

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.

*ACS newsletters are used to communicate important developments to ACS students. Therefore, it is a condition of enrolment that students are added to the newsletter mailing list.

FEE SCHEDULE – 2017/18

COURSE	Fee Code	HOURS	Payment Plans		
			Plan A	Plan B	Plan C
(All in Great Britain Pounds)					
Fee Level 1	S1	100	£325	2 X £180	
Fee Level 2	S2	100	£325	2 X £180	
Fee Level 3	S3	100	£355	2 X £195	
Fee Level 4	S4	100	£355	2 X £195	
Proficiency Award	PA	500	£890	2 X £480	3 X £350
Certificate	CT	600-700	£1220	2 X £660	4 X £360
Advanced Certificate	AC	700-900	£1590	2 X £870	3 X £620
Foundation Diploma	FD	1000	£2100	2 X £1160	3 X £780
Associate Diploma	AS	1500	£2810	2 X £1550	3 X £1100
Diploma	DI	2100	£3800	3 X £1390	6 X £750
Advanced Diploma	AD	2400	£5450	3 X £1970	6 X £1020

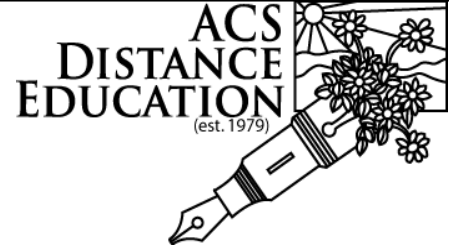
Online learning offers a 5% discount off the above fees

Please Tick Learning Option Required

Online E-Learning (USB)

Examination Fees - £27 per exam

Recognition for Prior Learning Submission - Minimum of £40 for Certificates and £60 for Diplomas.



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.....

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 GREAT BRITAIN 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 (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, Fax:+44(0) 207 681 2702 or email admin@acsedu.co.uk
To enrol online visit www.acsedu.co.uk . For more information telephone: Phone:+44(0)138 444 2752