

# KBS Enrolment Form 2012

UK/EU APPLICATION FORM



+44 (0) 207 920 6868 Kaplan Business School, 3rd Floor, Palace House,

3 Cathedral Street, London SE1 9DE

E-mail: kbs@kaplan.co.uk Online: www.kbs.org.uk

PLEASE COMPLETE FORM IN BLOCK CAPITALS

Student Details	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Salutation	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Surname	
Forename(s)	
Date of Birth	/ /
Country of birth	
Passport No.	
Address	
	Postcode
Tel (Home)	
Mobile	
Email	

Next of Kin Contact Details	
Name	
Relationship to student	
Tel (Home)	
Address	
	Postcode

Campus and Course Selection	
Campus	Birmingham <input type="checkbox"/> London <input type="checkbox"/> Manchester <input type="checkbox"/>
Course available in all locations	<input type="checkbox"/> BSc Accounting and Finance
	<input type="checkbox"/> BSc Banking and Finance
	<input type="checkbox"/> BSc Business
	<input type="checkbox"/> BSc Economics and Finance
Course available in London Only	<input type="checkbox"/> BSc Accounting with Law
	<input type="checkbox"/> LLB Law

Existing University of London Students	
Are you already registered with the University of London International Programmes?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide your Student Record Number and the course title that you are registered for:	
SRN:	Course:

Student application checklist	
You MUST supply the following information for your application to be processed:	
<input type="checkbox"/>	Copy of Passport
<input type="checkbox"/>	Postal address
<input type="checkbox"/>	Email address
<input type="checkbox"/>	Phone details
<input type="checkbox"/>	Documents confirming that you are eligible for the course (academic & english language)
<input type="checkbox"/>	All previous exam transcripts (if applicable)
<input type="checkbox"/>	Next of Kin contact details

## REMEMBER

Students intending to study with KBS are not required to send an application form directly to the University of London. Duplicate forms may slow down the application process. All payments are made directly to KBS who collect fees on behalf of UoL for the study of four modules and four exams per year (known as the KBS standard entry route).

## Educational Qualifications

Institution Name & Address	Qualification Type	Awarding Body	Subject(s) Taken	Grade Achieved	Date awarded (mark 'P' if predicted)

## English language qualifications

Is English your first language?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What was your language of secondary education?		

If your first language is not English, please give details of the most recent English language qualification you have or intend to take, and give the relevant grade.

Institute	Course Name	Results	Result Date

## Disability

Do you have any learning/physical difficulties for which you will require additional support or facilities? Yes  No

If yes, please give details:

---



---



---

## History of prior application

Have you ever submitted an application or registered or received an offer of study from the University of London?

Yes  No

# Personal Statement

Using a maximum of 800 words please explain your reasons for choosing your programme of study.

You may wish to consider:

- The knowledge and skills you have obtained through your work and education to date
- The challenges you expect to face during your studies
- Your personal achievements to date and future career plans.

## Personal Statement

# Terms and conditions

Students studying at Kaplan Business School (“KBS”) will be students of the University of London International Programmes scheme (“UoLIP”). Reference to UoLIP includes any applicable constituent colleges that form the University of London (UoL). These Terms and Conditions should be read in conjunction with UoLIP’s Student Handbook and the Programme Specification and Regulations relevant to the student’s course, both of which can be found at: [www.londoninternational.ac.uk/current\\_students/general\\_resources/regulations/index.shtml](http://www.londoninternational.ac.uk/current_students/general_resources/regulations/index.shtml)

## Application and enrolment

1. To book a place on a course a completed application form must be submitted to the KBS admissions department.
2. Upon receipt of your application by KBS, KBS will, if you satisfy the KBS entrance criteria, forward your application to UoLIP (this may be before final grades have been obtained based on predicted grades; or this may be after KBS has received evidence of the final grades obtained by the applicant for the qualifications on which the application will be assessed). The decision as to when any application is submitted to UoLIP is at the discretion of the KBS Head of Admissions. The KBS entrance criteria can be found in the KBS prospectus and on the KBS website. Upon receipt of your application from KBS, UoLIP will assess your application and may issue an offer letter. Visa students will need to satisfy additional criteria which can be found in the KBS prospectus and on the KBS website ([www.kbs.org.uk](http://www.kbs.org.uk)). A £100 (inclusive of VAT at the standard rate) application fee (which is inclusive of UoLIP’s application handling fee) becomes due when an application is submitted to UoLIP. This amount is included in the total annual course fee and will be deducted from the total course fee charged by KBS.
3. KBS will confirm in writing the offer to study the UoLIP course at KBS. This offer letter will state the deposit amount required to secure your place at KBS and details of how to pay the full fees to KBS. All deposits received are for the sole purpose of reserving a place on a course.
4. The amount payable in each academic year includes all amounts payable to KBS and UoLIP in respect of the application handling fee, initial registration fee or continuing registration fee, tuition fees for 4 full modules (or the equivalent), study materials, examination fees for assessment in 4 full modules (or the equivalent), membership of the KBS Student Union and associate membership to University of London Student Union (see [www.ulul.co.uk](http://www.ulul.co.uk) for further details). The amount payable does not include:
  - a. fees payable to UoLIP for re-sits or additional exams or modules which a student may wish to take outside of the KBS “standard pathway” programme – see the KBS prospectus or the KBS website for further details; or
  - b. the LSE External Study Weekend or the LSE Summer School; or
  - c. additional tuition fees charged by KBS for re-sits
5. Enrolment on a course, together with the payment of the required deposit, creates a binding agreement to pay the full fees. Except as expressly stated below, deposits are non-refundable and non-transferrable.
6. Unless agreed otherwise with KBS’s Head of Admissions all fees due for each academic year must be settled no later than:
  - a. 14 days before the induction date as published on the KBS website for first year students; and
  - b. 14 days before the first teaching date as published on the KBS website for all other students.Failure to pay the fees by the specified time may result in enrolment with KBS and UoLIP being refused or, where already enrolled, exclusion from KBS (without refund).
7. Study materials may be sent by UoLIP directly to KBS or directly to the student as directed by the KBS Head of Admissions.
8. Funds received but not utilised or refunded in accordance with these Terms and Conditions will be forfeited to KBS.
9. These Terms and Conditions will apply for the full duration of the course.

## Deferrals, cancellations and courses

10. Cancellation and deferral requests must be made in writing directly to the Head of Admissions at KBS. These will only be considered to have been made on the date which they are received by KBS.
11. Students who do not require a visa to study at KBS can defer enrolment once, for one academic year only, provided KBS receives written notification at least four weeks prior to the course induction date (for first year students) or the course commencement date (all other students). An administration charge of £100 (inclusive of VAT at the standard rate) will be invoiced by KBS for such deferrals. No refunds will be given and all other fees paid for the course will be carried forward accordingly to the next academic year.
12. Students who do not require a visa can cancel their application provided written notification is received by KBS at least four weeks prior to the course induction date (first year students) or course commencement date (all other students). A cancellation charge of £250 will be invoiced by KBS and any application handling fee, registration and continuing registration fees and examination fees paid to UoLIP will be non-refundable. Refunds will not be made for any amounts paid to UoLIP for study materials. Full course fees for the entire academic year will be payable if less than four week’s notice is given and no refund will be made in such circumstances.

### Deferrals, cancellations and courses (continued)

13. Fees and other amounts payable are published separately for each academic year. The most recently published pricing is payable by students studying at the relevant time. All fee changes will be published on KBS's website. Whilst KBS reserves the right to increase fees for the next academic year at any time, KBS will freeze the tuition element of the course fee paid in year 1 provided that a student enrolls consecutively, up to a maximum of 3 academic years. For the avoidance of doubt, where a student resits a year, defers a year or studies for more than 3 academic years, the fee freeze guarantee will not apply and the student will be required to pay the most recently published price payable at the relevant time. Furthermore this fee freeze guarantee applies to the KBS tuition element of the course only and does not apply to any UoL or UofLIP charges, such as registration, examination or other fees charged by UoL or UofLIP.
14. KBS reserves the right to require a student to leave the course (without refund) at any stage for any of the following reasons: if the student does not meet satisfactory attendance requirements; late enrolment; failure to meet financial obligations; inappropriate conduct or behaviour or any other circumstances deemed unacceptable to KBS. Any fees refunded to an excluded student are at the discretion of KBS.

### Visa students

1. Upon receipt of your application, KBS will, if you satisfy the entrance criteria, issue you with a letter confirming your eligibility for the course. This letter will state the deposit amount required to secure your place and details of how to pay this fee. Upon receipt of your deposit a student who requires a visa in order to study will be issued with a Confirmation for Acceptance of Studies ("CAS") number which the student must use to obtain a student visa.
2. Students who require a student visa to enable them to study with KBS are responsible for obtaining the necessary visa and for ensuring that their attendance is satisfactory to meet their visa requirements.
3. If a student's visa application has been refused, then the amounts paid will be refunded, less an administration charge of £200 (inclusive of VAT at the standard rate) on production of the following documents: (a) the original visa refusal letter; (b) an agent certified copy of the student's passport showing both the photograph and a signature; (c) where the payor was not the student, an original authority letter from the student authorising repayment to the payor and (d) where the student is already in the UK, evidence satisfactory to KBS that the student has left the UK. Refunds will only be made under this paragraph if requested in writing with the necessary supporting documentation within four weeks of the commencement date of the course. In circumstances where an application is refused by the UK Border Authority ("UKBA") on the grounds of fraudulent documentation or other irregularities, no refunds will be granted in respect of monies paid.
4. Once a CAS number has been issued by KBS confirming full time status, no refunds or course deferrals / cancellations are permissible other than in the instance of visa refusal and subject to meeting the criteria in paragraph 3 above. Course deferrals may be allowed for students who are still overseas awaiting their student visa prior to the published course commencement date provided that KBS receives written notice at least two weeks before the course induction date (first year students) or commencement date (all other students). An administration charge of £100 (inclusive of VAT at the standard rate) will be deducted from the deposit and the amount paid for the course will be carried forward accordingly. A maximum of one such deferral will be allowed, after which all deposits paid will be forfeited to KBS.
5. KBS reserves the right to inform the appropriate authorities (including UKBA) where a student has been so removed from study with KBS, is failing to meet ongoing attendance or fee payment requirements, is failing, in KBS's opinion, to make satisfactory academic progress or where a student has committed any breach of his/her visa requirements.
6. Students have a responsibility to attend KBS for induction before the latest start date shown on the CAS. Where a student does not attend by this date, the student will be reported to UKBA and expelled from the course.
7. Students wishing to extend their visa will not be issued with a visa support letter or CAS number unless they satisfy KBS's and UKBA's requirements for such visa support and re-enrol as necessary and pay the required amount of course fees on re-enrolment.
8. UKBA specifies attendance requirements for study and visa renewal. Students are responsible for ensuring that their attendance at every class is recorded in order to meet UKBA requirements. If a student is unable to attend KBS for any reason KBS must be contacted within 24 hours with the reason for the absence and supporting evidence.
9. KBS co-operates with UKBA and follow its regulations and guidelines. Any student found to be in breach of these regulations and/or guidelines will invalidate the terms of their visa and will be dismissed from KBS (without refund).

### General terms and conditions

1. Upon receipt of your application, KBS will, if you satisfy the entrance criteria, issue you with a letter confirming your eligibility for the course. This letter will state the deposit amount required to secure your place and details of how to pay this fee. Upon receipt of your deposit a student who requires a visa in order to study will be issued with a Confirmation for Acceptance of Studies ("CAS") number which the student must use to obtain a student visa.
2. Students who require a student visa to enable them to study with KBS are responsible for obtaining the necessary visa and for ensuring that their attendance is satisfactory to meet their visa requirements.

### General terms and conditions (continued)

3. If a student's visa application has been refused, then the amounts paid will be refunded, less an administration charge of £200 (inclusive of VAT at the standard rate) on production of the following documents: (a) the original visa refusal letter; (b) an agent certified copy of the student's passport showing both the photograph and a signature; (c) where the payor was not the student, an original authority letter from the student authorising repayment to the payor and (d) where the student is already in the UK, evidence satisfactory to KBS that the student has left the UK. Refunds will only be made under this paragraph if requested in writing with the necessary supporting documentation within four weeks of the commencement date of the course. In circumstances where an application is refused by the UK Border Authority ("UKBA") on the grounds of fraudulent documentation or other irregularities, no refunds will be granted in respect of monies paid.
4. Once a CAS number has been issued by KBS confirming full time status, no refunds or course deferrals / cancellations are permissible other than in the instance of visa refusal and subject to meeting the criteria in paragraph 3 above. Course deferrals may be allowed for students who are still overseas awaiting their student visa prior to the published course commencement date provided that KBS receives written notice at least two weeks before the course induction date (first year students) or commencement date (all other students). An administration charge of £100 (inclusive of VAT at the standard rate) will be deducted from the deposit and the amount paid for the course will be carried forward accordingly. A maximum of one such deferral will be allowed, after which all deposits paid will be forfeited to KBS.
5. KBS reserves the right to inform the appropriate authorities (including UKBA) where a student has been so removed from study with KBS, is failing to meet ongoing attendance or fee payment requirements, is failing, in KBS's opinion, to make satisfactory academic progress or where a student has committed any breach of his/her visa requirements.
6. Students have a responsibility to attend KBS for induction before the latest start date shown on the CAS. Where a student does not attend by this date, the student will be reported to UKBA and expelled from the course.
7. Students wishing to extend their visa will not be issued with a visa support letter or CAS number unless they satisfy KBS's and UKBA's requirements for such visa support and re-enrol as necessary and pay the required amount of course fees on re-enrolment.
8. UKBA specifies attendance requirements for study and visa renewal. Students are responsible for ensuring that their attendance at every class is recorded in order to meet UKBA requirements. If a student is unable to attend KBS for any reason KBS must be contacted within 24 hours with the reason for the absence and supporting evidence.
9. KBS co-operates with UKBA and follow its regulations and guidelines. Any student found to be in breach of these regulations and/or guidelines will invalidate the terms of their visa and will be dismissed from KBS (without refund).

### KBS privacy policy

This privacy policy ("Privacy Policy") for KBS describes how we treat personal data received about you when you visit the KBS website, make an application or an enquiry to study with us, enrol with us or otherwise. Please read this Privacy Policy carefully because by visiting or using this site or contracting with us you agree to its terms. This Privacy Policy applies only to the KBS website and not to the websites of other Kaplan companies. We may revise this Privacy Policy from time to time. We will notify you of any important changes by posting a notice on all Privacy Policy links. If you see a notice of change, please check the Privacy Policy, because your continued use of the site after we post the changes means you have agreed to the new terms.

### Collection of your personal data

We collect your personal data when you ask for information about our courses, when you submit your answers to our assessment quizzes or surveys, or when you apply, enrol or are enrolled on one of our courses. To process your enquiries and assessment quizzes or surveys, we collect your name, email and postal address and telephone number.

To process applications and enrolments, we may ask for your name, email and postal addresses, daytime phone number, sponsor's name, mobile and home telephone numbers, date of birth, education details, professional certification or registration information, if any, and credit or debit card information.

### Sharing your data

We will need to use your data to perform our obligations and exercise our rights under agreements made with you and to inform you of feedback and examination results. If you have enrolled in our courses through your sponsor or employer, we may share your data and course attendance and test results with your sponsor or employer. We may also share your personal data, official records and results of assessments with UoL which is not subject to this Privacy Policy. Contact UoL directly for information about how they treat your personal data.

We and other Kaplan companies may also use your postal and email addresses to send you information about further programmes and/or professional training, and other services or products similar to those you have ordered from us, or to send you an invitation to receive such information from our sibling Kaplan educational companies. If you do not wish us to send you this additional information, you can let us know by following the opt-out instructions that we include in every email, or by sending us notice of your preferences through the mechanisms listed in the section entitled “Your Ability to Choose”.

Otherwise, we will share your personal data only with the service providers who help us run the KBS website or fulfill your requests. We may also need to disclose your personal data to third parties when we, in our sole discretion, believe it is necessary to comply with the law, to enforce the Terms and Conditions or this Privacy Policy.

### Transfer to other countries

We may need to process and store your information in countries outside the EU (and not subject to EU Data Protection laws), including, without limitation, your home country or other countries where we have offices or service providers. By providing your information to us, you consent to transfer of your information to these other countries.

### Your ability to choose

As mentioned above, we may use your email or postal address to send you information on your qualification, or other services or products we or other Kaplan companies think might interest you. We also may share your data with other Kaplan companies. If you do not wish to receive such information from us or other Kaplan companies, or you do not wish us to share your data in this manner, you can let us know by emailing us or sending your request by post to Privacy Inquiry (details below).

### Data registration

Pursuant to the Data Protection Act of 1998, Kaplan Financial Limited has registered as a Data Controller with the United Kingdom Information Commissioner.

You may review and update the personal data you have provided to us by emailing us at: [privacy@kaplan.co.uk](mailto:privacy@kaplan.co.uk) or sending your request by post to:

Attention: Privacy Inquiry

Kaplan Financial Limited

100 Cannon Street, London EC4N 6EU, England

The following documents can be accessed from:

[www.kbs.org.uk/terms-and-conditions](http://www.kbs.org.uk/terms-and-conditions)

- KAPLAN WI-FI Policy
- Kaplan Student Complaints Procedure
- Kaplan Student Disciplinary Procedure and Code of Conduct
- KBS Handbook
- UoLIP Code of Discipline
- Procedure for UoLIP Student Complaints
- KBS Student Charter

### Student declaration

I hereby give permission for KBS to obtain official records from any educational institution attended by me and authorise KBS to supply any relevant official records to UoL and to government bodies. I hereby give permission for KBS to complete course application forms, registration and re-registration forms, examinations entry forms and all other correspondence on my behalf for the purposes of participating in a UoLIP course.

I declare that the statements made by me are correct to the best of my knowledge and belief. I confirm that I have read, understood and agreed to be bound by KBS’s Terms and Conditions and Privacy Policy and all other policies referred to in these Terms and Conditions.

Sign \_\_\_\_\_ Date \_\_\_\_\_

## Student permission letter

### Student statement of permission

#### STUDENT ADDRESS DETAILS:

University of London International Programmes  
Stewart House  
32 Russell Square  
London  
WC1B 5DN

Dear Sirs,

This letter is to inform you that I have given Kaplan Business School, where I intend to study my UoLIP course, my permission to submit my application, module registration and exam registration forms to you on my behalf.

I have also given permission for them to remit any fees payable during the period of my study on my behalf.

In addition I would be grateful if you would ensure all communications regarding my course are directed to Kaplan Business School including the issuing of offer letters, registration packs, exam entry confirmations and materials.

This may be by post or by email to [kbs@kaplan.co.uk](mailto:kbs@kaplan.co.uk)

Yours Sincerely

\_\_\_\_\_

Name as on UoL application form: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date this request was made: \_\_\_\_\_