

Business Training

BT-TIME

Sevendale House, 7 Dale Street, Manchester M1 1JB

ENROLMENT FORM

Please enrol me as a student on the Business Training Effective Time Management Course. I have read and understand the Conditions of Enrolment shown on the reverse of this form and I agree to them. I also agree to respect the copyright in the course and not to allow any other person to read or use the course or any portion of it nor offer it for re-sale in any way whatsoever.

Signature Date

Name and Address (Mr/Mrs/Miss/Ms)
(BLOCK CAPITALS PLEASE)

..... Postcode

Telephone Email

COURSE FEES

Full fees £249 (enclosed herewith)

or

Please charge my Credit/Debit card £249

EASY PAYMENT TERMS AVAILABLE

The instalment terms available to you are shown below. These instalment terms are governed by the Consumer Credit Act 1974 which gives you certain rights and protections. If you would like to send your fees by instalments, please complete and sign the agreement below as well as signing this form above. Please tick below to show how you will send your deposit and instalments.

By cash/cheque/postal order (enclosed herewith)

By credit/debit card (please complete card details below)

Card Number

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Start date if shown

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 Expiry Date

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 Issue number if shown

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 Security Code

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 last 3 digits on signature strip

INSTALMENT TERMS AVAILABLE

£33 deposit enclosed herewith, leaving a balance of £216 (£249 - £33 = £216) payable by instalments of £38 a month for the following six months, making £261 in all. Interest charged £12 - APR 13.6. The first instalment is due one calendar month after you receive your course.

Please charge my deposit and instalments to my Credit/Debit card (please indicate above the instalment terms selected). My card details are shown above.

CREDIT AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974 IMPORTANT – YOU SHOULD READ THIS CAREFULLY – YOUR RIGHTS

The Consumer Credit Act 1974 covers this agreement and lays down certain requirements for your protection which must be satisfied when the agreement is made. If they are not, the creditor cannot enforce the agreement against you without a Court Order. The Act also gives you a number of rights. You have a right to settle this agreement at any time by giving notice in writing and paying off all amounts payable under this agreement which may be reduced by a rebate. If you would like to know more about the protection and remedies provided under the Act, you should contact either your local Trading Standards Department or your nearest Citizens Advice Bureau.

This is a credit agreement regulated by the Consumer Credit Act 1974. Sign it only if you want to be legally bound by its terms.

Signature of Customer Date of Signature

Signed for and on behalf of Business Training  Principal

**FOR IMMEDIATE ENROLMENT ON YOUR CREDIT CARD PLEASE PHONE 0800 612 3637
or enrol online at www.btttimecourse.com**

Business Training

Effective Time Management Course

Conditions of Enrolment

1. For the fees quoted overleaf Business Training will supply the full course and all the services described in the prospectus.
2. You agree to pay your instalments promptly each month to Manchester as they fall due irrespective of the speed at which you study. If you fail to pay an instalment within one calendar month of the due date then the full outstanding balance becomes due immediately. Therefore if there is any danger of instalment payments being delayed please write to us. Business Training will treat all deserving cases as sympathetically as possible. Payment of instalments by credit card will eliminate any possibility of penalties under this clause.
3. This agreement lasts for 12 months. If you wish to extend your studies beyond 12 months, an extra charge may be made for administration and supply of revised material.
4. The course materials become your property on receipt by you, subject to full payment of fees.
5. Business Training reserves the right to refuse to accept any applications for enrolment. We also reserve the right to discontinue tuition for any student who (in our opinion) does not have sufficient aptitude to complete the course. In such cases all fees paid will be refunded on return of the course materials.
6. **YOUR GUARANTEE**

You have the full course on 15 day inspection trial when you enrol. If you return it to our Manchester office within 15 days of receipt any money you have paid will be returned in full.

**THIS GUARANTEE IS YOUR SAFEGUARD OF
A FAIR DEAL FROM BUSINESS TRAINING**



Please tick this box if you do not wish to receive further mailings from Business Training or companies approved by them.