



ENROLMENT for WORKBOOK COURSES at BEST TRAINING in MILTON KEYNES:

To enrol for a course please complete the front of this form,
then read and sign the Terms and Conditions overleaf.

PERSONAL DETAILS

Name: Mr/Mrs/Miss/Ms _____

Address: _____

_____ Post Code: _____

Telephone (day): _____ (evening): _____

Mobile: _____ E-mail: _____ @ _____

For ECDL logbook, please also give Date of Birth : ____ / ____ / _____

Your contact information will NOT be passed on to any other organisation for marketing purposes, but we may use it to contact you by post, telephone or email. At any time you may ask us to remove your details from our database.

COMPANY DETAILS

Company Name: _____

Address: _____

_____ Post Code: _____

Telephone: _____ Fax: _____

Email: _____ @ _____ Website: _____

COURSE MODULES REQUIRED

1. _____ @ £ _____

2. _____ @ £ _____

3. _____ @ £ _____

4. _____ @ £ _____

5. _____ @ £ _____

COST SUMMARY

Recommended Price £ _____

VAT @ 15% £ _____

TOTAL £. _____

Adjustments £ _____

Less Deposit already paid £ _____

TOTAL TO PAY £ _____

(continued overleaf)



ENROLMENT for WORKBOOK COURSES at BEST TRAINING in MILTON KEYNES:

BEST TRAINING WORKBOOK COURSES CONDITIONS OF ENROLMENT

1. There is no upper or lower age limit for enrolment. However, students under the age of 18 years must have the consent of their parent(s) or guardian(s) and an interview is necessary before an application can be accepted. (Staff at Best Training are all CRB checked).
2. **Fees are normally payable in advance**, and are not returnable in the case of unilateral cancellation by a student where insufficient notice is given to enrol another student. Where a student is unable to pay the full course fee in advance, arrangements may be made for payment in instalments – a deposit at the time of enrolment and the balance as agreed. An extra administration charge is made for payment in instalments. Fees from full time students are due prior to the commencement of the course.
 - Cheques should be made payable to “Best Computer Training”.
 - Please ask for our bank details if you wish to pay by direct transfer.
 - Credit card payments can be made by phoning our reception on 01908 261204.
 - A VAT invoice will be provided.
3. Students are trained in an adult atmosphere where rules are kept to a minimum. However, regular attendance and punctuality are conditions of enrolment. Training sessions normally last for two hours at a time. Students are normally expected to complete a course within three months of their start date.
4. Students who know in advance that they will be unable to attend for a session may make alternative arrangements at the discretion of the Centre, but absence without notification will result in the loss of the session. In the event of withdrawal from a course the full course fee must be paid unless sufficient notice is given to Best Training in order to enable a substitute student to be enrolled. This clause does not exclude the liability of Best Training under The Supply of Goods and Services Act 1982 for poor service.
5. All students work on an individual basis at their own pace, and receive guidance at every stage of the training. The number of sessions in each course will allow the average student to complete in the time specified, although individual aptitude will determine the degree of proficiency attained. The Centre will make every effort to ensure the student reaches the required standard.
6. All students must use the student kits and materials specified for the course booked.
7. Best CDs/diskettes may not be removed from the training centre. External diskettes/CDs etc may not be brought into the centre.
8. Please observe all copyright conditions relating to both Best and third-party material.
9. If a student fails the validation test and wishes to retake it, a fee of £25 is due.
10. Your contact information will NOT be passed on to any other organisation for marketing purposes, but you agree that Best Computer Training may use it to contact you by post, telephone or email. At any time you may ask us to remove your details from our database, in which case we will not then contact you again.

Before signing this contract the student should carefully read the terms and conditions set out above.

Signed (student) Date.....

Signed (parent/guardian) Date.....
(if the student is under 18 years of age)

Data Protection Act 1998: We are registered with the Information Commissioner, registration number Z720737X. The information you give to us will be stored on paper and computer files under secure conditions, and may be shared only where strictly necessary with third parties such as examining bodies. For further information contact the Data Controller at the address above.

More Information? Call 01908 261204 or email info@bestmk.co.uk quoting ref Enrolment