

# Course Booking Form

## For Professional Qualification and Certification Training Courses



Personal details (customer)		Authorisation to invoice employer (if applicable)	
Title	Date of Birth / /	Employer name	
First name		Employer billing address	
Last name			
Correspondence address			
Town/City	Postcode	Town/City	Postcode
Delivery address for course materials (if different from above)		Authorising manager	
		Name	
		Job title	
		Work tel.	
		Work email	
		Order no.	
Town/City	Postcode	PO no.	
Preferred tel.		Employer accounts department (if applicable)	
Email		Accounts tel.	
Student no. (if known)		Accounts email	
Exam body registration no. (if applicable)		VAT no.	
If employer funded:		*Please read the Terms and Conditions and Privacy Notice below before signing this form. By signing this form you acknowledge and agree to be bound by the Terms and Conditions and Privacy Notice.	
Work email			
Work tel.		Authorising signature*	
*Please read the Terms and Conditions and Privacy Notice below before signing this form. By signing this form you acknowledge and agree to be bound by the Terms and Conditions and Privacy Notice.			
Signature*			
Parent's signature* (if individual is under 18)			

Please tick as applicable below:

Self-funded      Employer funded

Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on BPP premises?    Yes      No

(If yes, please arrive for the start of the first day of your course 15 minutes early to allow for the local site Health & Safety Officer to complete the necessary evacuation procedure and assessments with you.)

Course details						
Programme/course, qualification/level, paper(s)	Exam sitting if applicable (month/year)	Study mode (Online Classroom Live, Online Classroom, In-centre Classroom)	Course location (e.g. London Holborn, Leeds, Online)	Time (e.g. afternoon, evening)	Start date	Price inc. VAT (£)
						Number of items:
						Postage:
						Total:

Postage prices  
UK – £7.20    Europe/Rest of the World – call +44 (0)3300 603 200 for a postage quote

A charge of £7.20 for the UK postage of course materials will be charged if your course includes materials in the package price. If you are studying In-Centre classroom, your course materials will be provided to you on your first session by your tutor, materials requested in advance are subject to the postage charge.

### Payment (if not funded by employer)

By card Please complete the course details section and our bookings team will contact you within 24 hours to take payment securely over the telephone.

Please complete any special information below and tick here to let us know.

### Send to

#### **BPP Professional Education**

Tel: +44 (0) 3300 603 100

Email: [service@bpp.com](mailto:service@bpp.com)

Fax: +44 (0) 161 237 9650

5th Floor St James Building, 79 Oxford Street, Manchester, M1 6FQ

### Terms and Conditions

By signing this form you (and your authorising employer if applicable) acknowledge that you have read and agree to be bound by the Terms & Conditions which are available at [www.bpp.com/terms-and-conditions/classroom-online-terms](http://www.bpp.com/terms-and-conditions/classroom-online-terms).

### Privacy Notice

BPP will use the information provided in this form in order to register you for and deliver the course you have selected. Please be aware that, where you are employer funded, BPP will share information relating to you, including feedback and exam results with your employer. Further, BPP may need to release your name and registration number to the relevant exam body, who will in turn release your results to BPP. Additionally, you can choose to receive marketing information relevant to the course you are interested in. Please use the checkboxes below to let us know if you are happy to receive these communications. You can opt out of marketing at any time, either by calling us or visiting the Preference Centre or clicking the Unsubscribe link on future emails. We will not share your marketing information outside of the BPP Professional Education Group.

☐ I am happy to receive marketing information from BPP.

☐ I do not wish to receive marketing information from BPP.

For further information explaining how we use your information, please see our Privacy Policy at [www.bpp.com/privacy](http://www.bpp.com/privacy).

### Special information