



Booking Form

Organisation

Organisation

Address

Postcode

No of Employees

Organisation Contact Details

Name

Role

Direct Telephone

Mobile

Email

Briefly describe the organisation

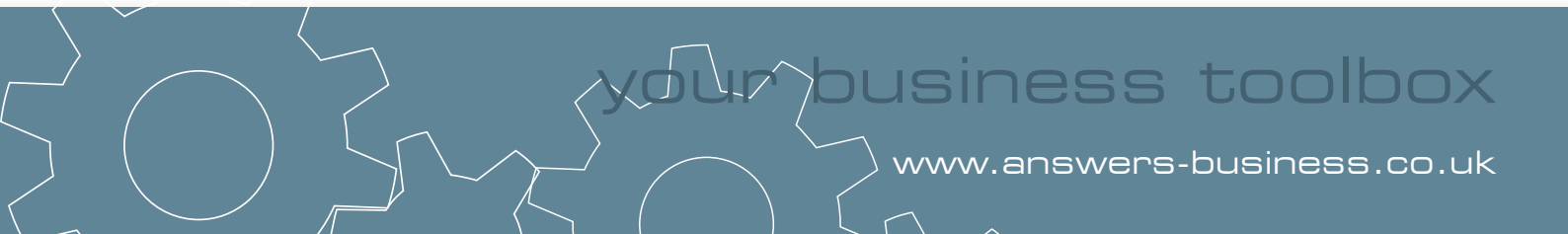
Course Details

All of our courses cost £200 each.

Please enter the code of the course you would like to pay for

Please tick the box to agree to our terms and conditions
(please see next page)

Signature _____





ANSWERS TO
business
your business toolbox

Answers to Business
2 Oswin Road
Brailsford Ind Estate
Leicester LE3 1HR

T: 0116 279 5055
M: 0780 372 6772

info@answers-business.co.uk
www.answers-business.co.uk

Terms and Conditions

We offer a number of registration methods and payment options. Details, together with a full price list, are given below:

Payment Options

Four payment options are offered:

Buy Online

Just add your chosen course(s) to the cart, then register or login and continue to the checkout area. Transactions are handled by our secure server and you will receive an order acknowledgment via email once your order has been processed.

Company Purchase Order

Where materials are being ordered through a registered company, please send a company purchase order. We will invoice the company and the full fee is then payable within 30 days of invoice. Email or post your order - details below.

Full Payment

Students can elect to remit the full payment by cheque or credit / debit card at the time of order, secure in the knowledge that we offer a full cancellations refund if on receipt of your pack you wish to cancel. [Please see cancellation details below]. All orders up to the value of £50 must be paid for at the time of order. Please Call 0116 251 5055.

Instalments

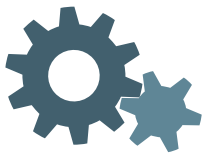
Orders in excess of £50 can be paid in instalments by credit / debit card or by bank standing order mandate. A deposit of £50 is required at the time of order. The balance can be paid in monthly sums of £50 [or the balance whichever is lower]. Please note - an administration fee of £25 is added to the course fee for students electing to pay by instalments. Please Call 0116 251 5055

Postage and Carriage

EU postage - included in price
EU Courier Delivery – add £20 per course
Outside EU – price on application

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Study Method

Courses are designed for work or home based study. Everything needed to complete your course is provided in an A4 folder containing study materials, assignments and exercises. A study guide is also provided to help you plan your studies effectively.

Tutorial Support

Throughout your course, you will have access to tutor support by mail, e-mail or by telephone. Your tutor will help to guide you through your course and try to answer any queries you may have.

Assessment

All courses are assessed through a series of tutor marked assignments, submitted in your own time.

What does the fee cover?

Our fees are fully inclusive prices so there are no hidden or extra fees to pay. The fees for open learning courses include:

- Comprehensive Study Pack
- Assignments and Marking
- Tutor Support
- Accreditation fees
- Post and Packing (UK Mainland only)
- Value Added Tax

Registration

To register for a course, please add the course code to the online booking form and proceed to the checkout area.

We will confirm your course details and send out your course material with a welcome letter and your student reference and tutor details.

Payments may also be paid in installments, details on request.

Cancellations

You may cancel your order at any time before dispatch of order for a full refund. If after receiving your order you wish to cancel you should notify us within seven days, and return your pack undamaged within 14 days, and a full refund will be given.

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