

**London IBT Ltd (LIBT) Student ID:** \_\_\_\_\_

I accept your offer of a place on the following London IBT Ltd (LIBT) course:

- London IBT Ltd (LIBT) + Brunel University
- Bell International + London IBT Ltd (LIBT) + Brunel University
- International Pathways Centre (Brunel International) + London IBT Ltd (LIBT) + Brunel University

I have attached a bank draft/cheque for the deposit of tuition fees payable to London IBT Ltd (LIBT) for GBP \_\_\_\_\_

**Information required for Confirmation of Acceptance**

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(day / month / year)

Citizenship: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Sex:  Male  Female

**VISA Details**

To which Immigration Office are you applying for your visa? \_\_\_\_\_

**ACCOMMODATION**

Do you require accommodation?  Yes  No  
If yes, please complete the Accommodation Request Form

**AIRPORT TRANSFER**

Do you require transport from London Heathrow to LIBT?  Yes  No  
If yes, please complete the Airport Transfer Form

**CHECKLIST** (please tick)

Tuition Fee payment enclosed  Yes  No

Accommodation Request Form enclosed  Yes  No

Accommodation Deposit enclosed  Yes  No

I have read and agree to abide by the College's Policy on the Refund of Tuition Fees and Conditions of Enrolment which appear on the reverse side of this form and have read and understand the information contained in the London IBT Ltd (LIBT) brochure.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONDITIONS OF ENROLMENT / REFUND POLICY /  
TRANSFER TO BRUNEL UNIVERSITY**

**Fees**

- Provision has been made to safeguard payments made in advance.  
All tuition fees paid before the course commences will be deposited into the London IBT Ltd (LIBT) Bank Account held at the HSBC Bank, High Street, Uxbridge, Middlesex UB8 3PH
- All fees, charges and accounts will be payable in advance as determined by London IBT Ltd (LIBT) from time to time. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees, charges or accounts are paid.
- Any payments not made by the due date may incur a late payment penalty.
- Fees are correct as at the time of printing. London IBT Ltd (LIBT) reserves the right to vary course fees at any time.
- Where a student studies less than or more than a full semester load (Foundation Studies Certificate four modules, Diploma three modules) the student will pay the current per module fee for each module undertaken.
- Should it be necessary for the student to repeat a module the full amount will be charged.

**Visa Conditions for Students**

- International students are not permitted to study part time.
- Student visas are usually issued for the period of the course. Students wishing to extend their visa should first consult London IBT Ltd (LIBT) for assistance. You must leave the United Kingdom or seek a new visa before expiration of your current visa.
- You should acquaint yourself with full United Kingdom student visa conditions at [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) BEFORE accepting a place at LIBT.

**Other Conditions**

- The student is required to attend all classes and undertake all tests and examinations during a course and abide by all rules and regulations of the Institute that are in force at any time.
- In the event of circumstances that require urgent medical care where it is not possible to contact the parent/guardian, London IBT Ltd (LIBT) is authorized as a matter of urgency to seek and provide appropriate medical care.
- International students must meet the minimum English language proficiency requirement for entry into the course in the form of satisfactory academic results or an internationally recognized English Test result. If the student's English language skills are insufficient, the student will be offered a bridging English course with Brunel International's International Pathways Centre (IPC) or Bell International prior to the commencement of studies at London IBT Ltd (LIBT).
- If students are dissatisfied with the services provided by London IBT Ltd (LIBT), a submission should be made to the Academic Director.

**Refund Policy**

- For the purposes of the refund policy only a course is defined as one semester of study in any program of London IBT Ltd (LIBT).
- If an applicant accepts a place offered by London IBT Ltd (LIBT) and pays the fees, it means a binding contract is created between the student and London IBT Ltd (LIBT).
- Notification of cancellation/withdrawal from module/s, withdrawal or deferral from a course of study must be made in writing to London IBT Ltd (LIBT).
- In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown in the table below.
- Students whose enrolment is cancelled by London IBT Ltd (LIBT) will not be entitled to any refund of fees. Any fee refund is wholly at the discretion of London IBT Ltd (LIBT).
- London IBT Ltd (LIBT) reserves the right not to offer a course previously advertised at its own discretion. Where a student is unable to enroll in a similar course at London IBT Ltd (LIBT) and the enrolment is cancelled then all fees paid will be refunded within two weeks of course cancellation.

NOTIFICATION PERIOD	CANCELLATION FEE
<b>Visa Refused</b> <i>(proof of refusal necessary)</i>	GBP100
<b>Before Commencement Date</b>	GBP500
More than 10 weeks:	
More than 4 wks and up to 10 wks:	40% of the course fee
4 weeks or less:	70% of the course fee
<b>After Commencement Date</b>	No refund
<b>Bell International + London IBT Ltd (LIBT) Joint Offer</b>	
Bell - More that 4 weeks	GBP150
- Less that 4 weeks	1 weeks Tuition Fee
LIBT	No refund
<b>Note: All refunds will be made within four weeks of students withdrawal date</b>	

**Deferment**

If a student wishes to defer admission until a later semester London IBT Ltd (LIBT) will hold the fees paid until commencement without levying a penalty. If the student subsequently withdraws the Refund Policy will apply as at the date London IBT Ltd (LIBT) was advised in writing of the deferment.

**Leave of Absence**

If a student wishes to take a leave of absence from their course after enrolment and within the first four weeks of course commencement, London IBT Ltd (LIBT) will transfer any fees paid to the next semester. If the student subsequently withdraws, the Refund Policy applies from the date London IBT Ltd (LIBT) received advice in writing regarding the leave of absence. If the student applies for a leave of absence from the fifth week of the semester, their place will be held, but all tuition fees applicable to that semester will be forfeited.

**Transfer from International Foundation Programme to Diploma**

The following policy applies to all LIBT students transferring from the International Foundation programme to the Diploma programme at London IBT Ltd:

"Admission to the Diploma programme at LIBT is subject to the satisfactory completion of the International Foundation Studies programme."

**Transfer to Brunel University**

The following policies apply to all LIBT students transferring to Brunel University:

**Students studying the Diploma of Business & Management programme**

"On completion of the study of six designated modules of your Diploma of Business & Management programme at London IBT LTD, you are eligible to enter the second year of your related degree program at Brunel University, provided that you pass five of the six modules at first attempt, and no module has been failed more than once, and you have met the University's English language requirement of IELTS 6.5 or the equivalent".

**Students studying the Diploma of Information Systems & Computing programme**

"On completion of the study of five designated modules of your Diploma of Information Systems & Computing programme at London IBT LTD, you are eligible to enter the second year of your related degree program at Brunel University, provided that you pass four of the five modules at first attempt, and no module has been failed more than once, and you have met the University's English language requirement of IELTS 6.0 or the equivalent".

**Students studying the Pre-Masters Certificate**

The following policy applies Pre-Masters Certificate Students transferring from London IBT LTD to Brunel University:  
"On successful completion of the Pre-Masters Certificate at London IBT Ltd, that is passing all four modules at first attempt and achieving a minimum of 65% in the Brunel English Language test, you are eligible to apply to the MSc programme at Brunel University".