



ENROLMENT FORM

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Guild of Letting & Management,
Building 3, St Cross Chambers,
Upper Marsh Lane, Hoddesdon,
Herts EN11 8LQ

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:

Email:

2. Professional Background (Use additional sheet if required)

How long have you worked in Residential Lettings & Management?

Circle the qualifications you have?

GCE "O" Levels / GCSEs / "A" Levels / Vocational Qualifications / Degree / Post Graduate Degree

Have you taken/achieved any other letting qualification? (please give details)

Has your company / employer sponsored you for this programme? Yes / No

If yes, please provide your company / employers details.

Contact name:

Company name:

Address:

Postcode:

Tel: Fax:

Email:

3. BTEC Programme Options

Which BTEC Programme would you like to study & through what study option. (Please circle your choices)

On-Line Distance Learning	Level 2	Level 3	Level 4
Tutorial Classes		Level 3	Level 4
In-House Tutorial Classes	Level 2	Level 3	Level 4

4. Tutorial Classes

If you have chosen to complete the programme through the Tutorial Classes please complete this section. (Classes start from 9.30am to 4.00pm including one-hour lunch break). Always check venue times before hand.

Which venue do you wish to attend?

5. In-House Tutorial Classes

The In-House Tutorial Class option is would require a minimum of 5 candidates per location.

How many candidates do you want to register for the In-House Tutorial Classes?

6. Fees

Registration Fee (Applicable to all applicants)	£110.00 + VAT
BTEC Level 2 Exam Fee	£55.00 + VAT
BTEC Levels 3 & 4 Exam Fee	£60.00 + VAT

BTEC CERTIFICATE IN RESIDENTIAL LETTING (Level 2)

On-Line Distance Learning Programme	£500.00 + VAT
In-House Tutorial Classes	£800.00 + VAT

BTEC ADVANCED CERTIFICATE IN RESIDENTIAL LETTINGS (Level 3)

On-Line Distance Learning Programme	£600.00 + VAT
Tutorial Classes (6 Classes)	£1300.00 + VAT
In-House Tutorial Classes (minimum 5 candidates)	£1300.00 + VAT

BTEC PROFESSIONAL DIPLOMA IN RESIDENTIAL LETTINGS AND MANAGEMENT (Level 4)

On-Line Distance Learning Programme	£700.00 + VAT
Tutorial Classes (9 Classes)	£1600.00 + VAT
In-House Tutorial Classes (minimum 5 candidates)	£1600.00 + VAT

I hereby enclose my full payment for: £.....

7. Payment Methods

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.

Name Card registered to:

Card number:

Start date:

Issue No.

Expiry date:

Security code:

Name on card:

Door no. card registered to:

Postcode:

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

Signature:

Date:

8. Declaration

I agree to comply with the regulations governing the BTEC Programme/s I have selected in Residential Letting and Management as set out in the prospectus and certify that the information given is correct.

I understand that I have two years from the date of enrolment to complete this course and that an additional fee of £300.00 plus vat is to be paid should I wish to extend the course.

This is a declaration of originality of my work. I certify that the material contained in all assignments will be my own work and will not contain significant portions of unreferenced or unacknowledged material. I also consent all electronically submitted work being stored electronically and copied for assessment purposes, including the Guild of Letting & Management's use of plagiarism detection systems in order to check the integrity of assessed work.

Signature:

Date:

Once the Guild of Letting and Management Ltd have accepted your registration and enrolment all fees are non-transferable and non-refundable.