

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    Jul    Aug    Sept    Oct    Nov    Dec											
Where did you hear about us?											

2. Total Cost of Course (includes everything you need to successfully complete the course)		£ (GBP)
1. <b>Course Fees</b> (Online access, welcome package, 4 course workbooks, e-tutor support)		<b>£1,270</b>
2. <b>Add CIM Membership Fee</b> (if not already a CIM member)		<b>£120</b>
3. <b>Add CIM Assessment Fees</b> (4 modules)		<b>£250</b>
4. <b>Add £75 (GBP)</b> (If you are based <u>outside</u> the UK)		
5. <b>Add VAT at 17.5%</b> (if you are based in the UK/EC)		
If you are a CIM member, please quote number and expiry date:		<b>TOTAL</b>

3. Payment Options/Details											
<b>Option 1 – Invoice/Cheque</b>											
Please invoice my company (insert details)						Company Name					
Attention of						Address					
						Postcode			Tel:		
My purchase order number is											
<b>Option 2 – Bank Transfer</b> (→ Request details)											
<b>Option 3 – Card Payment</b>											
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.