



REGISTER OF SPONSORS  
LICENSED HIGHLY  
TRUSTED (7T4X0JE57)

**PROGRAMME PACKAGES**

1. PROGRAMME PACKAGES ENABLE YOU TO ENROLL FOR THE STATED DURATION OF YOUR STUDY AND TO FIX THE TUITION FEES FOR THE PERIOD. WITH PROGRAMME PACKAGES YOU CAN TAKE UP TO TWO COURSES IN A SIX MONTH PERIOD. THESE PACKAGES ARE AVAILABLE FOR EITHER ONE YEAR OR TWO YEAR DURATION.
2. PLEASE READ THE TERMS AND CONDITIONS AND NOTE THAT ONCE A COURSE HAS BEEN BOOKED THERE ARE NO REFUNDS EXCEPT WHERE A STUDENT VISA HAS BEEN REFUSED IN ACCORDANCE WITH SECTION 4 OF THE TERMS AND CONDITIONS

**UK EMPLOYER'S AUTHORIZATION FOR SPONSORED UK STUDENTS ONLY**

WE AUTHORIZE LONDON BRIDGE BUSINESS ACADEMY TO INVOICE US FOR THE FEES DUE IN RESPECT OF THE COURSES BOOKED FOR THE STUDENT NAMED ON THE FRONT OF THE APPLICATIONS

WE ACCEPT ALL RESPONSIBILITY FOR THE FEES DUE IN ALL CIRCUMSTANCES, INCLUDING TERMINATION OF EMPLOYMENT OR CANCELLATION OF COURSES.

MANAGER'S NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_

TEL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTCODE: \_\_\_\_\_ DATE: \_\_\_\_\_

MANAGER'S SIGNATURE: \_\_\_\_\_

TO ENROLL BY FAX IF YOU ARE PAYING BY CREDIT CARD OR YOUR UK EMPLOYER HAS ASKED TO BE INVOICED. PLEASE FAX ALL PAGES +44 (0) 20 7378 7222 BY POST ENROLMENT FORM WITH PAYMENT TO: LONDON BRIDGE BUSINESS ACADEMY HEAD OFFICE P O BOX 42343 LONDON, UNITED KINGDOM.

**TERMS AND CONDITIONS**

1. ONCE THE INVOICE IS RAISED AND SHOULD THE STUDENT CANCEL THE COURSE THAN THERE WILL BE A CHARGE OF ADMINISTRATION FEE OF £300.
2. TO BOOK A PLACE ON A COURSE, A MINIMUM DEPOSIT OF £300.00 PER COURSE IS REQUIRED
3. DEPOSITS AND FEES PAID ARE NON-REFUNDABLE EXCEPT AS SET OUT IN SECTION 4 BELOW
4. IF A STUDENT VISA APPLICATION HAS BEEN REFUSED, THEN THE AMOUNTS PAID WILL BE REFUNDED, LESS AN ADMINISTRATION CHARGE OF £300 (PLUS ANY COURIER AND TRANSFER CHARGES) ON PRODUCTION OF THE RELEVANT DOCUMENTS: LIST OF THESE ARE FOUND ON OUR FULL TIME APPLICATION FORM
5. ASSIGNMENTS MUST SATISFY THE STANDARDS SET BY THE DIRECTOR OF STUDIES IF NOT THE COLLEGE IS NOT LIABLE TO SUBMIT THEIR ASSIGNMENT TILL THE NEXT INTAKE. WITH THE NECESSARY IMPROVEMENTS MADE.
- 6 THE COLLEGE RESERVES THE RIGHT TO CHARGE INTEREST AT 10% PER TERM ON OVERDUE AMOUNTS OR A FIXED SUM OF £75.00 EACH MONTH.
7. DISHONOURED CHEQUES - AN ADMINISTRATION CHARGE OF £50.00 WILL BE PAYABLE.
8. THE COLLEGE RESERVES THE RIGHT TO REPORT OFFENDERS TO THEIR PROFESSIONAL BODY.
9. THE COLLEGE RESERVES THE RIGHT TO CHANGE ANY ASPECT OF A COURSE INCLUDING AVAILABILITY OF THE COURSE, COURSE DATES, CURRICULUM, TUTORS, AND MATERIAL AT ANY TIME. STUDENTS MAY HAVE TO ATTEND EXTRA LECTURES TO SUPPORT THEIR LEARNING.
10. THE COLLEGE RESERVES THE RIGHT TO DISMISS ANY STUDENT AT ANY TIME WHOSE STANDARD OF CONDUCT IS IN BREACH OF WHAT THE COLLEGE CONSIDERS APPROPRIATE BEHAVIOR, FOR THE NON-PAYMENT OF FEES, FAILURE TO MEET THE ONGOING ATTENDANCE REQUIREMENTS OR LATE COMMENCEMENT OF STUDY. NO FEES WILL BE REFUNDABLE FOR ANY STUDENT DISMISSED UNDER THIS SECTION.  
THE COLLEGE RESERVES THE RIGHT TO INFORM THE APPROPRIATE AUTHORITIES WHERE A STUDENT HAS BEEN REMOVED FROM THE COLLEGE IN THE ABOVE PARAGRAPH
11. FEES ARE PUBLISHED SEPARATELY FOR EACH TERM AND IS PAYABLE BY ALL STUDENTS STUDYING AT THAT TIME UNLESS THEY HAVE PAID FULL FEES FOR THAT COURSE PRIOR TO THE PUBLICATION OF THE NEW FEES. PAYING A DEPOSIT DOES NOT PREVENT ANY FEE INCREASE BEING APPLIED.
12. ALL FEES EXCLUDE AMOUNTS PAYABLE TO THE PROFESSIONAL BODY FOR STUDENT REGISTRATION, EXEMPTIONS AND EXAMINATION ENTRIES. IT ALSO EXCLUDES BOOKS AND OTHER RELEVANT MATERIAL MUST BE PURCHASED BEFORE COMMENCEMENT OF COURSE.
13. FULL COURSE FEES ARE PAYABLE ON TO THE COMMENCEMENT OF THE COURSES.
14. LATE SUBMISSION OR DEFFERAL OF ASSIGNMENT ARE SUBJECT TO APPROVAL FROM THE DIRECTOR OF STUDIES AND ARE CHARGABLE AT £90 PER ASSIGNMENT.
15. ANY PAYEMENT PLAN REGARDING INSTALLMENTS IS CHARGABLE AT £75.