

BOOGLES ABC ENROLMENT FORM



Your details

Name: Mr/Mrs/Ms/Miss (please circle)
 Address.....

 Postcode:
 Telephone: (home).....(work) Date of birth:
 Email

Please state your highest qualifications held:

Name of last school/college/university attended:.....

If you have a disability or additional learning needs, please specify
(This will help us to provide any additional support needed to facilitate access to our learning programmes)

Is there any specific support you feel we could offer to assist you to access and complete this programme?
.....

Payment by:

LSC funding:	If the learner is LSC funded, please enclose a cheque for £63.95 (manual + exam fee)	Please tick	<input type="checkbox"/>
Learning Agreement:	If the learner is funded by the Learning Agreement there is no cost		<input type="checkbox"/>
Individual learner:	Please enclose a cheque for the full amount of £250* (inc. VAT)		<input type="checkbox"/>
Fees paid by	Please enclose the completed Employers Authorisation form		<input type="checkbox"/>
Learner / employer:	I would like to pay by Standing Order over the next 6 months.		<input type="checkbox"/>

Cheques should be payable to Boogles Limited.

Payments can be made by credit card either by paypal or completion of the Card Payment Page.

*Please note that these fees relate to the Boogles A+ ABC training programme. The exam fee of £47 is set by EQL, and is payable prior to the exam.

Venue

I will study remotely, e.g. from home / office – using my home /

I would like to use the A+ computer suite in **Plymouth**

I would like to use the A+ computer suite in **Exeter**

Please supply me with the programme indicated above.

I confirm that I have read and agree to the A+ (Training) terms and conditions overleaf.

Signed: Date:

Please fax back this page and the Boogles Blackboard Authorisation page to **08712 449 500** and we will be in contact with you soon. If you are enclosing monies, please post back to:

Boogles Ltd (Training), 3rd Floor Fitzroy House, Abbot Street, Dalston, London E8 3DP.

CREDIT / DEBIT CARD PAYMENTS



If you wish to pay for the course by credit or debit card, you can either pay us via paypal online – at www.paypal.com – and send money to info@booglesltd.com or if you prefer you can telephone us on 0844 8844 622 and we can issue you with a paypal request.

We accept most major cards with but not American Express and Diners Club. If you are filling in the form, please note that all fields are mandatory.

Card Holder Information

Name on Card: Mr/Mrs/Ms/Miss (please circle)
Address of Cardholder:
.....
.....
Postcode:
Contact Telephone Number:

Card Information

Card Type:
Card Number:
Start Date:
Expiry Date:
Issue Number: (if applicable)
Security Code (last 3 No's on the back of the card)
Amount to be taken from card (£):

I authorise the amount above to be taken from my card

Signed: Date:

Your details will be only kept until the transaction has gone through and will then be securely shredded. No electronic version of this information will be created.

BOOGLES A+ TERMS AND CONDITIONS



Ordering and payment of fees

The completed application form must be accompanied by the appropriate fees, or employer’s authorisation, alternatively you must have access to LSC or other funding in place.

Training period

Boogles (A+ Training) Limited will undertake to supply all elements of the course for which you have enrolled for a period of 12 months from the date of your enrolment. Boogles (A+ Training) reserve the right to charge for any provision made after the 6 months have expired.

Cancellations

No cancellation or refund to the learning programme is available after enrolment takes place. This programme is non-transferable.

VAT

VAT is charged at 17.5% on course fees and at 0% for manuals.

Blackboard Authorisation

The Blackboard Virtual Learning Environment is a platform that allows us to make available to our learners all course material currently issued in hard copy format throughout the duration of their learning programme. Question banks can also be built up and presented, for example, in a multiple choice format. This allows learners to test their knowledge as they acquire it, or at a later date. Practice makes perfect!

Blackboard has a tracking facility that allows us to monitor your usage of the system and the results of any on-line tests that you perform through Blackboard. It is important that we are able to do this to allow us to give you appropriate support during the programme. It is therefore a requirement of granting you access to the A+ Blackboard that you grant us permission to perform these monitoring activities.

We shall therefore be grateful if you will sign the following and return to us.

I,.....(full name), give Boogles (A+ Training) Ltd. permission to monitor my activities on the students resources website “Blackboard.”

Signed

Date

BOOGLES A+ TERMS AND CONDITIONS



Payment of fees

The employer agrees:

- To be responsible for the payment fees as shown on the enrolment form.
- That the fees remain payable, whether or not the employee completes the course or not.
- To pay fees within 30 days of the date of the invoice or by standing order over 6 months, starting within one month of enrolment.
- That in the event that the employee ceases to be employed by the company to arrange direct with the employee for the reimbursement of the fees paid on his/her behalf.
- That Boogles A+ Training reserve the right to discontinue the course in the event of unsatisfactory work, and / or bad behaviour (in these circumstances fees remain payable in full).

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Cancellations

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VAT

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Please return the enrolment form to:

Boogles Ltd (+Training)
3rd floor Fitzroy House
Abbot Street, Dalston
London E8 3DP