

CIMA booking form

Personal details : Please complete in block capitals

Title Mr / Mrs / Miss / Ms _____
 First name _____
 Last name _____
 Date of birth _____
 Home address _____
 Postcode _____

CIMA ID _____
 Telephone _____
 Mobile _____
 Email _____

Employer Details: Complete this section if your employer is paying for your course

Company name _____
 Address _____
 Postcode _____

Manager's name _____
 Manager's email _____
 Signature _____
 PO or reference _____

Please tick below which course you would like to register for

Taught Courses -Weekend
 Home Study Basic
 Home Study Advanced
 Revision Weekend

Certificate Level					Managerial Level										Strategic Level						TopCIMA								
C01 FMA		C02 FFA		C03 FBM		C04 FBE		C05 FECB		P1 MAPE		P2 MADM		P4 OMIS		P5 IM		P7 FATP		P8 FA		P3 MARCS		P6 MABS		P9 MAFS			
Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick	Price	Tick
£380		£480		£380		£380		£380		£390		£390		£340		£340		£390		£390		£350		£350		£400		£700	
£90		£90		£90		£90		£90		£90		£90		£90		£90		£90		£90		N/A		N/A		N/A		N/A	
£150		£150		£150		£150		£150		£150		£150		£150		£150		£150		£150		N/A		N/A		N/A		N/A	
N/A		N/A		N/A		N/A		N/A		£280		£280		£280		£280		£280		£280		£280		£280		£280		N/A	

TOTAL _____

Cardholders name _____
 Cardholders address
 If different to above _____
 Valid from _____
 Cardholders signature _____

Card type
 Visa / MasterCard/
 Switch/ Maestro/
 Amex _____
 Card number _____
 Expiry date _____

Issue number
 Switch/ Maestro only _____

Security number
 3 digits on reverse of card _____

OR I enclose a cheque with my application form

OR Please invoice my employer (your manager must have signed the form above)

Knowledge Incubator
 Your Finance Education Partner

2nd Floor 145-157 St John Street London, EC1V 4PY
 Tel- 020 71837059, Fax -020 71837063

* All bookings are subject to our terms and conditions overleaf

Terms and conditions

These terms and conditions together with the booking form comprise the agreement pursuant to which Knowledge Incubator provides classroom courses and study materials to the students

1 Payment terms

- a) Students could enrol for a course by paying online, submitting a booking form with payment or obtaining their employers authorisation to be invoiced directly
- b) Where the employer has agreed to pay, full payment is due within 15 days of the date of invoice, or within the due date specified on the invoice if courses are booked less than 15 days before the course start date.
- c) Knowledge Incubator reserves the right to refuse admission to a course if full payment is not received prior to the course start date.
- d) Knowledge Incubator reserves the right to charge late payment interest at a rate of 3% above the Bank of England base rate on any outstanding invoices.
- e) Knowledge Incubator reserves the right to charge £30 for all dishonoured payments.
- f) If an instalment plan has been agreed, the student must provide post-dated cheques or agree to their credit card being charged with any outstanding balances on the agreed dates.

2 Course booking

- a) It is the responsibility of the person making the booking to ensure that the selected course is appropriate for their needs. Knowledge Incubator will only provide general counselling on the courses
- b) Any change in the students' contact details must be notified in writing.
- c) Students will have to make their own Registrations With Professional bodies and ensure that they have the entry requirements to do so. Knowledge Incubator takes no responsibility for this process
- d) Courses and study materials are not transferrable between students.

3 Cancellation and deferral—part time courses

- a) If a student wishes to cancel a course:
 - more than 14 days prior to the course start date, the full course fee will be refunded less a £100 administration fee;
 - within 14 days of the course start date, no refund will be given.
- b) If a Student wishes to defer to a later course:
Provided the Student gives notice prior to 5 working days of the Course commencement date and agreement is reached with management courses are deferrable to later periods. This is subject to availability of enrolment in the future course
- c) If a Student wishes to transfer to a different a course, provided more than 5 days notice prior to the course start date is given and subject to availability, no additional charge will be made, other than for any additional study materials that may be required or for any additional fees that may be due in respect of the new course.

4 Course attendance

- a) Students must bring the relevant course joining instructions to all course sessions. Failure to produce joining instructions or proof of payment upon request may result in Students being refused admission to a course.
- b) Knowledge Incubator will supply all study materials on the first day of the course. If Students wish to receive study materials in advance we can have them posted to any UK address subject to a charge of £6 per item.
- c) Knowledge Incubator reserves the right to cancel, reschedule or change the location of a course without penalty if considered necessary. Knowledge Incubator undertakes to inform Students as soon as the change is made and Students may book an alternative course at no extra charge, or receive a full refund or credit against future courses.

5 Confidentiality

- a) All intellectual property rights in all materials produced or distributed by Knowledge Incubator are expressly reserved. Any unauthorised duplication, publication or distribution is prohibited.
- b) The Student agrees to fully indemnify Knowledge Incubator in respect of any infringement of intellectual property right as contained in 5.1.

6 Pass Assurance

- a) Knowledge Incubator provides Unlimited Repeat Opportunity for Students who have failed courses provided
 - attend all relevant course sessions of both tuition and revision courses for each relevant paper;
 - complete all mock Examinations applicable to their paper
 - achieve a minimum of 40% in the Mock exam and the real exam.
- b) In the event that a Student fails an exam having satisfied the conditions in 6 a) they may attend the next available equivalent course for the relevant paper at no additional charge, subject to availability at time of booking. Additional study materials will be charged at full retail price. There is no limit to the number of times a student may repeat subject to meeting conditions

c) Pass Assurance is not transferrable between students.

d) The Pass Assurance Scheme applies to all courses including Top CIMA

7 Home study students

Home study students can upgrade to any relevant classroom course, subject to availability. Students will be invoiced for the course fee less the amount paid in respect of the Home Study Course.

8 Liability

- a) The liability of Knowledge Incubator for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this agreement is limited to the value of monies received from the student (or their employer) for the course.
- b) Knowledge Incubator shall not be liable for any consequential or indirect loss, how so-ever arising.

9 Security

Students are advised to safeguard their valuables while at campus at all times. Personal possessions are the sole responsibility of the student and students are advised to keep valuable belongings with them at all times. Knowledge Incubator takes no liability for items lost or stolen while at campus

10 Data protection

- a) The student agrees to allow Knowledge Incubator to retain information and use it to:
 - communicate with the Student to perform their rights and obligations under this agreement;
 - inform students about their courses, products and services which may be of interest to them;
 - provide feedback to students on their progress and exam performance
 - communicate with the student's employer regarding their progress, results and attendance.
- b) If you do not wish to receive any communications from us please confirm in writing on this regard

11 Validity

If any provision of this agreement is held to be invalid or unenforceable the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

12 Jurisdiction

This agreement shall be governed and construed in accordance with the law of England and the parties submit to the exclusive jurisdiction of the English courts for the determination of disputes arising under this agreement

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