



Executive Education

Frequently Asked Questions

1. Programme Information

Q: Who do I contact for help on choosing the right course for me?

A: You can speak to a Programme Consultant who will be able to match your experience and interests to the appropriate course. Please send us your CV with a brief personal statement to executive@lsbf.co.uk and a programme advisor will contact you directly.

Q: What qualification will I gain at the end of my programme?

A: All Executive Education programmes carry CPD accreditations. Additionally, from 2016 all Postgraduate Certificates, Summer Business School and Winter Business School programmes will carry ECTS and British Credits. ECTS credits can be used anywhere in Europe and count towards higher levels of achievement such as a Masters or MBA course. All successful candidates will receive a London School of Business and Finance certificate of completion.

Q: Is work experience required?

A: Our programmes fall into three categories:

- 0-2 years of work experience
- 2-5 years of work experience
- 5+ years of work experience

More information about entry requirements can be found on our [website](#), in the brochure, or by contacting your Programme Advisor.

Q: How will I be assessed?

A: Some Executive Education courses are formally assessed. These assessments can be in the form of presentations, written assignments or questionnaires, amongst others. For more information about assessments see the course information on our [website](#).

Q: How much self-study is required?

A: For courses that carry accreditation there is a certain amount of self-study required. Information can be found in the course description, or by contacting your Programme Advisor. For non-accredited courses there is a recommended reading list, and from time to time certain courses will set assignments. All students are encouraged to make the most of their time studying at LSBF.

Q: What level of attendance is required?

You are expected to keep a 100% attendance rate. In order to pass the course, participants are required to attend a minimum of 80% of the classes. Participants who do not meet this requirement will not receive a certificate. If circumstances arise that mean you are not able to attain this level of attendance, you should explain this to your Student Support Officer who will advise you on how to catch up, or discuss retaking the programme.

Q: Is there an application deadline?

A: There is no set application deadline prior to a course commencing, however, when course places are filled we will stop accepting applications. For this reason we advise you to get your application in as soon as possible.





2. Visa and Travel Information

Q: Do I need a visa to come to the UK

A: Not all participants will require a visa to visit or study in the UK. Depending on your nationality and circumstances, you may be able to study in the UK without a visa. If you hold a passport issued from a country within the EEA (European Economic Area) you will not require a visa. To determine if you require a visa with your passport visit the UKVI webpage '[Do I need a visa](#)'.

Q: What kind of visa do I need?

A: If you do need a visa, all Executive Education programmes simply require a Student Visitor Visa (SVV) which allows you to study in the UK for up to 6 months. More information can be found on the [UKVI website](#).

Q: What documents do I need to supply?

Most countries will require you to supply:

- Valid travel documents
- A completed visa application form
- Evidence that you have been unconditionally accepted or enrolled on a course of study in the UK
- Evidence of your own financial circumstances, income and any savings or funds set aside specifically to pay for your studies

Further documentation may be required, please consult your local embassy for more information or visit the UKVI website documents page.

Q: How do I apply for a Visa?

A: To apply for a visa visit the UKVI website or click [here](#). Our Programme Advisors are able to assist you with the visa application process should you need any help.

3. Fees and Funding

Q: What is the cancellation policy?

A: All course changes or withdrawals must be received by LSBF in writing at least 30 days before the course start date. If a notification is received less than 30 days before the course start date they will be reviewed individually at LSBF's discretion. If, for any reason, LSBF makes the decision to cancel or postpone a course more than 30 days before the start date, the student will be transferred to another course or receive a full refund. However, LSBF is not responsible for any cost and expenses incurred by the student, for example; covering airfare, hotel, or other travel costs. Please see the Terms & Conditions for full details.

Q: Do I need to pay the full fee all at once?

A: Once you have received an offer letter, you have 14 days to pay the course fees in full to secure your place on the course. After that period your place is no longer guaranteed.

Q: What payment methods do you take for payment of tuition fees?

A: LSBF can accept payments through bank transfer, cheque, debit or credit card from all the main providers. This includes American Express, or in your local currency at preferential rates offered by our foreign-exchange partner, GCEN. Further information about payment can be found on the application form.

Q: Can I have a receipt for payment?

A: Yes, upon request we can issue a receipt.

Q: Can I be sponsored by my employer?

A: Yes, many Executive Education students are sponsored by their company. There is an Employer's Authorisation for Sponsored Students form attached to the application form which must be completed. For further information please refer to the application form.





4. General Information

Q: Can I use the library during my study?

A: Yes, the library is open to students six days a week and is equipped with computers. It is located on the ground floor of our Sceptre Court Campus. More information about the library can be found in the Student Handbook. You can also use classrooms for private study any time they are free.

Q: Do you help with careers advice and job searching?

A: LSBF's careers service is available to help with CV writing, filling in application forms, finding suitable vacancies and other careers related support. For further information on [careers services](#) contact careers@lsbf.org.uk.

Q: Can LSBF help me find accommodation?

A: LSBF has several options of accommodation depending on your needs and desires. We can help you find hotel accommodation at preferential rates for short courses, or for longer stays we have student accommodation that can be arranged. Please see our webpage <http://www.lsbf.org.uk/students/accommodation.html> for valuable information, or contact the Accommodation Officers directly on life.l@lsbf.org.uk with any enquiries.

Q. When do the classes start?

A: We have three intakes each year; in February, May and September. Individual course start dates vary. You can find all the current timetables on our website. You will receive your specific timetable with your offer letter. Please be aware that timetables are accurate from date of publication but subject to change.

Q. What does it mean when you say the timetables may be subject to change?

We schedule our classes a long time in advance, but sometimes situations occur beyond our control (such as strike action on public transport). In these situations timetables may be changed to accommodate these situations for the best possible result. You will be informed of any changes to timetables as soon as they occur.

Q. What should I bring to class?

You should bring a notebook and stationery with you. We also suggest that you bring a laptop or tablet with you if you wish to use it to make notes. Some courses require you to have certain equipment with you. If this is the case you will be informed by the Student Support Team. We highly recommend you bring a bottle of water, or other beverage with you, especially in hot weather.

Q. What should I wear?

LSBF Executive Education has a smart-casual dress code. We want you to be comfortable while you are studying. Jeans are permissible but please refrain from wearing clothing with rips or holes.

