

Course transfer/cancellation form

Syllabus of study:

ACCA

CIMA

CAT

BPP Student No. _____ Order No. _____

First Name: _____ Surname: _____

Address: _____

Postcode: _____ Daytime Tel: _____

Email address: _____

Payment details: Cheque enclosed (please tick) Please make cheques payable to BPP Professional Education

Card No:

Valid from Expires end Issue no CV2 code

Cardholder's name _____

AUTHORISATION TO INVOICE EMPLOYER

Cardholder's Address (if different from above) _____

Authorising Manager _____

Job Title _____

Daytime Tel _____

Postcode _____ Date _____

Email _____

Cardholder's signature _____

Signature _____

CANCELLATION POLICIES - TICK BOX WHERE APPLICABLE

COURSE CANCELLATION: Will be charged at **£100 per subject. 14+ days notice** must be given, otherwise **full fees** payable

COURSE TRANSFER: To change day of course/whole course within same sitting - **£25 fee. 2 Working days notice** must be given, otherwise **full fees** payable

CBA/E TRANSFER/CANCELLATION: **£20 fee. 2 Working days notice** must be given, otherwise **full fees** payable

CANCELLATION**(£100 PER PAPER, CBA/E £20)**

Paper no and title _____ Course start date _____ Course type _____

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TOTAL AMOUNT TO BE CHARGED _____ (£100 per paper, CBA/E £20)

TRANSFERS SUBJECT TO AVAILABILITY**Students who have not received written/email confirmation of their transfer are liable to be refused entry to the course unless they have proof of transfer.****TRANSFER**

	Subject	Date		Course Type eg. Eves/weekend	Location eg. S/Bush, Waterloo
		Full course	Individual days		
For Example: FROM	FR		2 MARCH	WEEKEND	SHEPHERD'S BUSH
TO	FR		9 MARCH	WEEKEND	WATERLOO
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

If you are transferring an entire course, please check if there is a difference in price between the courses you wish to change from/to (i.e. Standard/Q/based/Weekend Revision). If so, please add/subtract the cost below.

Course transfer charge £ 25.00

Difference in course price £ _____

Total amount to be charged £ _____

Please return form to your chosen centre.
All London bookings should be returned to Shepherd's Bush