



Student Application Form- Local

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New Application to LSBF

Existing Student of LSBF

LSBF Student ID:

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Student Acknowledgement on Pre Course Counselling

PART A: PROGRAMME & SCHOOL INFORMATION					√ DONE
School Information: Location, Facilities, Infrastructure, Accreditations, and Affiliations					
Course Information: Name of Award, Awarding Body, Course Structure, Intake, Duration, Modules, Outline, and Pathway					
Course Entry Requirements and Enrolment Process					
Counselling & Student Support Services					
PART B: FEES PAYABLE AND PAYMENT METHODS					√ DONE
Tuition fees, Non-tuition fees, and any other relevant fess payable to London School of Business and Finance (LSBF), Singapore					
Payment modes and Methods acceptable, instalment plans where applicable, and that all payments must be made to LSBF only					
Advisory Note and Student Contract has to be signed and dated before the payment can be made					
PART C: STUDENT CONTRACT AND FEE PROTECTION SCHEME					√ DONE
Terms & Conditions stated in the student contract have been explained and fully understood by the student.					
The Fee Protection Scheme (FPS) that LSBF has in place for students. Students enrolled into LSBF are covered under LONPAC insurance.					
FPS covers only tuition fee excluding GST. A copy of Certificate of Insurance (COI) will be sent to the students.					
PART D: MEDICAL INSURANCE DECLARATION					√ DONE
Student has been briefed on the CPE Medical Insurance requirements and it has been fully understood by student.					
Student has been briefed on the exemptions from Medical Insurance and will be required to sign the declaration.					
PART E: COMMITTEE FOR PRIVATE EDUCATION (CPE)					√ DONE
Student has been briefed about CPE. CPE is a statutory board empowered with a legislative power to regulate Private Education Sector.					
For more information, please visit the CPE website at www.cpe.gov.sg					
PART F: WITHDRAWAL / REFUND / TRANSFER POLICY AND PROCEDURE					√ DONE
LSBF Refund Policy and Procedure have been explained and fully understood by the student					
LSBF Transfer / Withdrawal Policy and Procedure have been explained and fully understood by the student					
About Your Education Consultant	5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree
Education Consultant explained to me of the fees payable for the course thoroughly.					
Education Consultant was knowledgeable about the course details.					
I am satisfied with the pre-course counselling given to me.					
Declaration – Student / Parent or Guardian (if student is below legal age)	Declaration – LSBF Staff				
I acknowledge that I have been briefed on above during pre-course counselling, and I understand its contents and my rights.	I hereby acknowledge that I have covered the above information in my pre-course counselling to the student.				
Name of student / Parent or Guardian: _____	Name: _____				
Signature of student / Parent or Guardian: _____	Signature: _____				
Date: _____	Date: _____				

