

1. Your/Company Details						
Title	First Name	Surname				
Company		Position				
Nature of Organisation						
Work Address			Home Address			
Postcode			Postcode			
Country			Country			
Mobile			Daytime Tel			
Email Address			Fax			
Which month do you wish to begin the course? Jan Feb Mar Apr May June						
Where did you hear about us?						

2. Total Cost of Course (includes everything you need to successfully complete the course)	
Fill Out Appropriate Boxes/Costs on the Right and Total	£ (GBP)
1. Course Fees (Online audio tutorials, welcome package, course book, e-tutor support +)	£670
2. Add CIM Membership Fee (requirement to study CIM qualifications)	£140
3. Add CIM Assessment Fees (Assessed by one written assignment)	£85
4. If you are based outside the UK, Add £95 (GBP)	
5. Add VAT at 17.5% on Course Fees Only (if you are based in the UK/EC)	
If you are a CIM member, please quote number and expiry date:	TOTAL

3. Payment Options/Details	
Option 1 – Invoice/Cheque	
Please invoice my company (insert details) Attention of	Company Name
	Address
	Postcode Tel:
My purchase order number is	
Option 2 – Bank Transfer (→ Request details)	
Option 3 – Card Payment	
Please debit my:	VISA Access/MasterCard Delta Switch Switch Card Issue No.
Insert Credit Card Number below:	
Expiry Date	
Name on Card:	
Signature	Date

Terms and Conditions

Signing this registration form confirms that you have read, understood and accept the following terms:

Fees

The fees shown are exclusive of VAT. Payment must be made in full 14 days in advance of commencement of the programme or as agreed with MMC Learning.

Cancellation

You are welcome to substitute an alternative participant free of charge prior to the programme. All cancellations, transfers and substitutes will be recognised only when received in writing or by fax at MMC Learning. For cancellations made one week prior to day one of the course, 50% of the fee is chargeable. During this period, a free-of-charge transfer may be made to another date providing the course is scheduled within the following 6 months.

If the transferred booking is subsequently cancelled, the original 50% cancellation fee still applies. For cancellations after day one of the course, or in the case of non-attendance, the full fee is payable. Transfer to another date is not permitted during this period.

Change of Terms

It may be necessary for reasons beyond our control to alter the venue or timetable of an examination. Fees will be refunded should any scheduled cohort be cancelled by MMC Learning. We accept no liability for any other cost.

Once on the Course/Programme

It is critical you adhere to the schedule provided by MMC Learning for completing the course. Only in extenuating circumstances will permission be granted for an individual to suspend the course or move cohorts. Examples of extenuating circumstances include long-term sickness, death of an immediate family member or redundancy. Extenuating circumstances will be recognised only when received in writing or by fax at MMC Learning. If you do not have extenuating circumstances and have not completed the course, further fees are payable for course access and assessment.

An increased workload is not an acceptable reason to cease/suspend study. The justification for this is as follows:

- A face-to-face programme is set on specific days at specific times. If you cannot attend, you miss out. With learning online you never miss out as you have the flexibility to structure your learning around your personal and professional lifestyle
- Each course duration is fixed and broken down into smaller tutorials. Each tutorial can be studied independently i.e one tutorial before work, three tutorials at lunchtime... learning at your convenience
- MMC Learning incur fixed costs for providing the course. The price of the programme has been set. Any additional time spent result in costs being incurred by MMC Learning.

Examination/Assignments

You must attend your scheduled examination or meet assignment deadlines. Only in extenuating circumstances (outlined above) plus evidence of a commitment previously made can you defer your examination/assignment. This can only be deferred once and will only be recognised when received in writing or by fax at MMC Learning.

Data Protection

MMC Learning takes the privacy of its learners seriously. We are committed to safeguarding the privacy of our learners while providing a valuable online learning experience. We will not disclose any information we have about you to any third parties.