

ICB HOME STUDY COURSE ENROLMENT FORM

1a Your details

Surname _____ Forename _____ Mr/Miss/Ms/Mrs
 Address: _____
 _____ Postcode _____
 Telephone (home) _____ (work) _____ E-Mail: _____

1b. Your Employers Details

Students sponsored by their employer must fill in this section and section 2c.

Training Manager's name _____ Company name _____
 Address _____
 _____ Postcode _____

1c. Please mail all study material to home / work* address

(*DELETE AS APPROPRIATE) Please note that a signature is required for all deliveries so please supply an address which is occupied during office hours.

1d Where did you hear about us?

2a. Payment Details

Level I	£120	
Level II	£160	
Level II Computerised	£299	
Level III Manual	£205	
Level III Payroll	£499	
Total		£
Postage and packaging		
UK Mainland	£16.00	
Rest of the World	£49.00	
TOTAL COST		£

Please note that the following items are **NOT** included in your course fees:

- ICB Annual Subscription fees £45
- ICB Examination fees (from £18)

2b. Academic Background and other details

Please indicate your qualifications/experience and provide brief details below. Please note that this information is used for marketing purposes only and will have no effect on your enrolment

2c. Student's / Employers authorisation

I/We are responsible for payment of all fees due on receipt of the invoice in respect of the student here named and undertake to inform you in writing of any changes to this agreement. I/We understand that we are fully responsible for the payment of fees due in all circumstances including termination of employment or cancellation of course.

Name Position Signature Date

I/We have read/heard and agreed to the Terms & Conditions

2d. Method of payment

Tick one box only

Please invoice my employer and make sure that section 2c is completed.

I enclose a cheque / PO made payable to PREMIER TRAINING for £ _____

Please charge my credit / debit card number

Expiry date / Issue number Start date /

Security Number (last 3 digits on reverse of card)

Please supply card holder's name and address if different to that above

How to enrol

By phone. If you are paying by credit/debit card and have a few minutes to spare please call **01469 515444**

If your employer has asked to be invoiced please complete this form and fax it on 01469 515447.

By post. Send your completed enrolment form, with payment where appropriate to **Premier Training, Schenker Building, Eastfield Road South, South Killingholme, North Lincs, DN40 3DQ**

FOR OFFICE USE ONLY: Order taken by _____ Date _____ Processed by _____ Date _____ Invoice No _____

TERMS AND CONDITIONS

Premier Training

By agreeing to the terms and conditions of sale you are agreeing that:-

You have read and understood all the information provided regarding the course and study method that you have registered for and have requested additional guidance and advice where you have needed clarification of any of the terms stated.

You have provided us with true and correct personal data on your enrolment form and will inform us of any changes.

You will apply for student membership of the relevant awarding body by the relevant deadlines and before you are ready to be assessed or sit an examination (see relevant awarding body website for current guidance).

You are able to travel to the nearest examination centre in the United Kingdom if necessary (details provided before each examination sitting).

We are based in the U.K. and our contact details are as follows:

PREMIER TRAINING,

Hughes & Crockett LLP (OC344217)

trading as Premier Training, Eastfield Rd South,

South Killingholme, North Lincolnshire

DN40 3DQ

United Kingdom

Phone:01469 515444

Fax: 01469 572349

Email: info@premiertraining.co.uk

Making a purchase: If you wish to enrol onto a Premier Training course over the telephone, email, fax or post you will receive a copy of these terms and conditions in your welcome pack and via email. Orders for home study courses requiring private tuition will be invoiced by Hughes & Crockett LLP trading as Premier Training.

Premier Training's supplies of private tuition are exempt from VAT.

Please note that as from 22nd March 2011, once a student has enrolled on to a course with Premier Training the student would be expected to have completed that course within 1 year from the date of enrolment. Private tuition after 1(one) year will be entirely at the discretion of Premier Training, and Premier Training reserves the right to charge a fee for any such tuition. The only exception is the AAT Level 4 home study course in which tuition will be provided for 18 months from the date of enrolment.

To buy any of our products, just browse our online Catalogue, and click on any items that you wish to buy and put them into your Shopping Cart. After you have finished your selection, click on "Checkout" and you will be asked for a few details that we need before we can satisfy the order. We accept payment by most credit/debit cards via a secure server. You may also order via phone, fax or post or email.

Shipping And Handling: The total cost of shipping is displayed before you are asked to pay for your goods. Orders beyond the UK mainland are quotations and we will email you if the shipping costs are greater than the quoted price to verify that still wish to go ahead with the purchase. Please note we are not responsible for the payment of import duties that may be levied in your country. Please check with your Customs Department if necessary, concerning Import Duties that may be payable by you.

Delivery Schedule: Please note that many of our goods are supplied to individual order only. If we cannot deliver goods within 7 days, we will advise you and offer you the opportunity to retain the item on order with us.

Back Orders: If your item is not in stock, we will back order for you and ship as soon as it becomes available. In the unlikely event of any undue delay arising in completing your order, we will contact you in writing and offer you the option of canceling your order and refunding if you would rather not wait.

Credit Card Security: For your peace of mind, payments are handled via a secure server. Additional security and verification measures are also used to help eliminate fraud. Your payment details are processed in a secure environment, and details are not held in plain text on any web site.

COOKIES: are used on this shopping site to keep track of the contents of your shopping cart, to store delivery addresses if the address book is used and to store your details if you select the 'Remember Me' Option. They are also used after you have logged on as part of that process. You can turn off cookies within your browser (Internet Explorer) by going to "Tools | Internet Options | Privacy" and selecting to block cookies. If you turn off cookies, you will be unable to place orders or benefit from the other features that use cookies. For other browsers, please consult its Help documentation.

Cookies **cannot** be used to identify you, or where you live or what you bought. More independent advice, from the UK Interactive Advertising Bureau, is available [here](#)

Privacy Policy: EU Privacy & Electronic Communications Directive 2003

Your details remain private and confidential when you order from us. PREMIER TRAINING do not disclose buyers' information to third parties other than when order details are processed as part of the order fulfillment or for the completion of a selected tuition course. In this case, the third party will not disclose any of the details to any other third party. **Unsolicited E-mails:** PREMIER TRAINING will never release your details to any other party for marketing or advertising reasons.

We may contact you with details of similar products, offers and services that we feel may be of interest to you, but if you prefer not to be contacted by us in the future, please advise by Email to info@premiertraining.co.uk or write to us **Guarantee:** PREMIER TRAINING guarantees that all the goods that we sell are as described. If, after inspecting the goods, you decide that any item does not meet with your expectations, please contact us straight away so that we can investigate. Please see the 'Returns Policy' section below. You can **correct any mistakes:** e.g. change the product or quantity in your order, or delete items, by viewing your Shopping Cart and making the necessary changes there. You are only committed to purchase any item after you have entered your payment details and completed the Checkout process, when a Receipt will be displayed that you can print for your records. Please ensure you have a printer connected and working, to print your Receipt. You will receive an E-mail from us detailing your order. This does not constitute acceptance of your order by us, and is for your information only and to comply with EU E-Commerce regulations. Details of your order will be held electronically on file by us and you should contact or call us immediately if you wish to query it.

Refunds Policy: As this service is a bespoke distance learning service, you will not be entitled to cancel.

Remittance Terms: We accept payment online by major debit and credit cards. We can also accept enrolments or supply goods on payment with order (cheques) by mail, fax or telephone order -- please contact us with your order details and we will take care of your order.

Contacting us: You can contact us at any time with any queries, comments or feedback. If you need to reach us, please email us on info@premiertraining.co.uk, alternatively, you can call on 01469 515444 or write to us at Hughes & Crockett LLP (OC344217), trading as Premier Training, , Eastfield Rd South, , South Killingholme, North Lincolnshire, DN40 3DQ, United Kingdom

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