

## COURSE ENROLMENT FORM 2018-2019

Name: .....	
Address: .....	
..... Post code: .....	
Tel: .....	Mob: .....
Email: Home .....	
Work .....	
CIPS Student Registration No. ....	
Employer if sponsored	
Employer .....	
Dept/person for billing .....	
Address .....	
..... Post code: .....	
Tel: .....	Fax: .....
Email: .....	

Please list below all subjects that you are enrolling for in September 2018 to July 2019 and indicate your preferred options – Wirral Weekend (WKEND) Wirral Weekday (WKDAY), Liverpool (LWKDAY). Please note when selecting your options at Advanced Diploma and Professional Diploma level, some of the modules may NOT be offered for weekday study at both venues.

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

## Terms & Conditions

If a purchase order is required by students they must ensure that this is in place as an invoice will be issued on commencement of the module for payment in 30 days unless a prior arrangement has been made.

Courses cancelled less than 10 working days prior to commencement will be subject to a £30 cancellation fee.

Neil Fuller Associates will make every effort to ensure that students are fully aware of exam entry deadlines but it is ultimately the responsibility of the student to make sure that their exam entry is made on time. If they miss the exam entry deadline then they can still attend the module and enter themselves with CIPS for the next available public exam series.

Our exam facility is only available to students studying at our our CIPS centres.

If a student fails an exam they will be allowed to retake the module free of charge once.

To re-take a module free of charge, students must have previously attended at least 50% of the module, handed in all work requested by the tutor and have attempted the exam, unless there were mitigating circumstances.

Neil Fuller Associates Ltd reserve the right to cancel courses that are under subscribed, but where possible we will attempt to accommodate all students at an alternative date.

If you have any disabilities or special requirements that you think we should be aware of to ensure that you are not disadvantaged in any way then please let us know by completing the section below.

Completing this section is not compulsory and any information you do give us will be strictly confidential

Details:

Name and telephone number of emergency contact:

Name: .....

Tel: .....

I have read and agree to the terms and conditions.

Signature:

Date:

Please complete this enrolment form and return it by email to [neil@neilfuller.com](mailto:neil@neilfuller.com) or by post to Neil Fuller Associates Ltd marking clearly all the subjects for which you are enrolling and your preferred option for study.