



International Compliance Training  
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United Kingdom  
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Fax: +44 (0) 121 240 3002  
Email: ict@int-comp.com  
Website: www.int-comp.com

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## Certificate in Compliance

Date Received: \_\_\_\_\_

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### Personal Details

Title  
(Mr / Ms /Miss/ Mrs / Other)

First name

Email address

Sex (Male or Female)

Job title

Surname

Middle name

Date of birth

Daytime telephone number

Mobile/Evening telephone number

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Do you want your employer to know that you are taking this course?

Yes  No

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### Employer Details

Name

Zip/Postcode

Country

Employer contact name

Accounts contact

Employer email

Accounts email

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**Correspondence Address – If different from Employer Address.** (Please note that your course materials will be couriered and a signature required upon delivery).

Address

Zip/Postcode

Telephone Number

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### Invoice Address: - If different from Employer Address

Address

Zip/Postcode

Contact name

Contact number

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**Course Details Please select course option, both fees subject to VAT**

- Full Programme - attending workshops and completing the assignment + examination £950.00\*
- Distance Learning Programme – excluded from workshops but receiving e-tutor support and completing the assignment + examination £950.00\*

\*Or US dollar equivalent

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**Course location:** 

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**Career Information**

Industry sector (e.g. Insurance, Trust Company, Banking):

Job Level (Please delete as applicable):

<i>New Entrants/Administrator</i>	<i>Experienced staff &amp; Junior Management</i>	<i>Middle Management</i>	<i>Senior Management / Board Level</i>
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**How did you find out about this course?**

- Current/Previous ICT Delegate  Post/Mailing Letter  Advert (please state publication below)
- HR/Training Department  Email Marketing  Other (please specify below)

**Please state newspaper or other option:**

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**Equal Opportunity & Disability Statement**

ICT welcomes applications from students with additional support needs as a result of a disability, medical condition or specific language difficulty e.g. dyslexia. All applications will be considered under the same criteria as other applications. You are encouraged to contact the course administrator at ICT to discuss any requirements you may have relating to your study or other needs as soon as possible. This is so that we can take all reasonable steps to ensure your needs are met and that the relevant staff is informed of support requirements at the earliest opportunity. ICT will take all reasonable steps to ensure that applicants who meet the academic criteria will not be excluded from the course that interests them for reasons relating to their disability. However, there may be rare occasions that we would be unable to meet an individual's needs, but this would be discussed in detail and every avenue investigated before a decision was made.

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Do you suffer from any disability or illness, which might affect your studies?

Yes

No

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If yes, please give details

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**Invoice Details**

Upon receipt of the course enrolment form, an invoice requesting full payment of course fees will be sent within 3 days. **Invoices must be paid within 30 days of receipt.** Payment can be made by credit card, electronic bank transfer or by personal/business cheque enclosed with the enrolment form, made payable to International Compliance Training Limited.

Please note that where a delegate is not sponsored by their employer, full payment of course fees is required before the course materials pack can be dispatched.

**Self funding**

**Invoice my Employer**

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**Credit Card Payments**

Credit Card Number

Security Code (last 3 digits of code on signing strip)

Card Holder's Name

Expiry Date

Amount to be debited (please inc VAT if applicable)

Card Type (Visa, MasterCard, Other)

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**BACS Payments**

When sending payment by electronic wire transfer, please state the delegate's name and/or invoice number if available and send to the following:

International Compliance Training Limited  
Barclays Bank Plc  
PO Box 544  
54 Lombard Street  
London  
EC3V 9EX  
United Kingdom

**GBP payments**

Sort Code: 20-82-94

Account Number 10546194

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**Declaration** Please read the terms and conditions below before signing this form

**I have read the Terms and Conditions and agree to their content**

(Please note that your application cannot be processed unless the above box has been ticked)

Signature of Delegate

Print Name

Date

Signature on behalf of Employer

Print Name

Date

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**IMPORTANT: If your employer is paying for your course then a signature is required before the booking can be processed and your course materials despatched.**

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## Terms and Conditions

International Compliance Training Limited (ICT) reserves the right to vary or cancel any event including workshop and/or examination where the occasion necessitates. ICT accept no liability if, for whatever reason, the event does not take place.

For those delegates not sponsored by their employer or the delegate is a sole trader, ICT will require full payment of course fees with the enrolment form, prior to the sending of the course materials. Delegates will not receive assignment and/or examination results if course fees are outstanding.

Where fees are subject to discounts, only one discount per booking can be accepted i.e. only one discount can be used at any one time.

### Refunds

If a delegate withdraws from the course four weeks or more prior to the workshop, the delegate will be refunded the course fee less a charge of GBP50. If a delegate withdraws less than four weeks prior to the start of the workshop the delegate will be refunded 50% of the course fee. If a delegate wishes to withdraw after attending the first workshop 25% of the course fee will be refunded. If a delegate fails to attend the workshop or examination no refund will be paid. All administration fees are subject to VAT where applicable.

Credits may be used against other courses; otherwise refunds are available on request. Please note that all credits are valid for 12-month period only.

### Distance Learners/Examination Only Routes

If a delegate withdraws from the programme within four weeks of receiving the course materials, the delegate will be refunded 25% of the course fee.

If a delegate withdraws from the programme four weeks after receiving the course materials, no refund will be paid.

### Deferrals

If a delegate defers the course four weeks or more prior to the first workshop, no additional cost will be incurred. Deferrals within four weeks of the workshop will incur an administration fee of GBP100. This charge also applies to those changing workshop location/group and those wishing to repeat a workshop.

Subject to acceptance by ICT, this enrolment form constitutes a legally binding contract. The delegate and employer are jointly and severally liable for payment of all the fees due to ICT, where applicable.

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## Data Protection

The information you have provided will be used by the ICA/ICT/The Institute/MBS or approved agents for administrative, membership and educational purposes or as required by law.

From time to time ICA/ICT may pass your details to third parties to enable them to send you information about products and services approved by ICA/ICT.

If you do not want to receive mailings from third parties, please let us know by emailing us at [ica@int-comp.org](mailto:ica@int-comp.org).

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