

PREMIER TRAINING – ICB BOOKKEEPING ENROLMENT FORM

Section 1a: Your details

Mr/Miss/Ms/Mrs* _____

Address: _____

Post Code: _____

Home: _____

Work: _____

Mobile: _____

Email home: _____

Email work: _____

Section 1b: Delivery address
 Please provide a delivery address where someone can sign for the study materials during business hours Monday-Friday:

Post code: _____

Section 1c: Previous qualifications
 Please provide details of any relevant qualifications within accounts:

Section 1d: Where did you here about Premier Training?

Section 2: Course details: Please select the course/level you wish to enrol onto:

Course title	Single level fees	✓	Multiple level fees <i>(only select if you are enrolling on 2 or more levels)</i>	✓
Level 1 Certificate Basic Bookkeeping	£120		£102	
Level 2 Certificate Manual Bookkeeping	£160		£136	
Level 3 Diploma Manual Bookkeeping	£205		£175	
Levels 2 & 3 Computerised Bookkeeping	£399		£339	
Level 3 Diploma Payroll Management	£499		£429	
Level 3 Diploma Self Assessment Tax Returns	£399		£339	

Postage and Packaging UK: £16 (per level) *Overseas: £49 (per level)

Further reading: Frank Woods Business Accounting 12th Edition Volume 1: £37.99 Volume 2: £38.99

Total amount payable £ _____ *(Please note the ICB registration fee and exam fees are not included in the course fees)*

*Please note the overseas P&P of £49 is a quote and we will confirm the final amount of P&P due when the delivery address and country have been confirmed.

Section 3: Student / Employers authorisation *If you wish Premier Training to invoice your employer for the course fees please complete this section:*

Company name: _____ Company address: _____

_____ Post Code: _____

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 I/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 _____

Section 3a: Student / Employers authorisation: I/we have read/heard and agreed to the Terms & Conditions (✓)

Send your enrolment form either by post: Premier Training, Schenker Building, Eastfield Road South, South Killingholme, North Lincolnshire, DN40 3DQ – Alternatively you can fax it to 01469 572349 or scan and email to: info@premiertraining.co.uk

Section 4: Method of payment/ Terms & Conditions

By cheque for the amount of £ _____ *(Please make cheques payable to Premier Training)*

By credit/debit card: _____ Expiry date: _____ / _____

Issue number (if applicable): _____ Start date or valid from date: _____ / _____ Security code (last 3 digits on reverse of card) _____

Name & add of card holder if not student: _____

For office us only

Order taken by: _____ Date: _____ Processed by: _____ Date: _____ Sage ref: _____ Inv No: _____