

The Distance Learning Partnership

APPLICATION FORM

Please complete the details below and sign.



Home Address

Employer's name & address (where relevant)

Mr/Mrs/Miss/Ms Last name.....
 First name(s).....
 Address.....

Company Name.....
 Address.....

.....

Post Code.....

.....

Post Code.....

Telephone No
 Add e-mail if available

Telephone No
 Add e-mail if available

COURSES REQUIRED

Please enrol me for the courses I have entered below. I agree to pay the fees as stated and to be bound by the conditions of enrolment (see overleaf).

⇒ Signed Date

- If you are enrolling for a professional or degree course, have you registered with examining body as a student? Yes/No
- If you have not yet registered, do you satisfy the entry requirements? Yes/No
- Your age if under 21:..... Receipt for fees required? Yes/No
- Send course material to: Home address/Business address. Occupation:.....

Examining Body	Level/Stage/Part	Subject(s)	Exam Date(s)	Course Fees £
			Less Discount	
				Course Fee _____
				Instalment Chgs _____
				P&P (Overseas) _____
				Total _____

METHOD OF PAYMENT Please note that payments must be made in £ sterling.

(1) I enclose my cheque for £_____in full payment (please make cheques to **The Distance Learning Partnership** and ensure that they are drawn on a bank in the UK).

(2) **OR:** Please charge my credit card No: Debit Cards:

Issue No and/or

Expiry date

Secy Code



Start Date

Cardholder's signature _____

(If you are not the cardholder, please state the cardholder's address below for authorisation purposes)

⇒

Please turn over

(3) **OR:** I enclose a deposit of £_____ and will pay instalments of £_____ each month for _____ months (instalment plan available in UK only for courses over £100).

(Please complete and enclose the attached Bankers Standing Order.)

If you are paying your course fee by instalments, please add £2.50 per instalment to course price. If a discount applies, reduce your deposit by the discount amount.

(4) **OR:** Please invoice my employer (UK only) Minimum invoice: £150

(Please enclose an official purchase order or similar authorisation such as a letter from your employer on your firm's letterhead if you wish us to invoice your employer for your course fees. Invoices are payable within 30 days.)

○ INTRODUCTION

Source of your enquiry: Please tick box below to tell us how you learnt of our courses:

Advertisement (state publication):	LearnDirect	ABCC
_____	Professional body	Friend/relative
Careers centre or library	Open University	Other website (please state):
Employer	Other university/college	_____
Friend or relative	RRC	Other (please state)

Friend or colleague?

If you would like us to send Course Information to a friend or colleague, please enter below his or her name and address and course of interest. Or call 0208 944 3125 for Course Information to be sent (e-mail dlp@rrc.co.uk).

Name	Address	Course required

○ CONDITIONS OF ENROLMENT – please note carefully

You undertake to:

- ensure that you satisfy any entry requirements and that you are able and eligible to take the exams if any
- apply to the examining body to register as a student and to arrange your exam entry if taking an exam
- pay your course fees either in full with your application or by an initial deposit followed by regular monthly instalments commencing the month after enrolment
- advise us of your exam date if any, keep us informed of any change of address, and let us know your exam result.

We undertake to:

- provide study material and correspondence tuition in accordance with the syllabuses
- mark and return your assignments and answer any queries promptly
- service your course for exams held up to 12 months from your enrolment date or for 24 months where specified.
(Note: Normal course updates will be supplied during the service period but this does not cover a totally new syllabus and does not include new textbooks.)

○ ENROLMENT

Please send your Application to us at the following address:

(UK Clients)

The Distance Learning Partnership
FREEPOST SEA9262
West Horsley
LEATHERHEAD
KT24 6BR

(Overseas Clients)

The Distance Learning Partnership
PO Box 52
East Horsley
Great Britain
KT24 6YQ

① **CREDIT CARD PAYMENT** If you are paying the course fees by credit card you can telephone your application if you prefer: Tel 01483 28 5626. **Do not e-mail your credit card details** – if you wish to pay online use the **secure PayPal facility** available on our website: www.distancelearningpartnership.co.uk e-mail iwgreenf@aol.com (Enrolment Office for further advice if required)