Business Management which is accredited by the ABE. Most Universities in the UK will accept this PGD for entry into their MBA Programmes. We are currently working with a number of Universities to offer their MBA Programmes at our campus. Please refer to our website for updates.

The PGD is an ideal progression route for those who:

- * are currently studying professional qualifications and wish to proceed to a Masters degree in business/management
- * have a related Honours degree but wish to proceed to a Masters level business/management qualification
- * are in employment, at managerial level, and wish to achieve a Masters level qualification

Entry Requirements

A student must fulfill at least one of the following criteria to be allowed entry to the programme:

- Possession of the ABE's Advanced Diploma in Business Management or Business Administration
- Possession of an honours degree in a related subject
- Five years senior management experience

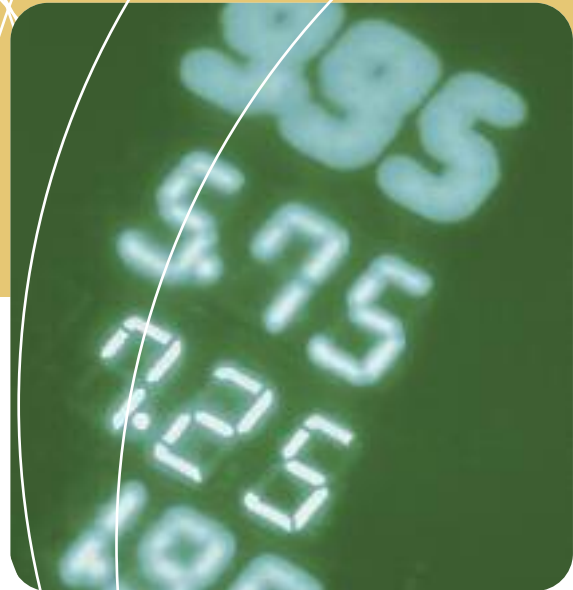
Examinations

The Postgraduate Diploma comprises five units:

- Strategic Business Management and Planning
- Organisational Resource Management
- Management of Financial Resources and Performance
- Leadership and Change Management
- Corporate Management in Action (integrative case study assessment)

Each unit requires two pieces of assessed work which carry equal weighting:

- an examination (marked externally by ABE); and
- an assignment (marked internally by the college and moderated by ABE)



Attendance and fees

Attendance

Full-time - typically three years

Fees

5,250 (UK sterling) per annum

Admissions office

For more information please contact the London Business Academy,
3-4 Wellington Terrace- Turnpike Lane, London N8 0PX
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SCHOOL OF INFORMATION TECHNOLOGY

BSc Computing and Information Systems



The BSc Computing and Information Systems is under the academic direction of the Department of Computing at Goldsmiths. The Department is a leading centre in the UK for the study of Arts and Music Computing, Cognitive Computing and Artificial Intelligence, and Computer Science.

Who is it for?

If you wish to learn how to develop systems that can grow to meet new and changing needs in modern business environments and in arts, media and cultural applications, this is the right degree for you. This degree will prepare you for a variety of careers, including Systems Analyst, Systems Designer, Application Programmer and IT Consultant.

Entrance Requirements

To be eligible for the BSc Computing and Information Systems degree, you must:

- Be at least 17 years old and
- Have passes in either two subjects at GCE 'A' level plus at least three further subjects at GCSE/GCE 'O' level (at not less than grade C or a 'pass' if taken prior to 1975) or
- three subjects at GCE 'A' level (with one 'A' level at not less than grade D) or
- three subjects at GCE 'A' level, plus one further subject at GCSE/GCE 'O' level (at not less than grade C) or

- two subjects at GCE 'A' Level and two further subjects at GCE 'AS' Level and
- Have reached a level of competence in Mathematics at least equivalent to a pass at GCSE/GCE 'AS' Level in a Mathematical subject and
- Provide proof of your competence in English which is acceptable to the University of London.

Application Deadlines

17 September if you are resident outside the EU
17 October if you are resident within the EU

Examinations

Examinations are usually held in May/June each year. Each unit is assessed by unseen written examination and coursework. A project must also be taken to complete the BSc degree.

In order to obtain qualify for the degree, 12 units (11 units plus the compulsory project) must be completed:

Level 1

Four compulsory units

Mathematics for computing

Information systems: foundations of e-business

Introduction to Java and object-oriented programming

Introduction to computing and the internet

Level 2

Four compulsory units

Database systems

Programming: advanced topics and techniques

Data communications and enterprise networking

Software engineering, algorithm design and analysis

Level 3

Six half units (equivalent to three full units)

Software engineering management

Human computer interaction

Information systems management

Electronic commerce

Computer security

Decision support and executive information systems

PLUS a compulsory project

Project

Attendance and fees

Full-time - typically three years

5,250 (UK sterling) per annum

For more information please contact

admissions@londonacad.co.uk

www.londonacad.co.uk

FACULTY OF LAWS

Bachelor of Laws (LLB)

The academic direction of the LLB is provided by a consortium of outstanding University of London Law Schools - Birkbeck, King's, LSE, Queen Mary, School of Oriental and African Studies and UCL. Upon graduation you will be joining a distinguished group of solicitors, barristers and judges around the world who began their careers by obtaining their law degree through the External System.

Who is it for?

This degree is of particular interest if you wish to enter the legal profession, or develop your career in a legal or law related direction.

Professional recognition and Training for Legal Practice

Training for legal practice involves 'academic' and 'vocational' stages. Holding a Qualifying Law Degree fulfils the academic requirements and enables students to proceed to the vocational stage of training for legal practice in England & Wales. Students seeking a Qualifying Law Degree will need to demonstrate explicitly their attainment of legal research and other skills. This will involve a number of features, including answering special examination questions and completing, by the end of their studies, a Laws Skills Portfolio. Students seeking a QLD must also undertake the online legal research exercises provided by the Programme.

Entrance requirements

To be eligible for the LLB degree, you must:

- Be at least 17 years old and
- either two subjects at GCE 'A' level and at least three further subjects at GCSE/GCE 'O' level (at not less than grade C or a 'pass' if taken prior to 1975)
- or three subjects at GCE 'A' level (with one 'A' level at not less than Grade D)
- or three subjects at GCE 'A' level and one further subject at GCSE/GCE 'O' level at Grade C or above
- or two subjects at GCE 'A' level, plus two further subjects at GCE 'AS' level

Examinations

Examinations are usually held in May or June each year. Each full-unit is assessed by one three hour written examination.

You will need to complete 12 subjects in 3 stages in order to qualify for the degree. Please note the following regarding the structure:

Students wishing to obtain a Qualifying law Degree are advised that the Dissertation option is a highly effective way of undertaking a major research activity that can demonstrate many



of the core skills and build your Laws Skills Portfolio. This would be Laws Skills Pathway 1. Alternatively, Laws Skills Pathway 2 involves a separate research project as a basis for completing the Laws Skills Portfolio.

First Year

Common law reasoning and institutions, Criminal law, Elements of the law of contract, Public law

Second Year

Land law, Law of tort, Law of trusts, Civil and criminal procedure

Final Year

Jurisprudence and legal theory, Commercial law, EU law

Skills Pathway One (Dissertation) (to enable you to obtain a Qualifying Law Degree in England and Wales)

Skills Pathway Two (Research and Essay) (to enable you to obtain a Qualifying Law Degree in England and Wales)

*Students can choose either Skills Pathway 1 or Skills Pathway 2 in order to obtain a Qualifying Law Degree

Attendance and fees

Full-time - typically three years

5,250 (UK sterling) per annum

For more information please contact

admissions@londonacad.co.uk

www.londonacad.co.uk

FACULTY OF ACCOUNTING

ACCA



Who is it for?

The ACCA is recognised as a provider of international qualifications – a reputation which stems from ACCA being the first body to examine in international accounting standards, now increasingly a requirement for financial reporting. Multinational organisations also recognise the value of having accountants and finance professionals trained to consistently high standards in all their operations.

Entry requirements

You must be accepted as registered students by the ACCA. Minimum requirements are normally two A Levels and three GCSEs including Mathematics and English, although alternative qualifications are accepted. The exemptions given are dependent upon further qualifications e.g. non-relevant degree, HND or relevant degree.

Mature students may enter under the Mature Students Entry Route with no formal qualifications.

Examination

In order to gain the ACCA professional qualification students are required to pass 14 exams, 9 of which are eligible for exemption.

The qualification is made up of the Fundamentals Knowledge Module (Papers F1-F3), the Fundamentals Skills Module (Papers F4-F9) and the Professional

Module (Essential Papers P1-P3 and two Option Papers from P4-P7).

Students must pass or be exempt from the papers in the Knowledge Module before progression to the Skills Module, and must then complete all or some of the Skills Papers before progression to the Professional Module.

Fundamentals Level

Knowledge Papers

- F1 Accountant in Business
- F2 Management Accounting
- F3 Financial Accounting

Skills Papers

- F4 Corporate and Business Law
- F5 Performance Management
- F6 Taxation
- F7 Financial Reporting
- F8 Audit and Assurance
- F9 Financial Management

Professional Level

Essential Papers

- P1 Professional Accountant
- P2 Corporate Reporting
- P3 Business Analysis

Options (two to be completed)

- P4 Advanced Financial Management
- P5 Advanced Performance Management
- P6 Advanced Taxation
- P7 Advanced Audit and Assurance

Attendance and fees

Attendance

Full-time - typically three years

Fees

£450 (UK sterling) per unit

Admissions office

For more information please contact the London Business Academy,
3-4 Wellington Terrace- Turnpike Lane, London N8 0PX
Tel: +44 (0) 20 8365 7774 - Fax: +44 (0) 20 8365 7773

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www.londonacad.co.uk

ABE DIPLOMA PROGRAMMES

Business Information Systems

Introduction

There is an increasing need for a new kind of highly computer literate business professional who can take responsibility for developing many day to day business applications using spreadsheets, databases and other rapid application development packages. They also need to be able to help specify new and secure systems, to be able to work confidently with their IT colleagues on a larger scale project, and to understand the business potential for networking and the Internet. Holders of both the Diploma and the Advanced Diploma in Business Information Systems will also have had a firm grounding in the essential core business skills. ABE Business Information Systems professionals will be people who can build bridges between technology and business practice. We do not see them as “techies” who spend long and lonely hours programming computers, although programming will certainly be one of the important skills in their repertoire. They are more likely to be communicative and articulate members of a team that brings a variety of skills to bear in the development of new and innovative business projects. Extracted from www.abeuk.com

The Program Structure and its Pathways

The Business Information Systems program is divided into Diploma Part 1 and 2 and the Advanced Diploma. Students must decide whether to follow the Management Pathway or the Finance Pathway and choose the appropriate options.

Diploma in Business Information Systems Syllabus

Part 1

The three compulsory papers are:

- 1) **Computer Applications in Business & Finance**
- 2) **Computer Fundamentals**
- 3) **Business Communication**

Students must also pass one of the following subjects:

- a) **Organizational Behavior (Management Pathway)**
- b) **Accounting (Finance Pathway)**

Part 2

The four compulsory papers are:

- 1) **Networks and Distributed Systems**
- 2) **Principles of Programming**
- 3) **Quantitative Methods**



4) **Systems Analysis**

Students must also pass one of the following subjects:

- a) **Human Resource Management (Management Pathway)**
- b) **Managerial Accounting (Finance Pathway)**

Diploma Part 1 and 2 papers are set and marked to the level of the first year of a UK Business Studies degree program.

Diploma Part 1 and 2 papers are set and marked to the level of the first year of a UK Business Studies degree program.

Following passes in the nine requisite Diploma subjects above, the student will be awarded the Diploma in Business Information Systems.

It is recommended that students should sit the Diploma Part 1 examinations before attempting any subject in Diploma Part 2.

Exemptions from Diploma subjects (up to a maximum of six subjects) may be granted to holders of qualifications of certain other professional bodies, provided that such qualifications have been obtained by external examination.

ABE DIPLOMA PROGRAMMES



The Method of Assessment for all ABE subjects is by written examination and the following Grades are awarded:

Grade A - 70%+ Distinction
Grade B - 55-69% Credit
Grade C - 40-54% Pass
Grade D - 30-39% Fail
Grade E - 29% and below Fail

Candidates will be notified individually of their results normally about two months after the examinations.

Advanced Diploma in Business Information Systems Syllabus

The four compulsory papers are:

- 1) **Contemporary Application Development Methods**
- 2) **Internet Systems Development**

- 3) **Managing Systems Change**
- 4) **Relational Database Applications in Business**

Students must pass one of the following options:

- a) **Strategic Human Resource Management (Management Pathway)**
- b) **Corporate Finance (Finance Pathway)**

The Advanced Diploma papers are set and marked to the level of the second year of a UK Business Studies degree program. Following passes in the requisite five subjects above, the successful student will be awarded the Advanced Diploma in Business Information Systems.

No exemption is granted from any subject in the Advanced Diploma Examination.

The Method of Assessment for all ABE subjects is by written examination and the following Grades are awarded:

Grade A - 70%+ Distinction
Grade B - 55-69% Credit
Grade C - 40-54% Pass
Grade D - 30-39% Fail
Grade E - 29% and below Fail

Candidates will be notified individually of their results normally about two months after the examinations

Attendance and fees

Attendance

Full-time - typically three years or one year per level on average

Fees

3,500 (UK sterling) per annum

Admissions office

For more information please contact the London Business Academy,
3-4 Wellington Terrace- Turnpike Lane, London N8 0PX
Tel: +44 (0) 20 8365 7774 - Fax: +44 (0) 20 8365 7773

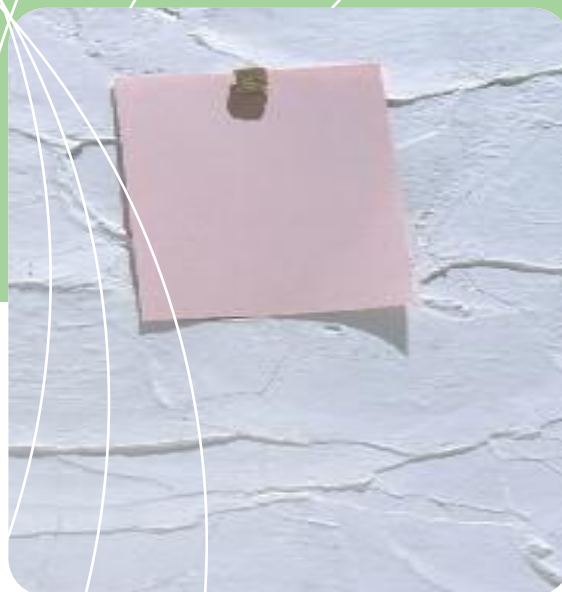
www.londonacad.co.uk
admissions@londonacad.co.uk

THE APPLICATION PROCESS

If an application form has not been included with this prospectus, you can obtain a copy by writing to us at admissions@londonacad.co.uk

You are welcome to contact the relevant academic department to discuss your application, but for your application to be formally considered you must complete the Academy's application form. Please return the completed application form, together with any additional material you wish to be considered, to The Admissions Department at our correspondence address. To speed up the process of selection, please ensure that appropriate academic references are included. We will ensure that your application is considered as quickly as possible.

Upon receipt of your application form, The Admissions Department will issue an acknowledgement letter containing your unique LBA reference number. In all subsequent correspondence this number should be quoted. To help the Academy make a prompt decision, international students should also include transcripts of their previous qualifications (including English Language proficiency) and details of the grading/marking schemes used in the assessment of those qualifications.



The Academy operates an equal opportunities policy relating to admissions. However, in some cases the Academy's location and buildings may pose difficulties for disabled candidates. Disabled applicants are therefore strongly advised to contact the relevant academic department to ensure that, wherever possible, appropriate arrangements can be made to accommodate their needs.

Applicants who are offered a place will receive information about accommodation upon receipt of the acceptance of their offer. Nearer the time of their expected start date, applicants who have accepted an unconditional offer will receive an information pack relating to their enrolment. The Academy has three in-takes each year.

FEES AND FUNDING



UK government legislation now allows most international students to work up to 20 hours per week during the semesters and full-time during vacations.

However, please note that students should not rely on a part-time job to meet their funding needs. You need to make arrangements for all your studies and living expenses before arriving into the UK.

Once you are sure that funds are available, you are advised to investigate what steps are necessary to transfer the money to the UK. Our admissions department will be pleased to provide any letters and other assistance you may require.

You will find information about our fees for each course in the relevant section. If you need clarification, please do not hesitate to write to us.

Students will need to budget appropriately for living and accommodation costs for 12 months. All students, including those from overseas, must provide satisfactory evidence of their ability to pay their fees and cover their living costs for the duration of their course before being admitted to the Academy.

A separate letter will be sent at the time of application detailing various costs. However, the most accurate advice can be obtained from your nearest British consulate/embassy.

Application Form Page 1

Undergraduate BA, BSc etc/Diploma/GNVQ etc

Name of Course

Taught postgraduate

PGDip, MA, MBA or Professional Doctorate

Name of Course

Research Programme

Mphil or PhD

Topic of Research

2 MODE OF STUDY REQUIRED

Please indicate whether you wish to study full or part-time

Please indicate proposed start date

Year

Month

3 PERSONAL DETAILS

Full Name (please underline family name)

title: (eg Mr/Ms)

Previous Surname (if changed)

Sex: Male

Female

Date of Birth (day/month/year)

Nationality

Country of Birth:

Country of permanent residence:

Address:

Postcode:

Daytime fax no.

Home telephone no:

Daytime telephone no:

email:

Application Form Page 2

4 EDUCATION AND QUALIFICATIONS

School, Colleges and Universities attended	From month/year	To month/year	Courses of study followed (including award body). For each, state whether full or part-time NB	Grade or examination result

5 EXAMINATION FOR WHICH THE RESULT ARE YET NOT KNOWN

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6 FROM WHAT SOURCE DID YOU LEARN OF THIS OPPORTUNITY FOR STUDY?

7 EMPLOYMENT

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8 SPONSORSHIP

If you are likely to be financially sponsored, please give details (Evidence of sponsorship will be required at a later date)

Name and Address of Sponsor:

Telephone Number of Sponsor:

9 SPECIAL NEEDS

Do you have any disabilities or special educational needs?
If **Yes**, please give brief details

Yes

No

10 IF ENGLISH IS NOT YOUR FIRST LANGUAGE

Please state your proficiency and any relevant qualifications

11 ADDITIONAL INFORMATION

Please give information in support of your application

Research applicants - please give a brief outline of research topics or interest and any research previously undertaken, including references to publication (s) arising (if any).

Applications for taught courses - please give any further information such as relevant practical experience, independent reading and research, interests and achievements, and explain why you wish to join the course and benefits you expect to gain.

Application Form Page 4

[Large empty rectangular area for application content]

13 SIGNATURE

I confirm that the information provided above is accurate

Signature		Date	
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SUMMARY OF TERMS & CONDITIONS

1. All applications must be accompanied by a non-refundable registration fee of £250, copies of all the required certificates and two passport sized photographs. We regret that we will not be able to consider your application if the registration fee is not enclosed.

2. False statements or submissions will lead to an admission being cancelled.

3. Once enrolled, you will be assessed to ensure that you have the pre-requisite knowledge for your chosen course. Following assessment you may be required to complete an access course prior to joining your chosen course. Exemptions can only be dealt with by the relevant awarding body.

4. Students are required to attend all lectures, take all tests and submit assignments set by their tutors.

5. Students wishing to defer their course may be required to leave the country during the period of deferment according to the new immigration rules.

6. LBA reserves the right to alter dates, fees etc. without prior notice.

7. Refund of fees applies to students who withdraw from their course who are either EU / EEA nationals , or Overseas students who do not obtain or extend their visas through LBA

Fees cannot be refunded after the course has begun. For overseas students who obtain or extend their visas through LBA, there will be no refund of fees under most circumstances unless:

LBA discontinues / terminates / ceases the course which they are currently studying, or

LBA is unable to offer the course within 6 months of the student arriving into the UK

Fees paid to awarding bodies cannot be refunded by LBA. It is the students' responsibility to claim their fees from the awarding body directly.

8. LBA reserves the right to expel any students for improper conduct or any conduct that interferes with the well-being of other students.

9. It is the student's responsibility to apply and register with the relevant academic or professional bodies where applicable and to enter for any external examinations.



10. Overseas students who are in the UK on a student visa are required by law to enrol on a full time weekday course of at least 15 hours a week. They must also comply with all other immigration regulations and laws.

11. Students must agree to abide by the Terms & Conditions and Fees policy. This information is updated from time to time and is available on request.

12. In the event of refusal of a visa, tuition fees will be refunded (not the registration fees), provided that all original documents issued by the College (acceptance/enrolment letter, receipts) and proof of rejection of student visa (a letter issued by the British Embassy/High Commission Authorities, confirming the refusal of visa/entry) are returned to the College. All refunds will be made in UK Pounds (£).

13. Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.