

# PROFESSIONAL SKILLS COURSE BOOKING FORM

For UK and International students



Personal details		Authorisation to invoice employer	
Title	Date of Birth	DD / MM / YYYY	Company name
First name			Company billing address/DX
Last name			
Correspondence and delivery address/DX			Use this address for study materials <input type="checkbox"/>
		Town/City	Postcode
	Use this address for study materials <input type="checkbox"/>		
Town/City	Postcode	Training manager	
Email	Daytime tel.	Email	Daytime tel.
Mobile tel.		PO Number	
Signature*	Date	VAT registration no.	
	DD / MM / YYYY	Authorising signature*	
Training contract start / end dates	DD / MM / YY - DD / MM / YY	Date	DD / MM / YYYY
Areas of Interest		Accounts Payable tel.	
		Accounts Payable email	

Please tick as applicable below:

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.)

**Learning support**

BPP is committed to equal opportunities and diversity of access. To help us meet your needs, please specify any special arrangements you may need to assist your studies. Please also enclose the necessary supporting medical documentation or other evidence that is less than 12 months old. If candidates are sitting the assessment with BPP you are requested to notify BPP at least one month prior to the assessment sitting. Please specify:

Packages			
PSC Core & Electives (3 Core modules & 24 hours Electives) £1297 + VAT	<input type="checkbox"/>	PSC Electives (18 hours) £510 + VAT	<input type="checkbox"/>
PSC Core Modules only (8 days including examination) £1085 + VAT	<input type="checkbox"/>	PSC Electives (12 hours) £370 + VAT	<input type="checkbox"/>
PSC Electives (24 hours) £600 + VAT	<input type="checkbox"/>		
		PSC Core & Civil / Criminal Higher Rights Courses £1795 + VAT (delete Civil / Criminal as required)	<input type="checkbox"/>
		PSC Core & Civil / Criminal Higher Rights Courses and Assessment £2195 + VAT (delete Civil / Criminal as required)	<input type="checkbox"/>

Course details			
Course title - core/elective	Course location (e.g. London, Leeds, Manchester)	Date	Price (£)
			Total:

Payment (if not funded by employer)	
BY CHEQUE Please enclose cheque made payable to <b>BPP Professional Education</b>	
BY CARD VISA <input type="checkbox"/> MasterCard <input type="checkbox"/>	
Card holder's name	Grand total
Card holder's address	
Town/City	Postcode
Card holder's signature*	
Date DD / MM / YYYY	
Card number	
Security code (last three digits on back of card)	
Valid from MM / YY	Expires MM / YY

**Send to**  
**BPP Professional Education**  
 Tel: +44 (0) 330 060 3200  
 Email: cpdenquiries@bpp.com  
 Fax: +44 (0) 161 237 9650  
 5th Floor Boulton House, Chorlton Street, Manchester, M1 3HY

\*Note: By signing this form you are agreeing to our Terms & Conditions as stated on our website. To read the full Terms and Conditions go to [bpp.com/terms](http://bpp.com/terms)