

CIPS Registration Form: Distance Learning

Please complete the registration form below and email it to: enquiries@cipsbusinessstraining.co.uk or post to: Chamber Business Training, Red Rose Court, Petre Road, Clayton Business Park, Clayton Le Moors, Accrington, Lancashire BB5 5JR.

..... Student details

Title:	Forename:	Surname:
Job Title:		
Company / Organisation:		
Address:		
Postcode:	Tel No:	Mobile:
Email:	Invoice Email:	
CIPS Membership No:	If you would like to share a disability or particular learning need with us, please tick this box: <input type="checkbox"/>	
Relevant professional experience and/or highest academic achievement:		

..... Your training requirements

Entry Level	Investment (ex VAT) <input checked="" type="checkbox"/>	
	Standard Programme	Interactive Option
CIPS Level 2 Certificate	£1199 <input type="checkbox"/>	£1599 <input type="checkbox"/>
CIPS Level 3 Advanced Certificate	£1199 <input type="checkbox"/>	£1599 <input type="checkbox"/>
CIPS Level 4 Diploma	£1199 <input type="checkbox"/>	£1599 <input type="checkbox"/>
CIPS Level 4 Diploma (Video Plus)	£1299 <input type="checkbox"/>	£1599 <input type="checkbox"/>
CIPS Level 5 Advanced Diploma	£1199 <input type="checkbox"/>	£1599 <input type="checkbox"/>
CIPS Level 6 Professional Diploma	£1199 <input type="checkbox"/>	£1599 <input type="checkbox"/>

Signed:	Date:
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* The above prices are correct at time of printing and are subject to change without notice.

Professional Training Courses Withdrawals & Cancellations

We sincerely hope that you do not have to withdraw from any part of the programme and ask that you notify your tutor and study centre immediately. If you feel you are having difficulties, please let us know immediately and we will do what we can to support you.

On submission of your completed Progression Form, the following rules apply:

- > Chamber Business Training operates a no refund policy, however refunds may be considered under extreme circumstances, at the sole discretion of Chamber Business Training;
- > If for any reason the study centre cannot fulfil its commitment to any courses or units, a full refund will be given to the student/funding organisation;
- > In all other cases, notice of withdrawal must be in writing and you must receive written confirmation from the study centre that they have received your request.

The exceptions we may consider are as follows:

1. Relocating or moving job;
2. Long-term illness;
3. Difficult personal/family circumstances.

The Chartered Institute of Procurement and Supply is highly unlikely to refund fees in most circumstances and Chamber Business Training cannot intervene on behalf of the student or company.

Where did you hear about us?

- | | | |
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| <input type="checkbox"/> Attended event/taster | <input type="checkbox"/> Newspaper advert | <input type="checkbox"/> Search engine |
| <input type="checkbox"/> Chamber Business Training website | <input type="checkbox"/> Promotional flyer | <input type="checkbox"/> Studied with us previously |
| <input type="checkbox"/> CIPS website | <input type="checkbox"/> Recommendation via colleague | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Recommendation via friend | <input type="checkbox"/> Word of mouth |

If you are not a member of CIPS you can join online at www.cips.org/membership/