

Registration Form

Your Details

NAME _____

ADDRESS _____

POSTCODE _____

TEL (H) _____

TEL (W) _____

MOBILE _____

E-Mail _____

QUALIFICATIONS _____

TYPING SPEED _____

AUDIO EXPERIENCE Please tick as appropriate. Yes No

DATE of BIRTH _____

OCCUPATION _____

COURSE TYPE - Please tick as appropriate (for combined modules please tick relevant boxes).

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Secretary/PA | <input type="checkbox"/> Secretary/PA Package | <input type="checkbox"/> Junior Secretary | <input type="checkbox"/> Secretary Beginner |
| <input type="checkbox"/> IT Skills | <input type="checkbox"/> Skills for the Office - Beginner | | |
| <input type="checkbox"/> Fast Track Legal Secretary | <input type="checkbox"/> City & Guilds ILEX Level 2 | <input type="checkbox"/> City & Guilds ILEX Level 3 | |
| <input type="checkbox"/> Conveyancing | <input type="checkbox"/> Litigation | <input type="checkbox"/> Business Law | <input type="checkbox"/> Introduction to Law |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Family | <input type="checkbox"/> Combined Package | |
| <input type="checkbox"/> Business English Package | <input type="checkbox"/> Business English | | |

Please tick as appropriate (for combined modules please tick relevant boxes).

-
- One week
-
- Five weeks (evening)
-
- Five Saturdays
-
- Other Length Course
-
- Distance

DATE OF COMMENCEMENT: _____

Payment Details

Please register me for the course as requested above subject to your discretion *(please tick box as appropriate)* I enclose full payment of £ _____ I enclose a deposit of £100.00 and undertake to pay the balance by the course commencement date.**Please debit my:** VISA
 VISA DEBIT (DELTA) MASTERCARD MAESTRO AMEX SOLOMaestro Issue No (if applicable) Expiry Date Start Date Please give the last 3 security digits printed on the reverse of your card: Security Code: **or** I enclose a cheque payable to "Souters"
for £ _____**Please post your order and payment to:**Souters Training Centre
32 Ludgate Hill
LONDON
EC4M 7DRCardholder's Name: _____
(Please **print** name **exactly** as it appears on your card)

Signature: _____

General Terms and Conditions

1. All applications must be accompanied by a non-refundable deposit of £100. We regret that we will not be able to consider your application if the deposit or details of payment of the deposit are not enclosed. This deposit is not refundable unless admission is refused.
2. If requested students must produce evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties. Anyone found to have given false information or forged documents will be expelled from the college.
3. Students are required to attend all lectures, take all tests and submit assignments set by their tutors. Failure to adhere to these guidelines/deadlines may render the student liable to certain penalties, such as - re-sits and/or expulsion from the college.
4. Students must inform the College of any change to their UK address and/or telephone number.
5. Students wishing to transfer their course from one to another due to extenuating circumstances acceptable to the college may do so but a notice of two weeks is required and there may be an discretionary administration fee.
6. Souters reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
7. Souters accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage they cause to the premises and/or property of the college.
8. Souters reserves the right to expel any students for improper conduct or any conduct that interferes with the well-being of other students, staff or the reputation of the College.
9. Students must agree to abide by the Terms & Conditions and Fees policy (see separate section). This information is updated from time to time and is available on request.
10. All Course Fees become payable once your course has started, although instalment payments may be permissible.
11. Course fees may be paid by instalments at the discretion of Souters. Souters may require a formal bank standing order to be set up where appropriate.
12. Appropriate terms and conditions and regulations of qualification awarding bodies will apply in addition to the above.
13. The act of registration constitutes acceptance of these terms.