

## CONDITIONS OF ENROLMENT

ACS Distance Education operates a refund policy which is fair and equitable.

\*Notification of withdrawal from a course must be received in writing within 14 days of enrolment to qualify for a refund (less postage, handling and administration costs - minimum of £50, more if overseas).

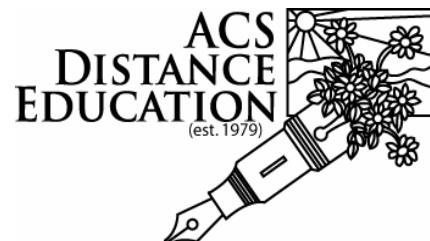
\*Deferments and Extensions: You may apply to the office manager in writing for a deferment or extension.

\*Disclaimer: Every attempt is made to ensure that information from the school is accurate, and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way which is appropriate to the unique characteristics of each application. This releases the school and its staff from any liability, action and claims of whatever nature, whether directions given during the course are followed or not.

\*Courses, course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studying the course by the person who is enrolled in the course.

### VOCATIONAL FEE SCHEDULE – October 2010

COURSE	Fee Code	HOURS	Payment Plans		
			Plan A	Plan B	Plan C
(All in UK Pounds)					
Fee Level 1	S1	100	£273	2 X £148	
Fee Level 2	S2	100	£308	2 X £168	
Fee Level 3	S3	100	£339	2 X £185	
Fee Level 4	S4	100	£399	2 X £216	
Proficiency Award	PA	500	£837	2 X £453	3 X £322
Certificate	CT	600-700	£1157	2 X £630	4 X £338
Advanced Certificate	AC	700-900	£1509	2 X £821	3 X £587
Associate Diploma	AS	1500	£2673	2 X £1467	3 X £1045
Diploma	DI	2100	£3603	3 X £1313	6 X £705
Advanced Diploma	AD	2400	£5145	3 X £1869	6 X £945



Company No: 04624913  
ABN: 69 424 798 419

#### OFFICE USE ONLY

Date Received  
Payment Received: £.....  
Chq ( ) Bank Transfer ( ) M.O ( )  
Credit Card ( ) Cash ( )  
Auth No.....  
Course Package by.....  
Course Sent.....  
On Computer file.....  
On Card File.....  
Billed.....

#### Please Tick Learning Option Required

Online ( ) E-Learning/CD ( ) Correspondence/Paper based notes ( )

Examination Fees - £27 per exam

Recognition for Prior Learning Submission

- Minimum of £40 for Certificates and £60 for Diplomas.

### ENROLMENT FORM

(PLEASE PRINT)

Surname: ..... First Name: .....

Address: .....

..... Post Code: ..... Country: .....

Phone: ( ) .....h/w .....

Fax: ( ) ..... E-mail: ..... Date of Birth.....

Occupation: ..... Sex: **M** or **F** (circle)

Employer: .....

Relevant Experience: .....

Previous Education: .....

Where did you first hear of the School? .....

#### I WISH TO ENROL IN THE FOLLOWING:

..... Course Code: ..... Fee Code: .....

#### PAYMENT IN UNITED KINGDOM POUNDS ONLY

**Payment enclosed/authorised** = £..... (NB: Please include overseas surcharge if applicable).

I agree to complete payments for all stages received. Signed.....

For Payment by Credit Card: Please Debit my MasterCard/Maestro/Visa/American Express (Delete which is not applicable.)

Name On Credit Card (please print): .....

Card Number: .....

Card Verification Number (3 digits on back of card): .....Expiry date...../...../.....

**Signed:** .....

SEND ENROLMENTS TO: ACS DISTANCE EDUCATION, PO Box 4171, Stourbridge, UK, DY8 2WZ

or alternatively, to enrol online visit [www.acsedu.co.uk](http://www.acsedu.co.uk)

For more information telephone: 0800 328 4723 (UK only) Fax:+44(0)207 681 2702

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