

Application for Enrolment

DIPLOMA COURSE IN BUSINESS ENGLISH INCLUDING SPOKEN ENGLISH
To: Business Training Ltd, Sevendale House, 7 Dale Street, Manchester M1 1JB, England.

Please enrol me as a student of Business Training's Course in Business English and Spoken English. I agree to remit to you at Manchester the following course fees.

SPECIAL OFFER - REDUCED FEES

Select the plan of payment you prefer and tick the appropriate box.

Plan A Full fees ~~£189~~ ^{£154} enclosed herewith.

Or INSTALMENT TERMS AVAILABLE

Plan B ~~£35~~ ^{£25} deposit enclosed herewith and ~~£32~~ ^{£27} a month for the following 5 months making 6 payments in all.

IMPORTANT: To enrol send this form with your full fee or deposit. The best way to send your payment is by Sterling Bankers Draft drawn on a London Bank. Send this to us yourself. Do not let the bank send it, this will incur extra charges. We will also accept fees in US Dollars. Any bank conducting foreign exchange will tell you how to obtain a Bankers Draft.

Conditions of Enrolment

1. For the fees stated above the School will provide you with the Business English Course as described in the prospectus.
2. If paying by instalments, you agree to pay your instalments every month when they become due, irrespective of your study progress. If you exceed the recommended rate of study you agree to accelerate your payments to the same extent. (This clause does not apply to Plan A enrolments.)
3. If you return the first study material within one month of receipt we will refund your payment in full under our free trial scheme.
4. All study material we send to you becomes your own property as soon as you receive it.
5. On successful completion of your studies (and providing your fees are fully paid), you will be awarded your Business English Diploma. You will then be eligible (for a further fee) to continue with the Advanced Business English Course.

Declaration

If my application is accepted I undertake to respect your copyright in the course and not to allow any other person to read or use the course, or any portion of it, in any way whatsoever. I declare that I have read and understood the conditions of enrolment above and I fully accept them as part of this contract between us.

IN BLOCK LETTERS PLEASE

Your FULL Name

Full Postal Address

Ordinary Signature (Signed) Date

P.T.O. Please see reverse for how to send your fees to England.

Your Guarantees

1. You have the first sections on trial for a full month. If you are in any way dissatisfied with them, return them to us and the money you have paid is refunded in full.
2. You are guaranteed a first-class training compiled by experts and conducted by caring, conscientious tutors.
3. If in our opinion, your level of English is not good enough for you to complete the course, we will tell you and refund in full the money you have paid.

These guarantees are your safeguard of a fair deal and first-class tuition from Business Training.

HOW TO START YOUR TRAINING

Complete your Application for Enrolment Form and choose the payment plan you prefer.

If your address has changed, please write this on your Application for Enrolment Form and also return the printed envelope we sent you.

Send your payment, plus your completed enrolment form to: Business Training, Sevendale House, 7 Dale Street, Manchester, M1 1JB, England.

1. One of the safest ways to send your fees is by sterling Bankers Draft drawn on a London Bank. **YOU DO NOT NEED TO HAVE A BANK ACCOUNT TO OBTAIN A BANKERS DRAFT.** You can buy one at any bank that conducts foreign exchange. Always tell the bank that your payment is for educational purposes. If the bank needs proof of this, show them your enrolment form and Business English Course details.

Make your draft payable to "Business Training".

When you have bought your draft, send it to us yourself together with your enrolment form. Do **NOT** let the bank send your payment to us. They will send it via a London bank who will impose heavy charges and we will have to pass these back to you. This way also causes long delays. So to avoid these extra charges and the delays buy a sterling bank draft and send it to us yourself. Bank drafts in currencies other than sterling also incur additional bank charges.

2. Do **NOT** send personal cheques unless they are drawn on a UK bank account.
3. Do **NOT** send postal orders in your own currency.
4. **WE WILL ACCEPT CASH IN STERLING, US DOLLARS, OR ANY OTHER CURRENCY THAT WE CAN CHANGE IN THE UK.** If you send cash we strongly recommend that you register it.

PAYING BY CREDIT CARD

5. For payment by Visa/Access/Mastercard complete this section.

Card Number:

Start date if shown - Expiry Date - Issue No. if shown

Signature Security Code last 3 digits on signature strip

6. Enrol online at: www.businessstrain.co.uk

IMPORTANT – the fees quoted on your enrolment form **DO NOT INCLUDE BANK CHARGES.** Any small amount your bank may charge you for a bank draft must be your responsibility. Do **NOT** deduct it from your fees.

