



Office check
Student's signature

Registration form ACCA + Global MBA in Financial Management /MA in Finance & Investment online courses 2018

Please affix
a passport
photograph here

Please make sure that you complete all sections of this application form clearly and email to admissions@studyinteractive.org.

For avoidance of doubt students are advised to read the application form in full before signing it.

Please note that an English translation should accompany all non-English language documentation.

Student Details

*Title: Mr Ms Mrs Miss Other (please specify)

*Family Name: (as stated in your passport exactly)

*First Name : (as stated in your passport exactly)

*Home address:

*City:

*Country:

Postcode:

*Correspondence Address: (if different from home address)

*City:

*Country:

Postcode:

*Date of Birth: (day/month/year)

*Place/Country of Birth:

*Nationality:

*Passport number:

*Telephone: Home

*Work

*Mobile

*Email address: (Please complete in block capitals)

*ACCA registration number:

You must register with ACCA directly. For the paper-based exam sessions, the deadlines are: 31st Dec (June exam) & 15th Aug (December exam)

All fields marked with * are mandatory



Enrolment documents

Please note, the following documents will be required for the application process:

ACCA programme enrolment requirements:

- Copy of your registration with ACCA. This can be a letter showing your ACCA number or a copy of your ID card from ACCA
- Exemption details from ACCA
- ACCA exam statements, if you have any

MBA/MA programme requirements to be provided once you have completed all ACCA papers:

- CV / Resume (in English)
- Two passport size photos
- Copies of the outside front cover page of your passport, biographical data page, and all pages with stamps
- Copies of certificates and academic transcripts from previous academic or professional education (with a certified translation when needed)
- Proof of English proficiency (if you are a non-native English speaker). 6.0 IELTS level of English (minimum: 6.0 in each component) or equivalent test with equivalent score (TOEFL, PTE)
- Two letters of recommendation

Once you have been accepted onto the course and have completed your ACCA registration please send an enrolment request to admissions@studyinteractive.org specifying which papers you would like to begin your studies with.



Tuition fees

Please tick as appropriate:

Number of Papers Left to Complete	Total Fees for ACCA Papers	Standard Postgraduate Degree Tuition Fees		Sponsored MBA/ MA Tuition Fees	TOTAL: ACCA+ MBA/MA Tuition Fees
		Global MBA	MA in Finance and Investment		
<input type="checkbox"/> 5 or less	£2850.00	£8,500	£7,500	£555.00	£3405.00
<input type="checkbox"/> 6	£3300.00	£8,500	£7,500	£330.00	£3630.00
<input type="checkbox"/> 7	£3750.00	£8,500	£7,500	£105.00	£3855.00
<input type="checkbox"/> 8	£4200.00	£8,500	£7,500	£0.00	£4200.00
<input type="checkbox"/> 9	£4650.00	£8,500	£7,500	£0.00	£4650.00
<input type="checkbox"/> 10	£5100.00	£8,500	£7,500	£0.00	£5100.00
<input type="checkbox"/> 11	£5550.00	£8,500	£7,500	£0.00	£5550.00
<input type="checkbox"/> 12	£5900.00	£8,500	£7,500	£0.00	£5900.00
<input type="checkbox"/> 13	£6,250.00	£8,500	£7,500	£0.00	£6250.00

Knowledge Level	Skills Level	Essentials Level	Options Level
<input type="checkbox"/> AB (F1) Accountant in Business <input type="checkbox"/> MA (F2) Management Accounting <input type="checkbox"/> FA (F3) Financial Accounting (International)	<input type="checkbox"/> LW (F4) Corporate and Business Law (Eng) <input type="checkbox"/> PM (F5) Performance Management <input type="checkbox"/> TX (F6) Taxation <input type="checkbox"/> FR (F7) Financial Reporting (International) <input type="checkbox"/> AA (F8) Audit & Assurance (International) <input type="checkbox"/> FM (F9) Financial Management	<input type="checkbox"/> SBL (P1 + P3) Strategic Business Leader <input type="checkbox"/> SBR (P2) Strategic Business Reporting	<input type="checkbox"/> AFM (P4) Advanced Financial Management <input type="checkbox"/> APM (P5) Advanced Performance Management <input type="checkbox"/> ATX (P6) Advanced Taxation <input type="checkbox"/> AAA (P7) Advanced Audit & Assurance

ACCA papers:	Full package fee*:
* Please note that additional module fees may be applicable if maximum exemptions are not granted (see above).	



Important:

Based on the number of completed ACCA papers, students will be awarded exemptions from the MBA/MA syllabus. The number of exemptions from the MBA/MA in Finance syllabi and the corresponding number of modules you will need to take will be determined by the Admissions Board. Exemptions cannot be guaranteed ahead of confirmation from the Admissions Board, and is subject to validation.

Students who will not be awarded maximum exemptions from the MBA/MA syllabus on ACCA modules including APM (formerly P5) will be required to study 1 or more additional modules, **at a cost of £950 each**. This will be payable prior to the start of the MBA/MA programme in addition to the fees quoted above, once exemptions are confirmed.

Sponsorship of the master's degree course fees provided by **Oracle Capital Group** covers the tuition fees only and **does not include** incidentals such as textbooks and **exam entry/assessment fees (£158 per module), dissertation mentoring fees (£250), dissertation submission fees (£250), final academic board presentation fees (£150), and fees for exemptions and deferrals**. Students are responsible for the payment of such fees which are mandatory for enrolment and progression onto the master's course.

Shipping costs for these materials are not included and are to be settled separately depending on which country they are to be sent to – please check with your course advisor.

Programme description

The ACCA+MBA/MA programmes are dual programmes comprising of the InterActive ACCA: Live Tuition package* and the MBA/MA programme provided by London School of Business and Finance (LSBF) powered by InterActive.

ACCA Live Tuition is a comprehensive tuition package covering the entire ACCA syllabus through:

- Global Live Online Tuition Sessions
- Global Live Online Tuition Lecture Notes
- Recordings of Global Live Tuition Sessions
- Global Live Online Tuition Q&A Sessions
- Recordings of Global Live Online Tuition Q&A Sessions
- Marked mock exam with video debrief
- Progress test questions with video debriefs
- Tutor support
- Study texts (Online or Printed*)
- Revision kit (Online or Printed*)
- Revision cards (Online or Printed*)
- Introduction videos from course tutors
- Online community of students and mentors
- Pass First Time Guarantee (T&C apply)

Students who enrol for 12-13 papers will start from the ACCA Start package, available for AB (F1), MA (F2), FA (F3) papers, which will include:

- Global Live Online Tuition Sessions + notes
- Global Live Online Tuition Q&A Sessions
- Pre-recorded tuition videos
- Tutor support
- Study texts (Online or Printed*)
- Revision kit (Online or Printed*)
- Revision cards (Online or Printed*)
- Course library & related articles (linked articles etc.)
- Online community of students and mentors
- Marked mock exam
- Progress test questions
- Pass First Time Guarantee (T&C apply)

*Hard copy materials are available for an additional charge, in order to receive these materials shipping must also be paid.

Important terms:



1. To book your place on the course, payment of either the full fee or a 50% deposit is required.
2. It is your responsibility to complete your ACCA registration requirements and register yourself for the ACCA examinations.
3. The number of exemptions from the MBA/MA in Finance syllabi and the corresponding number of modules you would need to take will be determined by the Admissions Board. Exemptions cannot be guaranteed ahead of confirmation from the Admissions Board, and is subject to validation.
4. This application form serves to enrol you on the ACCA programme, provides an indication of your intention to apply for the MBA/MA programme, and to fix the special offer tuition fees. A separate full application form for the MBA/MA programme must be submitted after completion of the full ACCA programme and prior to the MBA/MA course start date. Your eligibility for the MBA/MA programme would then be evaluated and you may then be offered admission to the programme. While your application will be pre-evaluated now, admission cannot be guaranteed. In the unlikely event we register you now but are unable to admit you to the MBA/MA programme upon completion of your ACCA exams, a partial refund of the difference between the fees paid and our normal ACCA fees will be offered.
5. The balance must be paid in full at least two weeks prior to the first published course commencement date. If payment is made after this date, the standard published fees will be applied.
6. The special fees offer is only available for students who complete their ACCA exams with LSBF.
7. Printed copy materials may be provided where shipment fees are paid. Shipping costs for these materials are not included and are to be settled separately depending on which country they are to be sent to – please check with your course advisor.
8. Students must pass or be exempted from all the ACCA papers (AB-SBR + 2 options papers) to complete the MBA/MA course. Students may be admitted onto the MBA/MA course prior to passing their final three ACCA Papers. Subsequent to commencing to the MBA/MA course, should a student discover that he/she has failed any ACCA papers, he/she will not be entitled to a refund of any amount paid. For the avoidance of doubt, failure of any ACCA papers will not entitle a student to a refund of any amount. Exemption and programme structure are subject to validation.

Terms and Conditions:

Students' attention is particularly drawn to this section, as registration on the course constitutes full and irrevocable acceptance of the Terms and Conditions. Full terms and conditions can be found at: <http://www.studyinteractive.org/terms-and-conditions/> and <http://www.lsbf.org.uk/terms-and-conditions.html>

1. To book a place on a course, either the full fee or a 50% deposit is required.
2. All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.
3. LSBF ("the School") reserves the right to charge interest at 10% per annum on overdue amounts, which will be charged on all accounts more than 7 days overdue.
4. A charge of £50 will be made for each dishonoured payment agreement. The School reserves the right to report offenders to ACCA.
5. A deferral can be processed up to one future intake (one year) if LSBF is notified in writing in advance. An administration charge of £50 (Inc. VAT) will be invoiced by LSBF and is to be paid before a deferral can be processed.
6. To complete the MBA/MA course students must pass 14 ACCA papers (i.e.: AB – ABM). Students may be admitted onto the MBA/MA course prior to passing their final three ACCA Papers. **SUBSEQUENT TO COMMENCING THE MBA/MA COURSE, SHOULD A STUDENT DISCOVER THAT SHE HAS FAILED ANY ACCA PAPERS, SHE WILL NOT BE ENTITLED TO A REFUND OF ANY AMOUNT PAID. FOR THE AVOIDANCE OF DOUBT, FAILURE OF ANY ACCA PAPERS WILL NOT ENTITLE THE STUDENT TO A REFUND OF ANY AMOUNT.** The awarding body for the MBA/MA course will be one of LSBF's partner universities; however, awarding bodies are subject to change from time to time. The School's obligations shall be discharged by providing tuition leading to a recognised MBA/MA award by a recognised awarding body.
7. The School reserves the right to change the awarding body, and will notify the student as soon as reasonably practicable. In light of this, the student agrees that they shall have no claim based on changes to the awarding bodies. The School reserves the right to offer the MBA/MA portion of the dual programme either online or on campus (depending on availability). For the avoidance of doubt, the decision concerning such availability (whether online or on campus) shall be at the sole discretion of the School.
8. The School reserves the right to dismiss any student at any time for non-payment of fees. No fees will be refunded to any student dismissed under this section.
9. Where a student has been removed from the School under Clause 7 (above), the School is required to inform the appropriate authorities.
10. Fees are published separately for each semester and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied. Promotions and offers may have restricted eligibility requirements and may change periodically.
11. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
12. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including but not limited to, technical faults and limitations.
13. Eligibility to benefit from a sponsored masters' course is strictly restricted to students who pay their full fees at least 15 days prior to the published start date of the programme.
14. Oracle Capital Group sponsorship programme for the masters' course fees covers the tuition fees only and does not include incidentals such as textbooks and exam entry/assessment fees (£158 per module), dissertation mentoring fees (£250), dissertation submission fees (£250) and final academic board presentation fees (£150), and fees for exemptions and deferrals. Students are responsible for payment of such fees which are mandatory for enrolment and progression on the masters' course.
15. Your enrolment on a course of study (including the issue of an offer letter) requires sharing of personal information about you (including "Sensitive



Personal Information”) between the University and the School. You give your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.

16. In order to comply with the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, students will be entitled to a full refund if they notify LSBF of their desire to cancel within 14 days of payment. This provision is subject to the student not using the online study platform for more than 30 minutes.

Pass First Time Guarantee - Terms and Conditions:

The Pass First Time Guarantee allows qualifying students to receive free access to study materials equivalent to ACCA: Tuition and CIMA: Tuition / CFA Tuition / DipIFR Silver/ AAT Tuition packages for ACCA/CIMA/CFA/DipIFR/ AAT papers they purchase through the InterActive platform, from the next semester start date until the next examination sitting.

The Pass First Time Guarantee is only available for students who purchase one of the following ACCA package combinations (a) for the same paper and semester or ACCA variants (b) to (f)/ CIMA (g) / CFA (h) and (i)/ AAT (j) packages. Students who enrol on the dual programme should note that the Pass First Time Guarantee only applies to their ACCA package, not the MBA/MA programme.

ACCA: Live Tuition
ACCA: LW (F4) RUS Gold
ACCA: TX (F6) RUS Gold
ACCA: DipIFR
CIMA: Tuition
CFA: Tuition
CFA: Tuition with Live Revision
AAT: Tuition
ACCA: Live Revision

2. Students must comply with the Pass First Time Guarantee procedure and criteria as outlined below. Students who fail to comply with this procedure will not be able to benefit from the Pass First Time Guarantee. To be eligible for participation in the Pass First Time Guarantee, you must:

3. For all programmes:

- Access at least 90% of online materials available on the platform for the relating package(s);
- Sit the real ACCA/CIMA/CFA/AAT examinations for no more than 3 examination papers per examination sitting, and fail. You will need to submit evidence of examination failure as per Clause 4 below; and
- Purchase one of the packages or package combination specified above.

4. For ACCA programmes (excluding Russian variants):

- Pass the marked progress tests conducted by InterActive with at least 50% on each applicable test/exam for the paper in question (This applies to ACCA: Tuition packages only); and
- Pass the mock examination conducted by InterActive with at least 50% on the mock examination for the paper in question.

5. For ACCA variant and CIMA programmes:

- Pass the mock examination conducted by InterActive with at least 55% for the paper in question.

6. For CFA programmes:

- Attempt and score at least 75% on all Question Bank questions.

7. For AAT programmes:

- Pass the mock examination/practice assessment conducted by InterActive [Pro / Manchester Limited] with at least 70% pass rate for the paper in question.

8. All course fees must be paid in full before real examinations are taken, unless you are enrolled on a dual programme with an active instalment plan. Claims under the Pass First Time Guarantee must be received by InterActive a maximum of one month (30 days) after exam results have been released.

9. Where a student has failed an examination, you must provide evidence of failure with the application under the Pass First Time Guarantee. Applications for Pass First Time Guarantee must be made via our online channel. Students must submit a ticket at <http://support.studyinteractive.org>. Applications for a Pass First Time Guarantee which are not submitted in accordance with the above will not be considered.

10. Students who are eligible to participate in the Pass First Time Guarantee shall be entitled to receive access to study materials equivalent to ACCA:

Tuition and CIMA: Tuition / CFA Tuition / DipIFR Silver/ AAT packages for failed papers on the InterActive platform from the official semester start date following the failure of the examination until the next available examination sitting. For the avoidance of doubt, after that point the Pass First Time Guarantee will lapse.

11. The Pass First Time Guarantee is not transferable. No refunds or compensation will be made under the Pass First Time Guarantee. The Pass First Time Guarantee may not be used more than once for any single package purchased.



Your Information – Our Fair Processing Notice to You

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below.

London School of Business & Finance (UK) Limited (“we” or “us”) is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with GUS Group’s **Privacy Notice** which can be found on our website. A copy can be requested from our Admissions team.

Data Controller

For the purposes of your application, we are a data controller. We are a limited company registered in England and Wales with company number 4977611. You can contact us at info@lsbf.org.uk or on +44 (0) 20 7823 2303. Our data protection officer can be contacted at legal@gus.global or by writing to the Legal Department, 30 Holborn, London, EC1N 2LX.

Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them. You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website.

Purpose of the Processing

(i) **Processing your application:**

We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us.

The above processing of your personal data is justified under article 6 (1) (b) - necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

(ii) **Keeping you informed of other relevant courses and programmes that you might be eligible for:**

In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) – consent. (Your consent options are detailed at the end of this form).

Categories of Personal Data

(i) **Processing your application:**

We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

(ii) **Keeping you informed of other relevant courses and programmes that you might be eligible for:**

For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information. You can do this by emailing us info@lsbf.org.uk.

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

Recipients of your Data

In the case of some applications, we may need to share your application with some or all of the following:

- The regulator of that particular industry, such as the Solicitors Regulatory Authority or Department for Education
- The relevant awarding body, such as the Association of Chartered Certified Accountants (ACCA) or Pearson
- Student funding organisations, such as the Student Loans Company
- The Partner Institution (joint data controller) who we work with to deliver the course
- Your recruitment agent

For more detailed information please read the GUS **Privacy Notice** on our website. The full list of our group companies can be found at this address: <https://www.globaluniversitysystems.com/our-institutions>

We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

Transfers to Countries outside EEA

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in our **Privacy Notice**. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.



By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

Retention of your Application

If you are successful, your data will be saved and stored in our database for successful candidates. Our **Privacy Notice** will then apply to how we use your data in that case and for how long.

If you are unsuccessful, we will retain your application for 6 months and after that it will be destroyed.

Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact legal@gus.global in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.

Your Opt In Consents

If you don't check the relevant box below, we won't send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by calling us on +44 (0) 20 7823 2303 or by using the Unsubscribe link on future emails.

Please now check below as applicable:

I am happy to receive information from London School of Business & Finance (UK) Limited and other GUS group institutions

I do not want to receive information from London School of Business & Finance (UK) Limited and other GUS group institutions

Submitting your Application

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.

I accept the Terms and Conditions as set out in this application.

I accept the terms of this Fair Processing Notice and the GUS Privacy Notice which supplements it.

PRINT NAME

DATE

SIGNATURE

NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence to sign this form if you are not the signatory to this application and / or have provided false or misleading information.