



ENROLMENT FORM

PERSONAL DETAILS

COMPANY DETAILS

Surname _____ Mr/Mrs/Miss/Ms	Name _____
Forenames _____	_____
Address _____	Address _____
_____	_____
Postcode _____	Postcode _____
Phone _____	Phone _____
Contact E-Mail _____	_____

Which course do you wish to study? _____

Is the purpose of your study to become more competent at your place of work, to sit for an examination or.. _____

How many hours per week can you study? _____

Brief history: - outline your past experience with regards to the study to be undertaken.

State your intended outcomes i.e. What do you want to achieve? _____

Who will be paying for the course? (Circle as appropriate)

1) Yourself

2) Employer

3) Other

How did you hear about Premier School of Building? _____

Have you read the course content sheet?

YES

NO

METHOD OF PAYMENT (Tick one)

- 1) U.K. Cheque
- 2) BACS / Bank Transfer

CONDITIONS OF ENROLMENT

- 1) Premier School of Building will provide study material which is currently being modified to incorporate text books, where appropriate, which you the student can retain for your personal use but not copy for the use of others.
- 2) You the student will be responsible for making suitable application to the examining body with regard to your eligibility to sit for the examinations of your choice.
- 3) You the student agree to study on a regular basis to achieve your objectives. A student guarantee will exist whereby your study period will be open for a period of 6 months from the date of enrolment.
- 4) Fees for single subject short courses should be paid in full on enrolment.
- 5) Cheques are to be made payable to **Premier School of Building**. Overseas students are required to pay by BACS.
- 6) Premier School of Building is NOT involved in obtaining Entrance Visa's to the U. K for students as all the courses offered are by distance learning and can be undertaken in the students own country.
- 7) Course material comprises of lesson notes and a text book were appropriate but do NOT include items such as Standard Methods of Measurement, Forms of Contract, Parry's Valuation Tables or Civil Engineering Price Database information. Reference documents such as these are expected to be found in a company's Technical Library.
- 8) The information contained within the manuals and reference books are for educational purposes only. Premier School of Building and the authors accept no liability for damages arising from the abuse of the information contained therein.
- 9) Code of Ethics. As a member of the ABCC we abide by the 'code of ethics' as required by this Association. (Details available on request.)
- 10) To make application for enrolment send the completed Enrolment Form with your remittance to 'Premier School of Building, Westminster Chambers, 7 Hunter Street, CHESTER. CH1 2HR. United Kingdom' and allow 14 days for UK and 21 days delivery if based abroad.
- 11) Premier School of Building is a correspondence school and is NOT involved in NVQs, GNVQs, Site Visits, CSCS Skills Assessments nor do our courses carry UCAS / CATS points.
- 12) Completion of this form does not guarantee acceptance onto a course. Premier School of Building reserve the right to refuse admission.

I confirm that the information I have given on this form and to Premier School of Building is correct and that I have read, understood and agree to the conditions of enrolment.

Signature _____ Date _____

Print Name _____ Date of Birth _____

FOR OFFICE USE ONLY:

ROLE NUMBER. _____

COURSE TITLE: _____

PAYMENTS RECEIVED: _____