

# AAT PAYROLL ADMINISTRATION 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 delivery will take approximately seven days from receipt of your order. A signature is required for all deliveries so please supply an address which will be occupied during office hours.

## 2a. Payment Details

Home Study Fees	Price £	Examination :Please state the MONTH and YEAR you wish to sit the assessment	Jun/Dec/Year
NVQ Level 2: (with units 21,22 & 23)	£349	Level 2 Determine Net Pay	
NVQ Level 2: (*without units 21,22 &23)	£279		
NVQ Level 2: (with units 21,22 & 23) plus SAGE Payroll	£499	Level 3 Complete Year-end Procedures	
NVQ Level 2: (*without units 21,22 &23) plus SAGE Payroll	£429		
* Students who have completed units 21,22 &23 will not be required to sit these units again			
NVQ Level 3: (with units 21,22 & 23)	£379	Level 3 Complete Year-end Procedures	
NVQ Level 3: (*without units 21,22 &23)	£309		
NVQ Level 3: (with units 21,22 & 23) plus SAGE Payroll	£529	Level 3 Complete Year-end Procedures	
NVQ Level 3: (*without units 21,22 &23) plus SAGE Payroll	£459		
* Students who have completed units 21,22 &23 will not be required to sit these units again			
<b>Total</b>	£		
Postage and packaging			
UK Mainland (per level)	£15.00		
Rest of the World (per level)	£42.00		
<b>TOTAL COST</b>	£		

## 2b. 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

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

- AAT Annual Subscription fees £63.00
- AAT Examination fees (from £36.00)
- Skills-based assessment fees (from £34.99)
- AAT Admission fee £28.00

Expiry date / Issue number Start date (switch only) /

Security Number (last 3 digits on reverse of card) Please supply card holder's name and address if different to that above

## 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 \_\_\_\_\_

## 3. Academic Background and other details

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

Over 21 and at least 4 years accounts experience

'A' Levels \_\_\_\_\_ GNVQ Advanced \_\_\_\_\_ HND \_\_\_\_\_ Degree \_\_\_\_\_ Other Subjects \_\_\_\_\_

## How to enrol

☎ By phone. If you are paying by credit card and have a few minutes to spare (0870 350 1362) or fax 01469 515447  
 If your employer has asked to be invoiced please issue an order form.

☐ By post. Send your completed enrolment form, with payment where appropriate to Premier Training, Resource Centre,  
 Immingham, N. E. Lincs. DN40 1LE

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