

LONDON COLLEGE

OF INTERNATIONAL BUSINESS STUDIES

**THE LONDON COLLEGE OF
INTERNATIONAL BUSINESS STUDIES
COURSES
&
HOME STUDENT FEES & DATES 2012**

These fees and dates are for courses starting in **2012**. Please contact us if you would like fees and dates for 2013. The fees shown are our 'home' student fees. You qualify for our 'home' student fees if you are a **British, EU** or other **European** national. The fees shown are the total fees payable and cover registration, tuition, LCIBS Training Manuals, and exam fees. No VAT is payable.

Edexcel BTEC HNC Business Studies (HNC)		£4,900
FULL-TIME: 11 Months (3 terms) 16 classroom hours a week		
START	END	
21 May 2012	12 April 2013	
17 September 2012	9 August 2013	

Edexcel BTEC HND Business Studies (HND)		£9,800
FULL-TIME: 23 months (6 term) 16 classroom hours a week		
START	END	
21 May 2012	17 April 2014	
17 September 2012	8 August 2015	

Diploma in International Business & Marketing Management (DIBMM)						£6,495
FULL-TIME: 15 months (4 terms) 18 to 21 classroom hours per week		FULL-TIME: 18 months (5 terms) 15 classroom hours per week		PART-TIME: 2 years+ (6 terms or more) 3 to 12 classroom hours per week		
START	END	START	END	START	END	
16 January 2012	12 April 2013	16 January 2012	9 August 2013	16 January 2012	Variable	
14 May 2012	9 August 2013	14 May 2012	13 December 2013	14 May 2012	Variable	
17 September 2012	13 December 2013	17 September 2012	17 April 2014	17 September 2012	Variable	

Diploma in Business Finance & Administration (DBFA)				£4,395
FULL-TIME: 6 months (2 terms) 21 classroom hours a week		PART-TIME: 1 year+ (3 terms or more) 3 to 12 classroom hours per week		
START	END	START	END	
16 January 2012	10 August 2012	16 January 2012	Variable	
14 May 2012	14 December 2012	14 May 2012	Variable	
17 September 2012	12 April 2013	17 September 2012	Variable	

Diploma in Business Administration (DBA)				£3,495
FULL-TIME: 6 months (2 terms) 15 to 18 classroom hours a week		PART-TIME: 1 year+ (3 terms or more) 3 to 12 classroom hours per week		
START	END	START	END	
16 January 2012	10 August 2012	16 January 2012	Variable	
14 May 2012	14 December 2012	14 May 2012	Variable	
17 September 2012	12 April 2013	17 September 2012	Variable	

Diploma in International Business Management (DIBM)				£5,295
FULL-TIME: 1 year (3 terms) 18 to 21 classroom hours a week		PART-TIME: 15 months+ (4 terms or more) 3 to 12 classroom hours per week		
START	END	START	END	
16 January 2012	14 December 2012	16 January 2012	Variable	
14 May 2012	12 April 2013	14 May 2012	Variable	
17 September 2012	9 August 2013	17 September 2012	Variable	

Diploma in Public Relations & Marketing Communications (DPRM)						£4,395
FULL-TIME: 6 months (2 terms) 24 to 27 classroom hours per week		FULL-TIME: 1 year (3 terms) 15 to 18 classroom hours per week		PART-TIME: 15 months+ (4 terms or more) 3 to 12 classroom hours per week		
START	END	START	END	START	END	
16 January 2012	10 August 2012	16 January 2012	14 December 2012	16 January 2012	Variable	
14 May 2012	14 December 2012	14 May 2012	12 April 2013	14 May 2012	Variable	
17 September 2012	12 April 2013	17 September 2012	9 August 2013	17 September 2012	Variable	

Diploma in Marketing Communications (DMC)				£3,495
FULL-TIME: 6 months (2 terms) 18 classroom hours a week		PART-TIME: 1 year+ (3 terms or more) 3 to 12 classroom hours per week		
START	END	START	END	
16 January 2012	10 August 2012	16 January 2012	Variable	
14 May 2012	14 December 2012	14 May 2012	Variable	
17 September 2012	12 April 2013	17 September 2012	Variable	

Diploma in Marketing Communications with Intern Programme(DMC-IP)		£4,445	
STUDY FULL-TIME: 6 months (2 terms) 18 classroom hours a week		WITH INTERN PROGRAMME: plus 12 Weeks Full time Monday - Friday	
START	END	START	END
16 January 2012	10 August 2012	16 January 2012	Variable
14 May 2012	14 December 2012	14 May 2012	Variable
17 September 2012	12 April 2013	17 September 2012	Variable

Diploma in Public Relations (DPR)		£3,495	
FULL-TIME: 6 months (2 terms) 18 classroom hours a week		PART-TIME: 1 year+ (3 terms or more) 3 to 12 classroom hours per week	
START	END	START	END
16 January 2012	10 August 2012	16 January 2012	Variable
14 May 2012	14 December 2012	14 May 2012	Variable
17 September 2012	12 April 2013	17 September 2012	Variable

Diploma in Public Relations with Intern Programme (DPR-IP)		£4,445	
FULL-TIME: 6 months (2 terms) 18 classroom hours a week		WITH INTERN PROGRAMME: 2 terms plus 12 Weeks Intern full time Monday - Friday	
START	END	START	END
16 January 2012	10 August 2012	16 January 2012	Variable
14 May 2012	14 December 2012	14 May 2012	Variable
17 September 2012	12 April 2013	17 September 2012	Variable

Certificate in Business Administration (CBA)		£2,765	
FULL-TIME: 3 months (1 term) 24 classroom hours a week		PART-TIME: 6 months+ (2 terms or more) 3 to 12 classroom hours per week	
START	END	START	END
16 January 2012	13 April 2012	16 January 2012	Variable
14 May 2012	10 August 2012	14 May 2012	Variable
17 September 2012	14 December 2012	17 September 2012	Variable

Certificate in Business Studies (CBS)		£1,755	
FULL-TIME: 3 months (1 term) 15 classroom hours a week		PART-TIME: 6 months+ (2 terms or more) 3 to 12 classroom hours per week	
START	END	START	END
16 January 2012	13 April 2012	16 January 2012	Variable
14 May 2012	10 August 2012	14 May 2012	Variable
17 September 2012	14 December 2012	17 September 2012	Variable

Certificate in Marketing Communications (CMC)		£2,765	
FULL-TIME: 3 months (1 term) 24 classroom hours a week		PART-TIME: 6 months+ (2 terms or more) 3 to 12 classroom hours per week	
START	END	START	END
16 January 2012	13 April 2012	16 January 2012	Variable
14 May 2012	10 August 2012	14 May 2012	Variable
17 September 2012	14 December 2012	17 September 2012	Variable

Certificate in Public Relations (CPR)		£1,755	
FULL-TIME: 3 months (1 term) 18 classroom hours a week		PART-TIME: 6 months+ (2 terms or more) 3 to 12 classroom hours per week	
START	END	START	END
16 January 2012	13 April 2012	16 January 2012	Variable
14 May 2012	10 August 2012	14 May 2012	Variable
17 September 2012	14 December 2012	17 September 2012	Variable

Tailor-Made Courses		Fee
1 subject		£585
2 subjects		£1,170
3 subjects		£1,755
4 subjects		£2,260
5 subjects		£2,765
6 subjects		£3,130
7 subjects		£3,495
8 subjects		£3,795
9 subjects		£4,095
10 subjects		£4,395
11 subjects		£4,695
12 subjects		£4,995
13 subjects		£5,295
14 subjects		£5,595
15 subjects		£5,895
16 subjects		£6,195
17 subjects		£6,495
FULL-TIME		PART-TIME
START	END	START
16 January 2012	Variable	16 January 2012
14 May 2012	Variable	14 May 2012
17 September 2012	Variable	17 September 2012
		END
		Variable
		Variable
		Variable

Course duration, classroom hours and end dates all depend on how many subjects you wish to study. Please contact us to discuss your requirements.

UNIT CREDIT	SUBJECT (* compulsory for HNC/D)	CBS	CBA	DBA	DBFA	DIB M	CMC	DMC	CPR	DPR	DPR M	DIB MM	HNC	HND
15	Marketing Principles*	•	•	•	•	•	•	•		•	•	•	•	
15	Organisations and Behaviour*	•	•	•	•	•			•	•	•	•	•	
15	Managing Human Resource	•	•	•	•	•			•	•	•	•	•	
15	Business Writing	•	•	•	•	•	•	•	•	•	•	•		
15	Oral Communication for Business	•	•	•	•	•	•	•	•	•	•	•		
15	Personal & Professional Development		•	•	•	•		•		•	•	•		•
15	Sales Planning & Operations				•	•					•	•		•
15	Essentials of International Trade				•	•						•		
15	The Internet & E-Business					•		•		•	•	•	•	
15	Internet Marketing					•	•	•		•	•	•		•
15	Quantitative & Statistical Methods					•						•		
20	Research Project*					•						•		•
15	Business Environment*		•	•	•	•						•	•	
15	Financial Accounting & Reporting			•	•	•						•		•
15	Business Law			•	•	•						•		•
15	Managing Financial Resources*				•	•						•	•	
15	Management Accounting				•	•						•	•	
15	Business Decision Making*													•
15	Business Strategy*													•
15	Aspects of Contract & Negligence in Business.*													•
15	Advertising & Promotion in Business						•	•			•	•	•	
15	Essential Public Relations						•	•	•	•	•	•		
15	Advanced Public Relations									•	•	•		
Total number of units required													120	240

TERMS AND CONDITIONS

WAYS TO APPLY:

- Complete and submit our **online** application form at <https://www.lcibs.org/admissionsoff/OnlineApp.htm>
- OR complete our paper-based application form and **email** a scanned copy to admissions@lcibs.org
- OR **fax** a completed application form to + 44 (0)20 7242 1005
- OR **post** the completed form to The Admissions Office, LCIBS, 14 Southampton Place, London, WC1A 2AJ, UK

Before we can consider your application, we also need to receive copies of your educational certificates and evidence of your English language ability. You can email, fax or scan the relevant documents to us using the contact details above.

DEADLINE FOR APPLYING: There is no formal deadline for applications. However, once a course is full, no further applications for that course will be considered. To be sure of a place, you should therefore submit your application to us as far in advance of the course start date as possible.

AFTER APPLYING: When we receive your application form and supporting documents, we'll decide whether we can allow you to enrol on your chosen course. If we need to discuss your application with you, we may invite you for an interview. If you're in another country, we'll arrange for your interview to be conducted by telephone. We may also write to you for further information about your application.

ENROLLING / RESERVING YOUR PLACE ON A COURSE: If we decide that we can allow you to enrol on your chosen course, the next step is for you to make a payment to the college in order to enrol and reserve your place:

- **Students in the UK and students outside the UK who do not require a visa to study in the UK:** If your total course fees are less than £1,000, you'll need to pay your course fees in full in order to reserve your place. If your total course fees are more than £1,000, you will need to pay a deposit of £1,000 in order to reserve your place. The deposit is part-payment of your course fees. The rest of your course fees will be due 1 calendar month before your course start date, unless you have made special payment arrangements with the college. Please also note that you may be asked to pay a deposit larger than £1,000 in order to reserve your place.
- **Students outside the UK who require a visa to study in the UK:** If your total course fees are less than £2,500, you'll need to pay your course fees in full in order to reserve your place. If your total course fees are more than £2,500, you will need to pay a deposit of either £2,500 or 50% of the total course fees (whichever is the greater amount) in order to reserve your place. The deposit is part-payment of your course fees. The rest of your course fees will be due 1 calendar month before your course start date, unless you have made special payment arrangements with the college. Please also note that you may be asked to pay a deposit larger than £2,500 / 50% of the total course fees in order to reserve your place.
- **Students enrolling 1 calendar month or less before the course start date:** If allowed to enrol on a course 1 calendar month or less before the course start date, you will need to pay the full course fees in order to reserve your place, unless you make special arrangements with the college.

We're not able to reserve you a place until you've made the required payment. When we receive your payment, a place on the course will be reserved for you. We will confirm to you in writing that a place on the course is reserved for you and that we have received the required payment.

STUDENTS REQUIRING VISAS: If you need a visa to study in the UK and you have enrolled on a **Diploma** course, we will issue you with a Confirmation of Acceptance for Studies (**CAS**) after you have made the required payment detailed above. A **CAS** is what you will need from the college to make a Tier 4 General Student Visa application. If you need a visa to study in the UK and you have enrolled on a **Certificate** course, we will issue you with a **Student Visitor Letter** after you have made the required payment detailed above. A **Student Visitor Letter** is what you will need from the college to apply to come to the UK as a Student Visitor. The college does not issue CASs to students enrolled on Certificate courses; we issue CASs only to those enrolled on Diploma courses. Students attending Certificate courses are required to use the Student Visitor route to study in the UK.

CANCELLATIONS AND REFUNDS:

- In the unlikely event that we cancel your course, we shall refund any course fees you have paid in full.
- If you cancel your course 1 calendar month or more before your course start date, and you have paid a deposit, we will keep your deposit.
- If you cancel your course 1 calendar month or more before your course start date and you have already paid more than the deposit, we will refund the course fees you have paid **less the deposit**. To obtain a refund in this way, you must ensure that we receive your cancellation in writing 1 calendar month or more before your course start date. If you require a visa to study in the UK, please also note that, unless your visa application is refused, you will not receive a refund if you have already used your CAS or if we have already issued you with a Student Visitor Letter.
- If you cancel your course less than 1 calendar month before your course start date, or if you cancel your course on or after your course start date, we will keep all course fees you have paid.
- If you are not able to start your course because your visa application is refused, we will refund all course fees you have paid **in full**. To obtain a refund in this way, you must ensure that we receive written evidence of your visa refusal before your course start date. If we do not receive written evidence of your visa refusal, we will not refund your fees. If we receive written evidence of your visa refusal on or after the course start date, we will refund your course fees at our discretion.
- If your visa application is refused wholly or partly because you were found to have used forged or falsified documents as part of your visa application, you will receive no refund. You will also receive no refund if your visa application is refused because you attempt to use a Student Visitor Letter to apply for a Tier 4 General Student Visa.
- We will make any refunds due to the person or organisation that paid your course fees to this college.

GENERAL: We try to ensure that your course is as described in our brochure. In some circumstances, however, it may be necessary to make minor changes to the course content, schedule or classroom hours. We also reserve the right to cancel a course in exceptional circumstances. While we will also endeavour to provide to students all welfare and support services as detailed in our prospectus and website, we cannot be held responsible in the unlikely event that circumstances beyond our control prevent us from providing any of these services.

COLLEGE RULES AND REGULATIONS: To ensure the smooth running of the college, you will be expected to abide by all the college's rules and regulations while you are our student. Full details of all college rules and regulations will be provided to you when you begin your course. In accepting our offer of a place on a course, you are agreeing to abide by all our rules and regulations. We reserve the right to curtail, without refund, the tuition of any student who is in serious or repeated breach of college rules and regulations. We also reserve the right to curtail, without refund, the tuition of any student who does not attend lessons regularly or punctually.

DATA PROTECTION: The information you provide on your application form is protected by the Data Protection Act 1998 and will be used by the college only in connection with your enrolment, attendance and progress on your chosen course. However, students requiring visas to study in the UK should be aware that information about their enrolment, attendance and progress on their course may also be passed to the UK immigration authorities for purposes connected with immigration.

APPLICANTS WITH A MEDICAL CONDITION OR DISABILITY: Applicants with a medical condition or disability which may affect their studies are kindly asked to indicate this on the application form. A medical condition or disability does not preclude consideration for a place on a course at the college, though wheelchair users should note that the layout of the college building unfortunately does not allow wheelchair access to most parts of the college, and that adjustments to enable wheelchair access are regrettably not feasible. More information on this can be obtained from the college if required.

INSURANCE: LCIBS cannot accept responsibility for loss or damage to your personal property while you are attending your course. You should also note that, if you cannot complete your course due to injury or illness, we cannot offer a refund or a place on another course. For these reasons, we recommend that you take out suitable insurance cover. Please contact the admissions office if you would like details of a suitable insurance policy.