



GUIDANCE FOR COMPLETING THE APPLICATION FORM

Please complete all sections that are applicable to you to the best of your ability. If you have any further questions please contact us at info@londonschoolofmarketing.com. Alternatively you may wish to contact the relevant professional body, details of which can be found at www.londonschoolofmarketing.com

Notes on how to apply

1. Application Form: Every section must be completed in full.

2. Education Certificates: Please enclose certified copies of higher education certificates which support your application. **DO NOT SEND ORIGINALS.**

3. Transcripts: If your higher education was undertaken outside UK, please include an English transcript of your studies.

4. English language proficiency: If your native language is not English or if the medium of instruction of your recent education was not English, it will be necessary to provide evidence of your English language proficiency. e.g. TOEFL, IELTS, Cambridge exam results.

5. Sponsored Students: All students sponsored by their employers in the UK must ensure that the employer's authorisation section of the application form is completed and signed by the sponsor.

6. Application Checklist:

- Completed application form
- Certified copies of certificates (and English transcript if applicable)
- English Language Proficiency Test (if applicable)
- An up to date CV
- Course deposit or full fee (refer to term & conditions)
- Sponsor's signature (if required)

Personal Details

Please write in **BLOCK** letters in the spaces provided:

Surname

First name(s)

Home Address

Postcode

Work Address

Postcode

Email

Phone

Fax

Mobile

Nationality

Occupation

Gender

Male

Female

Date of Birth

CIM number (if known)

Where did you hear about London School of Marketing?

LSM Website

CIM Website

Marketing

Google

CIM Study Centre list

Marketing Week

Yahoo

Hot Courses

Referral

Other search engine

Advertisement

Other

If you were referred to the programme by an LSM student or LSM Alumni member please state their name here

Course Details

CIM Professional Certificate

- Marketing Essentials
- Marketing Information & Research
- Assessing the Marketing Environment
- Stakeholder Marketing

Please indicate your study mode and location

Part time evenings Part time weekends Distance Learning

CIM Professional Diploma

- Marketing Planning
- Marketing Research
- Marketing Communications
- Marketing Management in Practice

Please indicate your study mode and location

Imperial College Evenings UCL Evenings
King's College Evenings Birkbeck College Weekends Distance Learning

CIM Professional Postgraduate Diploma

- Analysis and Evaluation
- Strategic Marketing Decisions
- Managing Marketing Performance
- Strategic Marketing in Practice

Please indicate your study mode and location

Imperial College Evenings UCL Evenings
Imperial College Weekends Distance Learning

Please indicate the start date of your course:

Personal Statement

Why do you want to study a CIM course at LSM?

What contribution do you feel you can make to the course and the LSM community

What are your career and/or academic plans over the next few years?

Qualifications

Please give details of qualifications, courses attended and exemptions that support this application. Attach copies of examination results and references.

Year	Examining Body	Subject	Level	Grade

Payment Details

Full payment Amount

Course deposit Amount

Company sponsored (See employer's authorisation section at the end of this page)

Please see terms and conditions at the end of this form

Payment Method

Cheque Cash Credit/debit card Bank transfer

Card Details

Visa Visa Delta Visa electron Mastercard Switch/Solo

Name on card

Address of cardholder

Card number

Expiry date Security code (Last 3 digits on card signature strip)

Issue no Start date

Bank Details

NatWest, St James's and Piccadilly branch, PO Box 2DG, 208 Piccadilly, London W1A 2DG

Account number: 79386806 Sort Code: 56-00-03 IBAN GB79NWBK56000379386806

EMPLOYER'S AUTHORISATION FOR UK STUDENTS SPONSORED BY THEIR EMPLOYER

I confirm that we are responsible for the sponsorship of the above student and will meet the course fees on receipt of invoice. I understand that this liability is not waived by termination of employment or course cancellation by the student and that the school's terms and conditions apply.

Organisation

Manager's name

Manager's position

Address

Postcode

Telephone

Fax

Email

Purchase Order

Date

Signature

Terms and Conditions

All enrolments from non EU citizens currently residing outside of the UK, or from non EU citizens residing in the UK where an extension to the applicant's visa is required in order to complete the course, are subject to £125 registration fee. All enrolments from EU citizens, and from non EU citizens residing in the UK on a valid visa for the duration of the course, are subject to a £75 registration fee.

All students sponsored by their employers in the UK must ensure that the employer's authorisation section of the application form is completed with a purchase order and signed by the sponsor.

All enrolments from EU citizens, including applications from non EU citizens currently residing in the UK on a valid visa for the duration of the course, must be accompanied by a minimum deposit of £300 + £75 registration fee, unless sponsored by UK registered organisations.

All enrolments from non EU citizens, requiring a visa, or an extension to an existing visa to study on an LSM course, must be accompanied by a minimum deposit of 50% of the full course fees, paid by bankers draft or bank transfer only.

All non EU citizens residing in the UK, must provide a copy of their passport and visa upon enrolment.

Course fees are payable in full before the commencement of the course. Any fees outstanding after the commencement of the course will be subject to an additional 8% charge.

Course fees are non-refundable in all circumstances except the following:

When a non EU citizen requiring a student visa is prevented from joining the school because their application for a student visa to study in the UK is rejected. In this case, course fees and/or deposit will be refunded* less a charge of £300.*Students in this position must supply a copy of the visa rejection document to the school two weeks before the official commencement date of the course.

The school must be informed in writing of withdrawal from the course or non-attendance of the course.

There will be no refund of course fees after the commencement of the course.

Students who enrol after the start date of the course must pay the course fees in full.

A fee of £100 + VAT per module will be levied on any students wishing to defer to a later term.

Students who wish to defer a module or modules to a later term, must do so no later than two weeks after the term commencement. Any deferrals made after this time will result in module fees being non-refundable and payable in full if deferred to a future term.

Students studying on the assignment route that wish to defer must complete an assignment deferment application and submit it to LSM no later than two weeks after the term commencement.

Course fees are non-transferable. Students can only elect to defer once per module. Future deferrals will result in fees being non-refundable and non-transferable and payable in full if deferred to a later term.

An administration fee of £40 will be charged for dishonoured cheques and non-payment of standing orders.

The school reserves the right to inform the professional body for non-payment of tuition fees.

Fees are exclusive of professional body registration and examination/assignment fees. Please refer to the appropriate professional body for estimates of their current fees.

Additional terms and conditions may apply where the student uses the school's approved agent.

Students are responsible for ensuring that they are members of the appropriate examination body and that they have entered for the correct examinations/assignments by the deadline date set by the examination body. The school accepts no liability for students missing registration deadlines.

Students must make every effort to attend the full lecture programme and where they will be absent they must make every effort to notify the school. The school reserves the right to remove students from a programme for matters of gross misconduct.

The school reserves the right to change the lecturers, dates and venues at any time.

The school reserves the right to change its fees from time to time. Latest fees are quoted on our website and will be the fees charged at the time of enrolment.

To the best of our knowledge all information is correct at the time of going to press. This policy comes into effect on 23 September 2004. The school reserves the right to amend its policy from time to time.

Agreement

I understand and agree to the conditions of enrolment and I confirm that the details are correct.

Signature

Date

Thank you for choosing to study with London School of Marketing.

LSM may from time to time be approached by external recruitment agencies or employers with career opportunities for our students. If you object to us releasing your CV to them please tick here.