

Enrolment Form

Mrs/Mr/Ms/Miss/Dr..... First name..... Surname

Address

..... Postcode.....

Email address..... Tel..... Fax.....

Address for course materials (if different).....

I WISH TO ENROL ON: BASIC PROOFREADING by DISTANCE LEARNING @ £395*

*If you are not based in the United Kingdom, please add £35 for additional postage.

PAYMENT

I enclose a cheque for / (395+35 postage) made payable to The PTC Foundation - tick correct amount.

I authorise my credit/debit card to be debited for / (395+35 postage) by The Publishing Training Centre - tick correct amount.

I wish to pay in instalments on my credit/debit card:

Basic Proofreading: £185 (or £220 if outside the UK) immediately, followed by one instalment of £105 between the 10th and the 15th of the next month and one instalment of £105 between the 10th and the 15th of the following month.

Card number Start date / / Expiry date / /

Visa/Mastercard/Maestro (delete as appropriate) Issue no. (Maestro) 3 digit security number (on signature strip of card)

Name of cardholder (if different from above) Cardholder signature

I wish to be enrolled as a student for this course. I agree to pay the fees as stated and be bound by the conditions of enrolment.

Signed

Date / /

I would like to receive news and information from The Publishing Training Centre by email

To help us give the best service in the future, it is useful to have an idea of the kind of people who are enrolling. We would greatly appreciate it if you could provide us with the following information, but please do not feel obliged to do so:

Publishing experience? Yes No (please tick) If yes, in what context?

Current occupation:

Where did you first hear about the course?

What other training have you had?

.....Date of birth: / /

CONDITIONS OF ENROLMENT

You must complete the course within 12 months of enrolment or, if you wish to continue the course, you can study for a further 12 months following payment of a £20 re-registration fee. After this time it is possible that updates and changes will have been made to the course and that your copy may be out of date. If this is the case you may need to re-enrol. Your fee includes course materials and tuition. It does not include your postal costs or the cost of telephone calls to your tutor. The Publishing Training Centre reserves the right to change the price of these courses at any time before processing an enrolment. In this event, anyone wishing to enrol will be informed of the price change and given the opportunity either to cancel the enrolment or to proceed at the amended price.

We recommend that you keep a copy of this form for your own records.

Please return this form to: The Publishing Training Centre at Book House, 45 East Hill, Wandsworth, London SW18 2QZ.

Tel: 020 8874 2718; fax: 020 8870 8985.



THE PUBLISHING TRAINING CENTRE AT BOOK HOUSE.
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The Publishing Training Centre at Book House is accredited by ODLQC, the national body for quality in open and distance learning. The Publishing Training Centre meets the standards set by the Council, who are satisfied that the service you, the learner, will receive from The Publishing Training Centre will be of good quality. If it is not, or you cannot resolve a dispute with The Publishing Training Centre, please let us know at ODLQC. Write to: Learner Support, ODLQC, 16 Park Crescent, London W1B 1AH, and we will look into your case.

