

ENROLMENT FORM (Employer)

aat

Approved

Section 1a: Your details		Section 1b: Delivery address	
Title (Mr / Miss / Ms / Mrs): <input type="text"/>	Date of birth: <input type="text"/>	<i>Please provide a delivery address where someone can sign for the study materials during business hours Monday-Friday:</i> <input type="text"/>	
First name: <input type="text"/>	Last name: <input type="text"/>		
Maiden name (if applicable): <input type="text"/>			
Address: <input type="text"/>	Postcode: <input type="text"/>		
Town: <input type="text"/>	Section 1c: Previous qualifications		
County: <input type="text"/>	<i>Please provide details of any relevant qualifications within accounts:</i> <input type="text"/>		
Postcode: <input type="text"/>	Section 1d: Where did you hear about Premier Training? <input type="text"/>		
Home tel no: <input type="text"/>	Work tel no: <input type="text"/>		
Mobile no: <input type="text"/>			
Email home: <input type="text"/>			
Email work: <input type="text"/>			

Section 2: Course details: (Please note the AAT exam fees are not included in the course fees)

Foundation Certificate in Bookkeeping £269.00

Advanced Certificate in Bookkeeping £449.00

Please include my AAT Subscription fee of £48

* If you have already registered with the AAT please ensure that; your membership is up to date, you are registered on the correct qualification and inform the AAT that you are now studying with Premier Training. Our approved assessment centre code is BH1788.

Postage and Packaging (please tick)

UK: £17

UK Saturday: £25.50

Overseas: £49*

*Please note if delivery is not in the UK mainland the P&P is a quote and we will confirm the final amount of P&P due when the delivery address has been confirmed.

Total amount payable £

COURSE FEES (INCLUDING VAT)



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:
Postcode:

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:

Please supply an email address for the accounts department:

Student authorisation: I confirm Premier Training can provide my employer with my progress report (this means you are agreeing to the data regarding your course progress, timetable, assignment grades and assignment feedback being released to your employer). Signature:

Please supply an email address for your tutor to send the progress report:

I/we have read/heard and agree to the Terms & Conditions

Section 4: Method of payment

On receipt of invoice (payable within 7 days of receiving the invoice)/BACS (bank details will follow if selected)

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

By credit/debit card in full (Please do not provide your card details. For security reasons we will contact you via telephone for these.)

Section 5: For office us only

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

Send your enrolment form either by post: Premier Training, Premier Training Centre, The Minorities, Eastfield Road, South Killinghome, DN40 3DQ or scan and email to: info@premiertraining.co.uk



Premier Books Ltd

T/A Premier Training

Applicable from 03/04/2019

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, our privacy policy 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 upon your enrolment and will inform us of any changes straight away. For further details on how we use your personal data [click here](#) to read our privacy policy.

You will apply for student membership of the relevant awarding body by the appropriate registration and examination deadlines (if applicable) - see awarding body's website for current guidance.

You are able to travel to the nearest examination centre in the United Kingdom if necessary (details are provided on the awarding body's website).

Premier Training is based in the UK and our contact details are as follows:

Premier Books Ltd T/A Premier Training
(5396502)
The Minorities
Eastfield Road
South Killingholme
N.E. Lincolnshire
DN40 3DQ
United Kingdom
Phone: 01469 515444
Fax: 01469 572349
Email: info@premiertraining.co.uk

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 prior to enrolling and in your My Premier Training Account (MyPTA).

Orders for home study courses requiring tuition will be invoiced by Premier Books Ltd trading as Premier Training.

Premier Training's supplies of tuition are inclusive of VAT.

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 further 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, 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 you 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 the order 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 to cancel your order and receive a full refund.

Debit/Credit Card Security: 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 website.

COOKIES: Are used on this website 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 benefit from the other features that use cookies. For other browsers, please consult its 'Help' documentation. More independent advice, from the UK Interactive Advertising Bureau, is available online.

Privacy Policy: EU Privacy & Electronic Communications Directive 2011 and the General Data Protection Regulations (GDPR).

Your details remain private and confidential when you order from us. PREMIER TRAINING does not disclose buyers' information to third parties other than when order details are processed as part of the order fulfilment 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 not release your details to any other party for marketing or advertising purposes without your permission.

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 at the address above.

Please note that any offers cannot run in conjunction with any other offer.

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.

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.

If you are not the cardholder please ensure you have the cardholder's permission to use the card. Please also note the student is liable for the course fees even if a third party is paying the course fees on their behalf. Please see our Privacy Policy which states how your payments are processed and protected.

If you are paying the course fees by monthly instalments it is the responsibility of the student to ensure the funds are available on or after the agreed instalment dates. If any agreed instalment dates fall on a non working day the instalment will be taken on the next working day.

If the course fees are being covered through a Professional Career Development Loan this will be paid on behalf of the student direct to Premier Training in 3 stages (month one, month six and month nine)

Pass Promise: The Pass Promise will only apply if students have been actively and continuously studying in line with their personal timetable provided by Premier Training.

Actively and continuously studying is defined as being in line with dates set out within the student's personal timetable and no later than 4 weeks overdue on any dates set within the timetable.

Tutor support and access to materials will be given over 12 months for Level 1 Access, Level 2 Foundation and Level 3 Advanced Students. Tutor support and access to materials will be

given over 18 months for Level 4 Professional students. Students who reach this end date and have not completed may have their personal timetable amended for a further 6 months as long as they have been actively and continuously studying. Should students request to extend their timetable after the additional 6 month period a £50 fee (ex VAT) will be compulsory. This fee will allow a further 12 months access to resources and tutor support.

Should the AAT standards change* and an official termination date be placed on the course by the AAT while a personal timetable is still live, students will be offered the opportunity to transfer to the new standards for a fee. This fee will cover a transfer fee which includes a new personal timetable for 12 months (18 months for Level 4 Professional) and new materials. Students can only transfer their course onto new standards once. Students who have previously transferred but still need to complete their course when new standards come into effect again, will be required to pay the full course fee.

Students must be aware that if the qualification standards change during their studies it may affect their original study plan of the units they were required to complete in line with changes to modules made by the AAT. Standards changing may also affect any Exemptions or Recognised Prior Learning (RPL) that may have been awarded to students upon enrolment with Premier Training or registration with the awarding body.

Students are required to purchase any new study materials and software if the Finance Act changes** whilst studying the course.

Students who request to have their course studies placed on hold due to personal circumstances will be given a maximum of 3 months grace. The course timetable will be placed on hold and once the grace period expires the course will resume. The course end date will be extended on the timetable to ensure that the time remaining to complete is equal to the time remaining from the point the course was placed on hold. The 3 months grace only relates to course support period and NOT any existing payment plans or outstanding debts. Payment plans and outstanding debts can not be placed on hold and must be paid inline with the original agreement.

Students who request to have their course placed on hold due to personal circumstances will be given a maximum of 3 months grace. The course will be placed on hold and once the grace period expires the course will resume. The course end date will be extended to ensure that that the time remaining to complete is equal to the time remaining from the point the course was placed on hold.

Additional amendments to timetables and fees will be reviewed for individuals on a case by case basis where there are exceptional circumstances. This will be at management's discretion.

If you have not completed the Premier Training initial assessment you may be required to provide relevant qualification certificates or statement of achievement. If you have been asked to provide them you will be required to email or post copies within 7 days of enrolment. If we do not receive them within 7 days the course will be placed on hold and you will not be able to access your MyPTA account or tutor support until we have received them. The course will still expire on the original end date stated on per your personal timetable.

We will not address any disagreements or complaints regarding assessment outcomes if the course programme has not been followed.

* When AAT introduce new standards a 12 month notice period will be given to existing students before the course is terminated by the AAT

** The Finance Act will change each year but notice will be given to all students by AAT and Premier Training prior to the materials becoming outdated.

Price Match Promise: On the date of enrolment, to qualify for our Price Match Promise, the alternative provider must be offering the same AAT course with personal tutor support, an equal amount of tutor marked assignments and practice assessments with e-learning resources.

Refunds Policy: Premier Training offers a 14 calendar day cooling off period. If you wish to cancel the course and require a refund you must contact Premier Training within the 14 day period and all materials must be returned in a re-saleable condition within 14 days of receipt and the customers' online account will be terminated. After the 14 day period has passed, no refunds will be given. We will not be able to offer a refund for Sage 50 Accounts or Sage 50 Payroll software if you have registered or activated the software.

If any course materials are damaged or missing the relevant fees will be deducted from the amount refundable. If you have paid or agreed to pay any Awarding Body/Exam Centre fees to Premier Training these fees will still be payable if cancellation of the course has been approved. The P&P paid upon enrolment is non-refundable unless the course materials have not been dispatched to the student at the time of cancellation. Please note the cost of P&P to return any course materials to Premier Training is payable by the student.

The following relates to students who have enrolled onto multiple levels and then wish to cancel one of the levels:

Because you received a discount for enrolling onto multiple levels, the discount will not apply if you subsequently cancel one of the levels. This means that any cancellation will account for the FULL price of the level completed and only the balance of the payment made will be refunded.

If you wish to cancel the course after the cooling off period has ended you are not entitled to a refund and will be required to pay ALL of your instalments as agreed upon enrolment.

The course fees are broken down into percentages of study books, e-learning, My Premier Training Account (MyPTA), administration, course advisor and tutor support. For a full breakdown please contact the course advisor team.

In compliance with the General Data Protection Regulations (GDPR), Confidentiality and Copyright you are not permitted to share ANY Premier Training study resources, online or otherwise, with any third party including other training providers or students. This includes resources such as online assignments and mock assessments, e-learning

videos (that are not already accessible to the public domain) study books and the content of your My Premier Training Account (MyPTA).

If you authorise Premier Training to send an 'Employer Report' this means you are agreeing to the data regarding your course progress, timetable, assignment grades and assignment feedback being released to your employer.

Contacting us: You can contact us at any time with any comments or queries. If you need to contact us, please email us on info@premiertraining.co.uk, alternatively, you can call on 01469 515444 or write to us at Premier Books Ltd (5396502), T/A Premier Training, The Minories, Eastfield Road, South Killingholme, N.E. Lincolnshire, DN40 3DQ, United Kingdom.

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