

Please attach One (1)  
passport size photo of  
yourself here

## Full-Time & Part-Time Enrolment Form

Family Name:	Date of Birth: / /19
Other Names:	Do you consider yourself to be: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	Post Code:
Mobile Number:	Your Nationality:
Home Number:	Your Passport Number:
Work Number:	Your visa is valid until: / /20
Email Address:	Do you consider yourself to be disabled? <input type="checkbox"/> No <input type="checkbox"/> Yes
In emergency, contact [Name]: on [kindly provide a contact number]	
Your next exam. session: <input type="checkbox"/> Sept 2010 <input type="checkbox"/> Dec 2010 <input type="checkbox"/> Jan 2011 <input type="checkbox"/> March 2011 <input type="checkbox"/> June 2011 <input type="checkbox"/> Sept 2011 <input type="checkbox"/> Dec 2011	

Please state the course[s] which interest you [Note: You may tick  as many courses as you consider necessary]

<input type="checkbox"/> IAM: Institute of Administrative Management [Full-Time]	<input type="checkbox"/> IAM: Institute of Administrative Management [Part-Time]
<input type="checkbox"/> CMI: The Chartered Management Institute [Full-Time]	<input type="checkbox"/> CMI: The Chartered Management Institute [Part-Time]
<input type="checkbox"/> B.Sc. [Hons] in Mgt. & Business Administration [Full-Time]	<input type="checkbox"/> B.Sc. [Hons] in Mgt. & Business Administration [Part-Time]
<input type="checkbox"/> Post Graduate Certificate in Leadership [Full-Time]	<input type="checkbox"/> Post Graduate Certificate in Leadership [Part-Time]
<input type="checkbox"/> Post Graduate Certificate in Bus. Administration [Full-Time]	<input type="checkbox"/> Post Graduate Certificate in Bus. Administration [Part-Time]
<input type="checkbox"/> Post Graduate Diploma in Bus. Administration [Full-Time]	<input type="checkbox"/> Post Graduate Diploma in Bus. Administration [Part-Time]
<input type="checkbox"/> MBA: Masters in Business Administration [Full-Time]	<input type="checkbox"/> MBA: Masters in Business Administration [Part-Time]
<input type="checkbox"/> IFA: Institute of Financial Accountants [Full-Time]	<input type="checkbox"/> IFA: Institute of Financial Accountants [Part-Time]
<input type="checkbox"/> ACCA Fundamental Level: Paper F1 to F9 [Full-Time]	<input type="checkbox"/> ACCA Fundamental Level: Paper F1 to F9 [Part-Time]
<input type="checkbox"/> ACCA Professional Level: Paper P1 to P7 [Full-Time]	<input type="checkbox"/> ACCA Professional Level: Paper Pi to P7 [Part-Time]
<input type="checkbox"/> B.Sc. [Honours] in Applied Accounting [Full-Time]	<input type="checkbox"/> B.Sc. [Honours] in Applied Accounting [Part-Time]
<input type="checkbox"/> IMIS: The Institute for the Mgt. of Information Systems [FT]	<input type="checkbox"/> The IMIS: Institute for the Mgt. of Information Systems [PT]
<input type="checkbox"/> B.Sc. [Honours] in Information Systems [Full-Time]	<input type="checkbox"/> B.Sc. [Honours] in Information Systems [Part-Time]

If you obtained this form in person or by post, please refer to the reverse side for our Terms and Conditions of Enrolment before completing and returning this form to us; these terms are meant to be legally binding. Otherwise, if you obtained this form from our website, please refer to our Terms and Conditions in our 'Download Page'.

Please see reverse side of this form for our Terms & Conditions of Enrolment  
Complete and Return this Form to:

Students Registry, Goldsmith IBS, N107 [North Building], Westminster Business Square, Vauxhall, London, SE11 5JH, ENGLAND  
T: +44 [0] 207 820 8212 F: +44 [0] 207 820 8212 E: info@goldsmithibs.com W: www.goldsmithibs.com

# TERMS OF ENROLMENT: FULL-TIME & PART-TIME [2010/11]

## PLEASE RETAIN A COPY OF THE DOCUMENT FOR FUTURE REFERENCE

1. **LEGAL:** Enrolling on and payment of **initial deposit** constitutes a **binding & enforceable agreement** between both parties. Any **waiver** of any term is at the **sole discretion** of Goldsmith International Business School.
  2. **ENTRY REQUIREMENTS:** It is the **responsibility of the candidate** to ensure that he/she meets the **minimum entry requirement** for the course they wish to enrol on and that all documents presented to us are **genuine** and **legitimate**.
  3. **THE COURSE:** It is the **candidate's responsibility** to ensure that the course for which he/she enrolls on **meets** his/her **specific requirement**.
  4. **THE COURSE FEE:** Our course fee is stated in our publications and Offer letter. The fee **excludes** examination or assessment fees, institute registration fee or other related fees payable to external bodies/third parties unless where stated otherwise. Course fees are **not transferable** under any circumstance.
  5. **INITIAL DEPOSIT:** Subject to agreement and contract, a **minimum deposit** of **50% of the course fee** is payable **prior** to issuing a 'Confirmation of Acceptance for Studies' or 'CAS'. The **Initial Deposit** is **not refundable**.
  6. **ATTENDANCE:** It is **your responsibility** to maintain a **minimum** attendance of **80%** at all times. **International students** requiring study visa extension are **specifically required** by UK legislation to attend the Business School for at least **15 hours per week** during term times; **not to miss out on contact lectures** in excess of **5 working days** during a semester. We provide a summary record of attendance every month, subject to demand.
  7. **EXAMINATIONS:** It is your responsibility to register for and sit all relevant examinations relating to your course. Our course managers only provide advice in this regard.
  8. **CHEATING & PLAGIARISM:** Cheating includes bringing unauthorised aids into an examination; plagiarism i.e. passing-off the original work of others as your own without full acknowledgement; computer hacking; falsification of data and other similar dishonest practices. We **do not** condone such behaviour: exclusion from the Business School applies after due process.
  9. **STUDENT CONDUCT & DISCIPLINE:** No student must behave in a manner that inhibits the learning of other students; causes loss to the Business School property or damage to the person or property of other members of the Business School; intimidates, threatens, harasses other students; disrupts the proper activities of the Business School, or in any way acts detrimentally to the Business School's interests or reputation. **Suspension, exclusion** and/or **legal proceedings** may result.
  10. **CHANGE OF ADDRESS OR NAME:** It is essential that you notify us and your awarding body, in writing, of any changes; providing supporting documents. This ensures we maintain an accurate and up-to-date record of you.
  11. **OVERSEAS OR INTERNATIONAL STUDENTS:** International [Overseas] students' are specifically required to **understand & comply with UK immigration regulations**. Information is available at [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk)
  12. **OUR RIGHT TO CHANGE OR DISCONTINUE A COURSE:** We reserve the right to **alter, replace, change** or **discontinue** a course without prior notice. Those affected will be offered an option to transfer onto a similar course with us. Refund is **not permissible** in this circumstance.
  13. **CHANGE OF COURSE:** You **must communicate** any change of course request to the Principal **in writing**. A new course fee must **not** exceed the previous course fee. Any excess fee that arises is payable immediately.
  14. **FIRE AND EMERGENCY PROCEDURES:** We will guide and inform you of fire and safety procedures within the premises. You **must** co-operate with us in this regard.
  15. **WITHDRAWAL OR DISCONTINUATION:** Before withdrawing from a course, please contact your course manager for advice as you may be eligible for some fee refund. You **must** inform the Principal of your decision **in writing**
- 15A VISA STUDENTS [Applicants still OUTSIDE the UK]:**
- 15.1 **Home Office Tier 4 Licensed Sponsor:** If Goldsmith IBS fails to maintain its Tier 4 Sponsors Licence with the UK Border Agency (UKBA) i.e. **if our licence is withdrawn by the UKBA**, you will be eligible for a **100% refund of any fee paid to us**. You will need to **request this in writing** and we undertake to refund your payment **within twenty-eight (28) days from your request**, at the latest
  - 15.2 **Bogus Applicants:** If a refusal letter concludes that you are **not** a 'genuine' or 'bona fide' student visa applicant and this is **substantiated after an Administrative Review**, [this is a requirement of this condition]; you are **not eligible for any refund** as we consider you to be a **'bogus' applicant**, seeking to misuse our institution to gain access into the UK.
  - 15.3 **Other Conditions:** Under **no circumstance** would a request for **part or full fee refund** be permissible except as stated in clauses 15.1 and 15.2 above.
- 15B VISA STUDENT [Applicants already INSIDE the UK]:**
- 15.4 If you obtained a 'CAS' from us, you are **not eligible** for refund: any and all outstanding fee remains payable to us.
  - 15.5 If you have **applied for a Tier 4 Visa Extension** and you later decide to withdraw your application **prior to** obtaining the outcome of your application, you are **not eligible** for a fee refund. Any outstanding fee remains payable to us.
  - 15.6 A charge of **£100.00 [One Hundred Pounds] per unit/module** applies if you withdraw **before 14 days prior to the published course commencement date**. You **must** notify the Principal **in writing** by **recorded mail**. There is **no refund** on or after the **14 days** period (Inclusive).
  17. **ADDITIONAL CHARGE:** We reserve a right to charge an **administrative fee of £10 per letter** for **each letter** we send to your address, relating to your poor or non-attendance. It is **our responsibility** to inform the UKBA of such behaviour.
  18. **FEE DEFAULTERS:** We reserve the right to forward details of fee defaulters' to our appointed debt collector. This may lead to adverse credit record and/or a **County Court Judgement [CCJ]** against defaulters. Please **do not ignore** our correspondence or correspondence from our agent(s).
  19. **COMMUNICATIONS:** Correspondence by a letter on our letter headed paper; an email and/or mobile phone text message constitute a formal means of communication with you.
20.  **I hereby agree to all the terms stated herein.**
- Print Name:** \_\_\_\_\_
- Signature:** \_\_\_\_\_
- Print Date:** \_\_\_\_\_