

[Prospectus 2019/20]



[London School of Executive Training]

[Message from the Director]

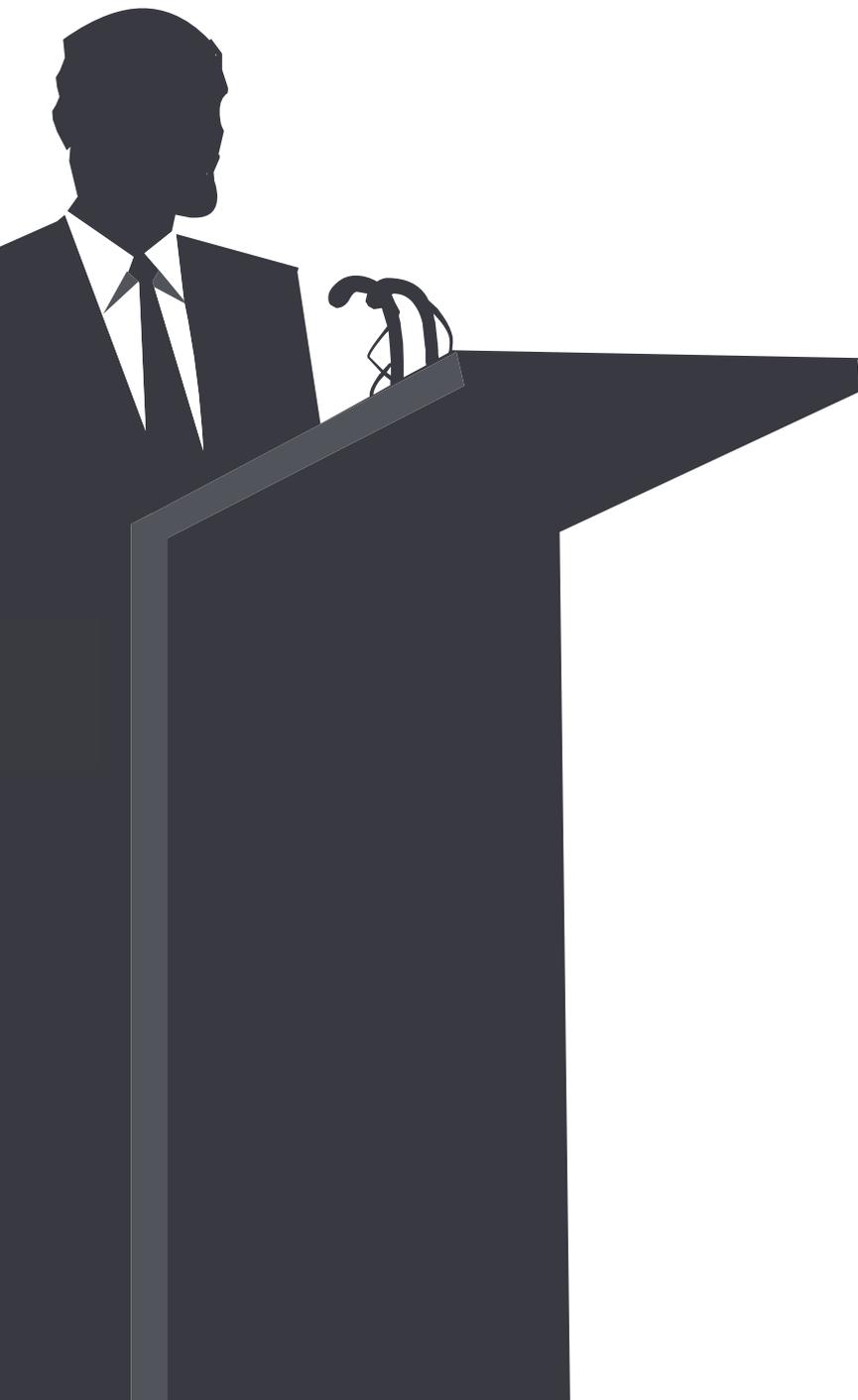
Leaders must actively prepare themselves and their organisations for the future. Major global trends impacting the world today will affect businesses tomorrow. Participants should foresee how growing potential shortages of food, water and energy will impact the business. At London School of Executive Training, we prepare executives and leaders to compete against major players from large, developed markets as well as emerging markets.

We take pride in providing a great range of programmes to meet any needs and our industry-relevant trainers and strong industry relationships ensure a significant improvement and overall development of the participants. We are flexible and will focus the delivery of the programme, and participants can choose from a variety of training options.



Prasenjit Kumar
DIRECTOR

London School
of Executive Training



[Welcome to London School of Executive Training]

London School of Executive Training (LSET) is a dynamic institution located in the heart of London. LSET offers short-term training programmes in a variety of disciplines and is accredited by the British Accreditation Council for Further and Higher Education as a short-term course provider. The British Accreditation Council is a nationally recognised accreditation body in the United Kingdom. LSET has been operating since 2013 and is keen to drive global transformation by offering highly specialised short-term courses to a variety of audiences including students, business leaders, politicians, lawyers, law interns, bankers, trainees in law, management and hospitality sectors, faculties and other professionals. Participants are advised to check with the LSET administration about their chosen programme since these programmes may not be available during every term. Programme duration ranges from one week to four weeks, depending upon the nature of the programme and its participants, although some programmes may last for up to six months.

Today's professionals must be prepared to evolve with global changes, and that often means updating skills and learning new and innovative ways of conducting business in uncertain times. Our training programmes provide individuals and companies with a combination of results-oriented coursework and academic research from our renowned faculty. LSET's curriculum is constantly evolving to meet and exceed the needs of industry professionals, helping them to improve their portfolio of skills. Whether you are looking for one of our many existing programmes that will expose you to top business leaders from around the globe, or your company would like a custom-designed programme, we have the faculty, the facility and the vision to transform you or your organisation.

The following are some of the best features the institution offers...

- **International faculty.** The programmes offered are held either at Hamilton House, King's Cross, or at the partner University campuses managed by the highly experienced faculty, who draw together insights from their ground-breaking research, as well as their wealth of business and management expertise gained through advising top global companies.
- **Enhanced business performance.** Founded on cutting-edge thinking and the latest business practice, our programmes are designed to empower you to meet your individual and organisational challenges, now and in the future.
- **A global classroom perspective.** Research, learn, network and exchange best practice with executives from various countries, professions and industries. Our courses are designed to provide the perfect environment for challenging assumptions and developing exciting ideas.
- **Flexible learning solutions.** Our wide range of five-day to four-week open enrolment programmes will cover management, finance, human resources, strategic leadership marketing, diplomacy, international relations, corporate governance, law and many more topics. In addition, we are also keen to focus on bespoke training solutions designed to match the strategic challenges of individuals, organisations and various institutions.
- **At the heart of the world financial capital.** London is not just an international centre of business and finance; it's also one of the most exciting and stimulating cities to learn and network.

Accreditation Status



London School of Executive Training is a limited company incorporated per the laws of England and Wales, registration number 08808496. London School of Executive Training (LSET) is accredited by the British Accreditation Council as a short-term course provider. The British Accreditation Council is a nationally recognised accrediting body in the United Kingdom.

This accreditation allows London School of Executive Training (LSET) participants to apply for the Short-Term Study Visa for up to six months duration and under special category for up to 11 months duration. The Short-Term Study Visa route is designed by the UKVI for the migration of students from outside the European Economic Area (EEA) who want to undertake a short course of study in the United Kingdom.

Our Vision

London School of Executive Training distinguishes itself as a stellar educational institution, one that combines international exposure, research intelligence, scholarship and creative endeavour with a variety of designed and bespoke executive and short term programmes.

Our Mission

Our mission is '**CHANGING MINDS.**' London School of Executive Training is a premier educational institution dedicated to enrichment and enhancing values by providing international exposure to learning and training, and it combines various cultures on one platform in the form of an innovative method of education.

Our Values

London School of Executive Training's approach inculcates the entrepreneurial traits in an individual not only by an educational model of learning but giving them opportunities of interaction with global business leaders so that they can infuse those skills in their personalities.



[LSET Board of Governors]



K. V. Rajan is a former member of the Indian Foreign Service. He has served in many senior diplomatic assignments, including the rank of Ambassador, in a number of countries including France, USA, UK, Zambia, Algeria and Nepal. His Excellency Ambassador Rajan holds over a dozen positions within various Governmental and Non-Governmental Organisations including several institutions of higher learning.

Ambassador K.V. Rajan

CHAIRPERSON, LSET BOARD OF GOVERNORS



An Engineer by profession, Prasenjit Kumar has been actively involved in running a number of educational ventures in UK for about 20 years. He is the Chairperson for London School of Executive Training and responsible for the overall management and strategic direction of the institution. He is the recipient of Global Achievers Award presented by Citizens Integration Peace Society in 2016.

Prasenjit Kumar

CHAIRPERSON, LSET



Marie Haughey has worked for over 40 years in the Civil Service. She served the UK Border Agency as Regional Head of the Passport Agency in Northern Ireland, which, under her leadership, consistently delivered a most efficient and effective passport service. Later she served as an Assistant Director in the UK Border Agency, and for her exemplary public service was honoured with an MBE by Her Majesty the Queen.

Marie Haughey, MBE

MEMBER OF LSET ADVISORY COUNCIL

FORMER ASST. DIRECTOR UK BORDER AGENCY AND REGIONAL HEAD OF THE UK PASSPORT AGENCY



David Webb worked in the police force for more than 25 years. He joined the Hertfordshire Constabulary and transferred to the West Midlands Police before retiring as Superintendent Commander of Police in Birmingham. He pioneered Community Policing and is the author of 'Policing the Rainbow,' which promotes the philosophy and practice of policing a multi-racial society. He is Past President of the Handsworth Rotary Club and has been honoured with the International Paul Harris Fellowship Award.

David Webb

MEMBER OF LSET ADVISORY COUNCIL

SUPERINTENDENT COMMANDER OF POLICE (RETIRED)



Peter Sage has been working in the academic area for the last 10 years and is serving as an Adjunct Professor of George Washington University. He provides exceptional guidance and support to the academic department of London School of Executive Training College. He is also the co-ordinator of AMURT, which is affiliated with the United Nations, and has travelled to over 70 countries to co-ordinate various social service activities worldwide. Under his leadership AMURT was granted a recent substantial US Federal grant to tender services in Africa.

Peter Sage
ADVISOR, LSET



Peter Bowyer is a lead Trainer for Pearson, which is an internationally recognised leading degree awarding organisation. He is a visiting professor in the UK who has held high positions at several UK degree awarding institutions for the past over 20 years. His contributions in academic are well known in both public and private sectors within the UK and Europe.

Mr. Peter Bowyer
DIRECTOR, LSET – INTERNATIONAL OPERATIONS



Dr Charles Chatterjee who studied law at the University of Cambridge and the University of London held several professorial positions in international commercial and criminal law at UK Universities. Dr Chatterjee is also a Barrister in England and Wales and has been practising law for over 20 years. He is currently a Senior Associate Fellow of Warwick University and an Associate Fellow of the Institute of Advanced Legal Studies, University of London and a visiting academic at London Diplomatic Academy.

He was appointed by the World Health Organisation as a Rapporteur several times to develop scientific papers on issues such as family health care, aid and prevention He was also a legal consultant to the Commonwealth Secretariat for a considerable period of time also advises various governments on legal issues and provides training to government officials.

Dr Chatterjee has published extensively in the form of books and articles in reputable referred journals on various aspects of public international law, international economic law, energy law, international commercial law, including banking, trade, investment, international commercial arbitration as well as health and criminal law programs for over 20 years. He has also successfully supervised a considerable number of Ph.D. theses at various British universities.

Dr Charles Chatterjee
LL.M. (CAMBRIDGE), LL.M., PH.D. (LONDON), BARRISTER
ADVISOR LSET ACADEMIC STANDARDS AND QUALITY

Accommodation

LSET has ties with various accommodation providers. Subject to availability and requirements, accommodation units can be booked in advance. Some accommodation units are single and others are shared units with other participants. Depending upon the type of accommodation there are provisions for self-catering. However, in-room dining can be served to all participants for dinner at an additional cost. Complimentary sandwiches and snacks are provided for lunch during the training session. Full details of all amenities are usually mentioned in the admission confirmation letter issued by LSET. There are many hotel accommodations also available at discounted rates.



Photo for illustrative purposes only

Airport Pick Up

Airport pick-ups are organised for groups. Individual travellers may be asked to avail other options, LSET can help if needed. There might be an additional charge for this facility, and we suggest making use of public transport that is well connected, cost and time efficient.



Transport Services / Sight Seeing

A city tour of London is also included in the programme sheet. This would be a group travel. Participants will be provided with transport facilities and tickets for specific venues. There are no extra charges for this service. LSET will make all arrangements as appropriate. For detailed information please refer to the programme sheet.

London Business and Educational Tours

London is the world's financial capital. We ensure that our participants make the best of their stay during their visit. Given this, we will provide our participants with an opportunity to explore some of London's oldest financial, historical and educational institutions. London's largest industry is finance and the city has over half of the companies listed on the FTSE 100, including the Bank of England and the London Stock Exchange, making it an intriguing and exciting place to visit.

Laptop / Wi-Fi and Secretarial Services

It is recommended that participants should carry laptops. However, there will be an option to borrow laptops for the duration of the training. Free Wi-Fi is provided at all times. Participants may pre-book additional secretarial services to facilitate their ongoing business needs at an extra cost.

[Policies]

Below policies are available in the LSET policy manual. A copy can also be obtained from the LSET administration office. Most of these policies are also available online on the LSET website.

- Admission Policy
- Fees payment Policy
- Refund Policy
- Induction Policy
- Attendance and Punctuality Policy
- Health and Safety Policy
- Equal Opportunity Policy
- Complaints and Appeal Policy and Procedures
- Quality Assurance Policy and Procedures
- Data Protection Policy
- Appraisal Policy and Procedures
- Individual Learning Review Policy
- Staff Development Policy
- Student support Policy
- Whistleblowing Policy

Admissions

London School of Executive Training strongly believes in diversify learning and aims to take participants from different countries, industries, operations and backgrounds. This enriches our learning experience. Participants should have fluency in written and spoken English. However, IELTS is not compulsory.

Documents to be submitted are as follows.

1. Application form filled and signed
2. A brief CV (Bio-Data)
3. Copies of passport's relevant pages
4. Educational Documents

Please email Application form (filled and signed) along with supporting documents mentioned above to info@lset.org.uk. OR Apply online directly through LSET website.

Once reviewed, successful applicants will get an Offer Letter from LSET. Subsequently, they will be required to remit the fee deposits that can be paid either directly through the LSET website or via Bank transfer. Receipts of fee deposits will be mailed to participants.

Visa Guidance

Depending upon the country of origin participants may or may not require the visa to travel to the United Kingdom for a short-term programme. Generally, people of other nationalities from most developing countries require a student visitor visa to participate in education and training programmes in the UK.

A student visitor can only be in the UK for a maximum of 6 months duration and under certain category for up to 11 months duration and can switch courses within the Immigration Rules.

[Programmes]

Custom Programmes

London School of Executive Training intends to work closely with selected global companies to develop strategic solutions to their business challenges. Our future partnerships will be characterised by collaboration between our faculty and senior executives to assure relevance and maximum impact. Programmes include a combination of highly interactive classroom sessions, case discussions, small group exercises, electronically mediated tools and intensive study groups to encourage participants to think strategically and effectively manage change in their organisations. Interested parties are kindly asked to contact LSET by email at info@lset.org.uk.

Duration and Tuition Fees

London School of Executive Training offers one- to four-week programmes. However, some programmes may be for six months' duration. Tuition fees may vary from £1,000 to £2,500, depending upon the nature and duration of the training programme. Participants will travel to London to attend these programmes. At the same time, we offer some country-specified programmes, which includes sending faculties for in-country training.

In-depth details will be available in the programme sheets of specific programmes, which includes programme contents, duration, fees, conditions of entry etc. Tuition fees for customised programmes may vary depending upon the scope and depth of the required programme objectives.

Certificates and Awards

Programmes are generally divided into three parts:

- Classroom learning
- Study tour of London
- Industry meetings

Upon the completion of classroom learning, study tour and industry meetings, a formal closing ceremony will take place, which includes certificate distribution and group photography. We believe in building a lifetime relationship with our participants. Therefore they will become part of our alumni group and LSET is keen to arrange alumni meetups from time to time.

Research

Research at London School of Executive Training is designed to receive international acclaim which can be used for reference for future purposes. Faculties hired by the London School of Executive Training have a wealth of experience in publishing academic papers, reports and books spanning all business topics. Training executives for both professional and personal growth would facilitate making a strategic shift in organisations to a coaching management style. As participants experience the process and master their own growth potential, they will develop more awareness and take more responsibility for their actions. The effects of increased awareness and responsibility can filter through the organisation as participants begin to coach others. The shift to a coaching management style will have been initiated at the top of the organisation with a commitment from the executives.

In an increasingly competitive and volatile world, the advantage of any organisation is people who can adapt and drive forward change. Our collaboratively designed learning solutions provide global organisations with a dynamic way to address their business challenges. Visits to the London Stock Exchange and House of Commons is generally arranged for every group of participants.

Programmes scheduled in the first quarter of 2020

- Young Entrepreneurs Training Programme (YETP)
 - Leadership Mindset Programme (LMP)
 - Artificial Intelligence (AI)
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Programme Topic

Young Entrepreneurs Training Programme

Programme start date

9 March 2020

Programme duration

2 weeks

Programme venue

Hamilton House, King's Cross, London

Programme prerequisites

Participants must have obtained a recognised qualification equivalent to A-level (or intermediate examinations with good grades). Participants should be at least eighteen years of age.

Faculty

LSET faculty will teach the programme. However, some guest lecturers, including eminent industry leaders, are asked to share their experiences.

Invitation letter

Once applications are approved and agreed fees are paid, visa support documents are issued to all participants. Participants are asked to apply for the short-term student visa at their nearest British High Commission or consulate.

Requirements for short-term study visa

- A valid passport
- Letter of enrolment or any other admission confirmation letter issued by an accredited UK institution
- Confirmation of accommodation
- Proof of necessary funds held in the student's or parents' or sponsor's account
- An affidavit of support from the parents or sponsors
- Student's past academic progress and a letter of confirmation from the current institution

Student accommodation

LSET has ties with various accommodation providers. Subject to the availability and requirements, accommodation units can be booked in advance. Some accommodation units are single and others are shared units with other participants. Depending upon the type of the accommodation there are provisions for self-catering, but in-room dining can be served to all participants for dinner at an additional cost. Complementary sandwiches and snacks are provided for lunch during the training session. Full details of all amenities are usually mentioned in the admission confirmation letter issued by LSET.

Academic schedule

09/03/2020 MONDAY	10/03/2020 TUESDAY	11/03/2020 WEDNESDAY	12/03/2020 THURSDAY	13/03/2020 FRIDAY	14/03/2020 SAT/SUN
A combination of academic sessions and workshops	River Thames London cruise and a visit to the Bank of England, Canary Wharf and the House of Commons				
16/03/2020 MONDAY	17/03/2020 TUESDAY	18/03/2020 WEDNESDAY	19/03/2020 THURSDAY	20/03/2020 FRIDAY	21/03/2020 SATURDAY
A combination of academic sessions and workshops	Group photography and other external activities, details to be confirmed	Industry visits and London sight seeing, details to be confirmed			

Programme Cost: £2,000 (two-thousand pounds)

The fees are inclusive of the following:

- Airport pick up and drop off for group travellers
- 14 nights' hotel accommodation
- Selected travel expenses in UK for visits and sightseeing
- Business and social visits

Programme Overview

The programme is designed to prepare young entrepreneurs for the challenges of 21st century. The aim of this programme is to provide a positive image of business activities and to develop in participants the key skills needed to run their own business.

The goal of the programme is to increase an aspiring entrepreneur's capacity and capability to effectively learn not only from the academic components but also from industry visits and practical aspects. The following are the key features of the programme:

- Understand the powerful logic of entrepreneurial thought and action and how it can be taught and applied to entrepreneurs
- Comprehend the entrepreneur and the entrepreneurial mind set
- Recognise key process and content aspects of entrepreneurship
- Deeply understand specific content areas related to entrepreneurship
- Appreciate the value of the case study method and the growing popularity of other experiential and action-based methods

Programme Curriculum

The Young Entrepreneurs training programme features the modules listed below, which provide deep insight into specific topic areas and are taught around the principles and framework of entrepreneurial thought and action.

- Introduction to entrepreneurship
- What is a business and who is an entrepreneur?
- Developing entrepreneurial skills: business management, communications, time management and business ethics
- Getting started: matching skills with businesses, assessing demand and the current market, estimating costs and workplace management
- Mobilising resources: financial, material and human resources
- Stepping into the business world – designing a business plan
- Information and communication technology (ICT) – the internet and e-business
- Leadership, critical thinking and decision making
- Entrepreneurial marketing
- Entrepreneurial thought and action
- Creativity and idea generation
- Opportunity evaluation and business planning
- Public policy and economic development
- New venture creation
- Social entrepreneurship
- Giving voice to values
- Family enterprising
- Corporate entrepreneurship
- Technology entrepreneurship
- Entrepreneurial finance
- Managing growing ventures
- Business legal issues

Programme topic

Leadership Mindset Programme

Programme start date

10 February 2020

Programme duration

2 weeks

Programme venue

Hamilton House, King's Cross, London

Programme prerequisites

Participants must have obtained a recognised qualification equivalent to A-level (or intermediate examinations with good grades). Participants should be least eighteen years of age.

Faculty

LSET faculty will teach the programme. However, some guest lecturers, including eminent industry leaders, are asked to share their experiences.

Invitation letter

Once applications are approved and agreed fees are paid, visa support documents are issued to all participants. Participants are asked to apply for the short-term student visa at their nearest British High Commission or consulate.

Requirements for short-term study visa

- A valid passport
- Letter of enrolment or any other admission confirmation letter issued by an accredited UK institution
- Confirmation of accommodation
- Proof of necessary funds held in the student's or parents' or sponsor's account
- An affidavit of support from the parents or sponsors
- Student's past academic progress and a letter of confirmation from the current institution

Student accommodation

LSET has ties with various accommodation providers. Subject to the availability and requirements, accommodation units can be booked in advance. Some accommodation units are single and others are shared units with other participants. Depending upon the type of the accommodation there are provisions for self-catering, but in-room dining can be served to all participants for dinner at an additional cost. Complementary sandwiches and snacks are provided for lunch during the training session. Full details of all amenities are usually mentioned in the admission confirmation letter issued by LSET.

Academic schedule

10/02/2020 MONDAY	11/02/2020 TUESDAY	12/02/2020 WEDNESDAY	13/02/2020 THURSDAY	14/02/2020 FRIDAY	15/02/2020 SATURDAY
A combination of academic sessions and workshops	A tour of London including a visit to the London Eye, London Dungeon and industry visits	River Thames London cruise and a visit to the Bank of England, Canary Wharf and the House of Commons			
17/02/2020 MONDAY	18/02/2020 TUESDAY	19/02/2020 WEDNESDAY	20/02/2020 THURSDAY	21/02/2020 FRIDAY	22/02/2020 SATURDAY
A combination of academic sessions and workshops	External activities, details to be confirmed	Industry visits and London tour programme			

Programme Cost: £2,000 (two-thousand pounds)

The fees are inclusive of the following:

- Airport pick up and drop off for group travellers
- 14 nights' hotel accommodation
- Selected travel expenses in UK for visits and sightseeing
- Business and social visits

Programme Overview

The Leadership Mindset Programme builds new learning and capabilities to help you step up in your organisation. The programme is composed of two weeks' intensive, face-to-face training which enables participants to...

- Develop new leadership thinking from experienced facilitators, programme peers and guest speakers in interactive sessions
- Challenge or recognise common assumptions about leadership and management
- Sustain new leadership practices beyond the duration of the programme

Programme Curriculum

The Leadership Mindset programme (LMP) training programme features the modules listed below, which provide insight into specific topic areas and are taught around the principles and framework of entrepreneurial thought and action.

- Introduction to Leadership Mindset Programme (LMP)
 - Identifying the work of leadership
 - Connecting with the importance of leadership
 - Distinguishing between professional expertise, management and leadership
 - Developing new leadership understanding
 - Doing the work of leadership
 - Building robust conversations
 - Engaging productively with conflict and difference
 - Identifying and working across boundaries
 - Sustaining the work of leadership
 - Leading through change and uncertainty
 - Working with meaning and purpose
 - Sustaining leadership practice
 - The difference between leadership and management
 - Personal patterns and beliefs
 - A look at the elements that have influenced and shaped the participants
 - The leadership formula
 - Direction and support
 - Action plan
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Programme topic

Artificial Intelligence (A.I.)

Programme start date

14 January 2020

Programme duration

2 weeks

Programme venue

Hamilton House, King's Cross, London

Programme prerequisites

There are no prerequisites for this training programme, but participants should have a good command of the English language and be least eighteen years of age.

Faculty

LSET faculty will teach the programme. However, some guest lecturers, including eminent industry leaders, are asked to share their experiences.

Invitation letter

Once applications are approved and agreed fees are paid, visa support documents are issued to all participants. Participants are asked to apply for the short-term student visa at their nearest British High Commission or consulate.

Requirements for short-term study visa

- A valid passport
- Letter of enrolment or any other admission confirmation letter issued by an accredited UK institution
- Confirmation of accommodation
- Proof of necessary funds held in the student's or parents' or sponsor's account
- An affidavit of support from the parents or sponsors
- Student's past academic progress and a letter of confirmation from the current institution

Student accommodation

LSET has ties with various accommodation providers. Subject to the availability and requirements, accommodation units can be booked in advance. Some accommodation units are single and others are shared units with other participants. Depending upon the type of the accommodation there are provisions for self-catering, but in-room dining can be served to all participants for dinner at an additional cost. Complementary sandwiches and snacks are provided for lunch during the training session. Full details of all amenities are usually mentioned in the admission confirmation letter issued by LSET.



Academic schedule

14/01/2020 TUESDAY	15/01/2020 WEDNESDAY	16/01/2020 THURSDAY	17/01/2020 FRIDAY	18/01/2020 SATURDAY	19/01/2020 SUNDAY
A combination of academic sessions and workshops	A tour of London including a visit to the London Eye, London Dungeon and industry visits	River Thames London cruise and a visit to the Bank of England, Canary Wharf and the House of Commons			
20/01/2020 MONDAY	21/01/2020 TUESDAY	22/01/2020 WEDNESDAY	23/01/2020 THURSDAY	24/01/2020 FRIDAY	25/01/2020 SATURDAY
A combination of academic sessions and workshops	Photo session and miscellaneous external programme				

Programme Cost: £2,000 (two-thousand pounds)

The fees are inclusive of the following:

- Airport pick up and drop off for group travellers
- 13 nights' hotel accommodation
- Selected travel expenses in UK for visits and sightseeing
- Business and social visits

Programme Overview

Artificial Intelligence (A.I.) will define the next generation of software solutions. Human-like capabilities such as understanding natural language, speech, vision and making inferences from knowledge will extend software beyond the app. The A.I. programme takes aspiring A.I. engineers from a basic introduction of A.I. to mastery of the skills needed to build deep-learning models for A.I. solutions that exhibit human-like behaviour and intelligence. Built with the focus of teaching participants how to build deep-learning predictive models for A.I., the LSET Programme Certificate in Artificial Intelligence will help you develop the skills you need to build an intelligent future.

Programme Curriculum

The Artificial Intelligence Training Programme features the modules listed below, which provide deep insight into specific topic areas and are taught around the principles and framework of entrepreneurial thought and action.

- Introduction to Artificial Intelligence (AI)
 - Artificial intelligence fundamentals
 - Essential mathematics for artificial intelligence
 - Ethics and law in data and analytics
 - Data science research methods
 - Principles of machine learning
 - Deep learning explained
 - Reinforcement learning explained
 - Computer vision and image analysis
 - Speech recognition systems
 - Natural language processing
 - Human language technologies
 - Intelligent systems for pattern recognition
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[Enrolment Contract]

- To enrol for a course at London School of Executive Training Ltd constitutes binding agreement on participants who have used LSET's services to obtain a UK student visa. All such participants must pay the prescribed tuition fees and take the training programme as scheduled.
 - It is also binding that participants attend all scheduled classes unless otherwise pre-agreed.
 - Participants are bound to inform London School of Executive Training about any changes in their personal circumstances such as address, telephone, email, next of kin details, etc.
 - Non UK/EU participants must reside at the address which has been used to secure the visa formalities. All UK/EU participants also must confirm their address at the time of registration. Any changes in the accommodation must be pre-notified.
 - Unless otherwise stated, fees for course as quoted are for tuition only.
 - Course fees are payable in full before the commencement of the respective programmes.
 - For non UK/EU participants, fees paid are fully refundable less £100 application fees if participants are unable to complete the UK visa formalities for whatever reasons. All such refund requests are processed within 10 working days from the date of the written request from the student and refunded directly to the sender's account.
 - Participants must inform LSET within 28 days from the date of their visa refusal. Fees paid are non-refundable if participants have been granted the visa by using London School of Executive Training's services. Once a visa is issued it will constitute a binding agreement on the participant to follow the programme and complete the course.
 - All participants unable to join their courses by the scheduled date must inform LSET in writing at least 10 days prior to the starting date of the programme to claim full refund of their tuition fee, less £100 application fee. Failing that, 50% of tuition will be deducted.
 - Applications for the deferment of any programme will only be accepted at the discretion of London School of Executive Training management and LSET's decision will be final.
 - Relevant Certification will be issued after the successful completion of the programme. However, in some cases it may take up to 28 days depending upon external factors.
 - Participants must comply with the terms of their visas and leave the United Kingdom upon completion of their respective training programmes.
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[London School of Executive Training]

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