



Diploma in Fund Administration

Course Enrolment Form

Date Received: _____ Office usage only

Personal Details

Title: _____ First name: _____

Middle name: _____ Surname: _____

Sex (M/F): _____ Date of birth: _____

Address: _____

Zip/Postcode: _____

Email address: _____

Job title: _____

Daytime telephone number: _____

Mobile/Evening telephone number: _____

Special dietary requirements: _____

Course Selection Please tick the appropriate box.

Please Tick	Study Option	Course Location
<input type="checkbox"/>	Workshop option (includes course materials, attendance at workshops and examination)	
<input type="checkbox"/>	Distance learning option (includes full distance learning pack and examination)	

Do you want your employer to know that you are taking this course? If answer is No leave Employer section blank and proceed to next stage.

Yes No

Education Details & Professional Membership

Please provide details of relevant experience, education and professional membership. If English is not your first language, please state evidence of competency in written English. e.g. courses, experience, TOEFL, etc.

Employer Details

Name: _____

Address: _____

Country: _____ Zip/Postcode: _____

Employer contact name: _____

Employer telephone number: _____

Employer email address: _____

Accounts contact: _____

Accounts email: _____

Course materials to be delivered to:

Home address Employer address

How did you find out about this course?

HR/Training Department

Post/Mailing Letter

Email Marketing

Advert (please state publication)

Other (please specify below)

Please state newspaper or other option: _____

Career Details

Job title: _____

Area of Specialism: _____

Brief description of current roles & duties: _____

Fees - from 1 January 2009

Price in UK Pounds Sterling ...£2950

Price in US Dollars\$4500



Equal Opportunity & Disability Statement

CLT International welcomes applications from students with additional support needs as a result of a disability, medical condition or specific language difficulty e.g. dyslexia.

All applications will be considered under the same criteria as other applications. You are encouraged to contact the course administrator at CLT International to discuss any requirements you may have relating to your study or other needs as soon as possible. This is so that we can take all reasonable steps to ensure your needs are met and that the relevant staff are informed of support requirements at the earliest opportunity.

CLT International will take all reasonable steps to ensure that applicants who meet the academic criteria will not be excluded from the course that interests them for reasons relating to their disability. However, there may be rare occasions that we would be unable to meet an individual's needs, but this would be discussed in detail and every avenue investigated before a decision was made.

Do you suffer from any disability or illness, which might affect your studies? Yes No

If yes, please give details: _____

Payment Method

Upon receipt of the course enrolment form, an invoice requesting full payment of course fees will be sent within 3 days. **Invoices must be paid within 30 days of receipt.** Payment can be made by credit card, electronic bank transfer or by personal/business cheque enclosed with the enrolment form, made payable to CLT International Limited.

Payment plans are available to those delegates who are self funding. For details please contact the CLT International Administration team prior to enrolment.

- Please send invoice to me at my personal address
 Please invoice my employer who has agreed to pay the fee

Payment Details

Cost Centre Number/Purchase Order Number: _____

Credit Card Payments

Card type (Visa, Mastercard, Other): _____

Credit card number: _____

Security code (last 3 digits of code on signing strip): _____

Expiry date: _____

Card holder's name: _____

Amount to be debited (please inc VAT if applicable): _____

BACS Payments

When sending payment by electronic wire transfer, please state the delegate's name and/or invoice number if available and send to the following:

Central Law Training Limited Barclays Bank Plc PO Box 544 54 Lombard Street London EC3V 9EX United Kingdom	GBP payments	US Dollar payments
	Sort Code: 20-82-94	Sort Code: 20-82-94
	Account Number: 30568392	Account Number: 79142122

Declaration

Please read the terms and conditions carefully before signing this declaration.

I have read the Terms and Conditions and agree to their content
(Enrolment forms can not be processed if left unticked)

Signature of delegate _____

Print name: _____

Date: _____

Signature of employer: _____

Print name: _____

Date: _____

IMPORTANT: If your employer is paying for your course then a signature is required before the booking can be processed and your course materials despatched.

Terms and Conditions

CLT International reserves the right to cancel a workshop, where the occasion necessitates. CLT International accepts no liability if, for whatever reason, a workshop does not take place.

All programmes must be completed within two years from the course start date.

Where the delegate is not sponsored by their employer, CLT International requires full payment of course fees with the enrolment form, prior to the sending of the course materials (unless a payment plan has been agreed with CLT International). Delegates will not be permitted to attend the workshops or receive exam results if payment is outstanding.

Refunds

If a delegate withdraws from the programme four weeks or more prior to the first workshop, the delegate will be refunded the course fee less a charge of GBP100 (or USD equivalent) provided the course materials are returned in good condition. If the materials are not returned, or are in a bad condition, the course fee will be refunded less a charge of GBP300 (or USD equivalent).

If a delegate withdraws from the programme less than four weeks prior to the start of the workshop the delegate will be refunded 50% of the course fee.

If a delegate withdraws after attending the first workshop the delegate will be refunded 25% of the course fee.

If a delegate withdraws after attending more than one workshop, no refund will be paid.

If a delegate fails to attend a workshop or examination, no refund will be paid.

Distance Learners: If a delegate withdraws from the programme within four weeks of receiving the course materials, the delegate will be refunded 25% of the course fee. If a delegate withdraws from the programme four weeks after receiving the course materials, no refund will be paid.

Deferrals

If a delegate defers the full programme four weeks or more prior to the first workshop, no additional cost will be incurred.

If a delegate defers the full programme less than four weeks prior to the first workshop an administration fee of GBP100 (or USD equivalent) will be incurred.

If a delegate attends a workshop but wishes to defer the remaining workshops and examination, the delegate must pay a fee of GBP100 (or USD equivalent). This charge also applies to those changing workshop location/group and those wishing to repeat a workshop.

A delegate is allowed to defer their examination a maximum of three times and must complete the programme within two years of enrolment.

Course materials are usually updated on an annual basis. Delegates who defer will have to pay an additional charge to receive the revised materials. Details can be received from the CLT International Administration Team.

Subject to acceptance by CLT International, this enrolment form constitutes a legally binding contract. The delegate and employer are jointly and severally liable for payment of all the fees due to CLT International, where applicable.

Cancellations

CLT International reserve the right to cancel your enrolment if you have not complied with the terms and conditions.

Re - sits

Delegates are permitted one examination re-sit free of charge. After that, the re-sit fee is GBP100 (or USD equivalent).

Delegates may rather re-attend a workshop for a fee of GBP300 (or USD equivalent).

Data Protection

The information you have provided will be used by CLT International or approved agents for administrative, membership and educational purposes or as required by law.

From time to time CLT International may pass your details to third parties to enable them to send you information about products and services approved by CLT International.

If you do not want to receive mailings from third parties, please let us know by emailing us at CLTInternational@centlaw.com.

Please return your completed enrolment by post, fax or e-mail to:

CLT International, Wrens Court, 52-54 Victoria Road, Sutton Coldfield, B72 1SX, England

Fax: +44(0)121 362 7510

Email: CLTInternational@centlaw.com

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