

# REGISTRATION FORM

THIS REGISTRATION FORM CAN BE PHOTOCOPIED FOR EXTRA INDIVIDUALS

## 1. Your Personal Details

Title (Mr, Mrs, Ms, Miss etc.)	
Forenames in full	
Surname/family name	
Date of Birth	
Nationality	
Address	
Postcode	
Telephone No: (Day):	
(Eve):	
Mobile No.	
Fax No:	
E-mail address	

## 2. Professional Background

Which area of expertise do you wish to teach/train in?

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Do you have any other teaching/training qualifications?

	YES / NO
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Do you have any experience in teaching/training?

	YES / NO
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Do you have any learning requirements?

	YES / NO
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## 3. Employer Details

Is your company/employer sponsoring you for this programme?

	YES / NO
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If yes, please provide company/employer details.

Contact Name:	
Company Name:	
Address:	
Postcode:	
Tel:	Fax:
E-mail:	

## 4. Studying Option Details

Please circle below the option which applies to you.

Home Study Programme	
Tutorial Classes	

## 5. Fees

PREPARING TO TEACH IN THE LIFELONG LEARNING SECTOR BTEC AWARD LEVEL 4

Home Study	£500.00 + VAT
Tutorial Classes	£1100.00 + VAT
Registration Fee (Applicable to all applicants)	£60.00 + VAT

CERTIFICATE IN TEACHING IN THE LIFELONG LEARNING SECTOR LEVEL 3

Home Study	£600.00 + VAT
Tutorial Classes	£1500.00 + VAT
Registration Fee (Applicable to all applicants)	£90.00 + VAT

CERTIFICATE IN TEACHING IN THE LIFELONG LEARNING SECTOR LEVEL 4

Home Study	£800.00 + VAT
Tutorial Classes	£1500.00 + VAT
Registration Fee (Applicable to all applicants)	£100.00 + VAT

DIPLOMA IN TEACHING IN THE LIFELONG LEARNING SECTOR LEVEL 5

Home Study	£800.00 + VAT
Tutorial Classes	£1500.00 + VAT
Registration Fee (Applicable to all applicants)	£120.00 + VAT

## 6. Funding

Has this course been funded? YES / NO

If yes, please give details of the funding organisation

Organisation Name	
Address	
Postcode	
Telephone No:	
Fax No:	
E-mail address	

## 7. Payment Method

Payment for the diploma can be paid by cheque or credit / debit card. Cheques should be made payable to 'The Guild of Letting and Management Ltd', and crossed 'payee only' for the full amount as stated under fees.

### Credit Card Payments

For Credit / Debit card payments, complete your card details below.

I authorise you to charge my credit/debit card VISA/ MASTERCARD/SWITCH/DELTA with the amount of £

Card Number	
Start Date	Issue No.
Expiry date	
Security Code	
Name on card	
Signature:	Date:

## 8. Declaration

I agree to comply with the regulations governing the BTEC qualifications and certify that the information given is correct.

Signature:	Date:
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Once the Guild of Letting & Management have accepted your registration form and once you have been registered with Edexcel all fees are non-refundable.

It is important that all candidates work within the course deadlines. Failure to do so will incur additional fees.