 RRC UK Enrolment Form

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| --- | --- |
| Name & Address of Delegate/Student | Invoice Address |
| Given Name:Family Name: (as per passport) | Company Name: |
| Address: | Company Number: |
|  | Contact Name: |
|  | Purchase Order No: |
| Post Code: | Address: |
| Day Tel No: |  |
| Mobile No: |  |
| E-Mail: | Post Code: |
| Gender: | Tel No: |
| Date Of Birth: | Email: |
| Special Educational Needs | VAT NUMBER:  |
| Product Required | LearningMethod | Exam Date | Cost |
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|  |  |  |  |
| Exam Venue UK |  | Carriage |  |
| British Council |  | Total Fee |  |

### For internal Use Only

|  |  |
| --- | --- |
| Processed by: | Date: |

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#### Payment Information

### Bank Transfer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Sum of  | GBP | Was transferred on  |  / /20 | Bank & Reference  |  |

### Credit Card Payment

|  |  |
| --- | --- |
| Amount to be charged GBP |  |
| Please debit my Mastercard/ Visa/ Connect/ Solo/ AMEX/ Switch No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Valid From |  |  | Security Number (on reverse of card) |  |
| Card Expiry Date  |  |  | Issue Number (Switch/Solo) |  |
| Card Holders Name(As it appears on card): |  |



**BANK AND VAT REGISTRATION DETAILS**

**Bank: National Westminster Bank**

**Branch and Address: Bloomsbury Parr’s Branch**

 **P O Box 158**

 **214 High Holborn**

 **London**

**WC1V 7BX**

**Account Name: The Rapid Results College Ltd T/A RRC International**

**Account Number: 37761145**

**Sort Code: 60-30-06**

**Remittance Address: RRC International**

 **27-37 St Georges Rd**

 **London**

 **SW19 4DS**

**COMPANY DETAILS**

**VAT Number: 176 4163 95**

**Company Registration Number: 2874974**

**Swift Code: NWBKGB2L**

**IBAN Number: GB51NWBK60300637761145**

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**Terms and Conditions - How to Pay**

**Learning Agreement**

The Learning Agreement sets out your entitlements and obligations as an RRC student and constitutes the terms and conditions of your enrolment. If you do not wish to be bound by these terms you can cancel your course within the timescales detailed below and received a refund/credit of the fees less any expenses incurred by RRC. Your learning agreement will be sent to you with your order confirmation.

**Delivery of Printed Course Materials**

**UK**: Delivery will be within 10 working days of the receipt of your order. Delivery is by courier and can be either to your home or work address. A signature will be required so please supply an address that will be occupied during office hours (Monday – Friday, 8am to 6pm).

**Overseas:** Delivery is by courier and delivery times are dependent on your location. Please contact RRC for more information.

**Carriage**

Carriage is chargeable on the dispatch of course materials outside the United Kingdom – Please call for a quote.

**Methods of Payment**

All payments to be made in GBP (pounds sterling). You can use any of the following methods of payment:

1. Payment in full by cheque or bankers’ draft made payable to RRC.
2. Payment in full by charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.
3. Payment by instalments: Available to all (for more information please email info@rrc.co.uk or call +44 208 9443100)
4. Invoice: UK registered companies only. Please attach to your application form an official purchase order/letter confirming your employer’s authorisation. Terms of payment are 30 days from invoice date.
5. Customers outside the UK must remit the full fee or minimum deposit, in GBP (pounds sterling), payable in London, before materials are despatched. All bank charges, including any payable by the receiving bank, must be paid by the customer.

**Cancellations**

We are confident that you will be delighted with your course but, if you are not, you can cancel under the following terms.

#### Face-to-Face Courses

* Cancellation More Than 30 Days Before the Course Start Date
A refund of the full course fee is obtainable for cancellations received more than 30 days before the scheduled course start date.
* Cancellations Between 15 and 30 Days Before the Course Start Date
A refund of 70% of the course fee is obtainable for cancellations received between 15 and 30 days before the scheduled course start date.

#### Distance & e-Learning Courses

* Cancellation Within 30 Days
A refund of the full course fee is obtainable for cancellations received within 30 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 30-day period.
* Cancellation After 30 Days But Within 45 Days
A 60% refund of the course fees is obtainable for cancellations received at any time within 45 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 45-day period.
* Cancellation Over 45 Days and Within the Enrolment Period
A 90% refund is available for any Units/Subjects for which study has not commenced. Study is deemed to have commenced from the date the student requests the materials. Where a student has commenced a Unit and wishes to cancel, they may be entitled to a refund of any exam fees paid to RRC provided the cancellation is received before the student has been registered with the examining body.

#### Examinations Only

A refund of the exam fee is obtainable for cancellations received up to the date RRC register the examination with the examining body.

#### Revision and Reference Guides

* Printed Materials – Returned Within 14 days
A refund of the full fee (excluding postage and packing) is obtainable for returns received in good condition within 14 days following the dispatch of the goods.
* E-mail – Returns Within 7 Days
A refund of the full fee is obtainable for returns received up to 7 days following RRC e-mailing the goods or access password, subject to a written confirmation that all copies have been destroyed.