

Application for Enrolment

DIPLOMA COURSE IN BUSINESS ENGLISH INCLUDING SPOKEN ENGLISH

To: Business Training Ltd, 8-10 Dutton Street, Manchester M3 1LE, 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.

IN BLOCK LETTERS PLEASE

Your FULL Name

.....

Full Postal Address

.....

.....

Ordinary Signature (Signed) Date

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 will be refunded in full.
2. 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.
3. If you complete your course and do not achieve your Diploma qualification we will refund your fees in full.

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. This agreement lasts for two years. If you wish to extend your studies beyond two years, an extra charge may be made for administration and supply of revised material.
4. All study material we send to you becomes your own property as soon as you receive it.
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. 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.
7. 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.

Declaration

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.

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

HOW TO START YOUR TRAINING

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

Send your payment, plus your completed enrolment form to: Business Training, 8-10 Dutton Street, Manchester, M3 1LE, 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. Any small amount your bank may charge you for a bank draft must be your responsibility. Do **NOT** deduct it from your fees.

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.
5. **PAYING BY CREDIT CARD IF YOU DO NOT WISH TO ENROL ONLINE.** 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. If you prefer to pay the money directly into our bank account the details are: **Account Name: The Writers Bureau Limited, Bank Name: The Royal Bank of Scotland, 38 Mosley Street, Manchester, M2 3AZ. Sort code: 16-00-01. Account number: 20277162.**

When transferring from overseas you need the following numbers: **Swift Number: RBOSGB2L. IBAN Number: GB07RBOS16000120277162.**

7. If you wish to pay by Western Union, you will have to visit your local Western Union agent with identification and complete the "To Send Money" form. The receivers name should be entered as **STUART HARGREAVES** (he is our Financial Manager), and the city and country should be entered as **Manchester, England.** You will also need to advise of the amount of money you wish to send. You will be given a Money Transfer Control Number (MCTN), **and it is essential you let us have the details of this to enable us to collect this money.**

8. Enrol online at: **www.businesstrain.co.uk**