

Please complete in block capitals

Date Received:

ICT usage only

### Personal Details

Title: \_\_\_\_\_ First name: \_\_\_\_\_  
 Middle name: \_\_\_\_\_ Sex \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Job title: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Daytime telephone number: \_\_\_\_\_  
 Mobile/Evening telephone number: \_\_\_\_\_  
 Special dietary requirements: \_\_\_\_\_

Do you want your employer to know that you are taking this course?  
 If answer is No leave Employer section blank and proceed to next stage.  
 Yes No

### Employer Details

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Zip/Postcode: \_\_\_\_\_  
 Employer contact name: \_\_\_\_\_  
 Employer email address: \_\_\_\_\_  
 Accounts contact: \_\_\_\_\_  
 Accounts email: \_\_\_\_\_

### Correspondence Address

**If different from Employer Address.**  
 Address: \_\_\_\_\_  
 Zip/Postcode: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

### Invoice Address **If different from Employer Address**

Address: \_\_\_\_\_  
 Zip/Postcode: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Contact number: \_\_\_\_\_

### Details of Education, Career & Professional Membership

If English is not your first language, please state evidence of competency in written English. e.g. courses, experience, TOEFL, etc. **Those taking the Examination Only option must provide a copy of their CV. Copies of certificate(s) may be requested by the ICA.**

### How did you find out about this course?

Current/Previous ICT Delegate  
 HR/Training Department  
 Post/Mailing Letter  
 Email Marketing  
 Social Media  
 Advert (please state publication)  
 Other (please specify below)  
 Please state newspaper or other option:

### Course Details Please complete appropriate boxes.

Specialist Area	Training Fee		Course Location Distance Learning Only
ICA Certificate in Financial Crime Prevention	£580		
ICA Certificate in Compliance	£580		
ICA Certificate in Anti Money Laundering	£580		
ICA Int'l Advanced Certificate in Compliance	£1550		
ICA Int'l Advanced Certificate in Anti Money Laundering	£1550		
ICA Int'l Diploma in Governance, Risk and	£3255*		
ICA Int'l Diploma in Anti Money Laundering	£3255*		
ICA Int'l Diploma in Financial Crime Prevention	£3255*		
ICA Professional Postgraduate Diploma in Governance Risk and Compliance – Residential	£4950		Oxford Only

Please tick for Exam Only\*

Please note that all the above fees are subject to local taxes.

Members of local compliance associations receive a 10% discount. If you are a member of an association, please name it here:

**\*Exam Only** Available to applicants who hold an appropriate qualification or many years of relevant experience. Please forward a copy of your CV for consideration.

## Equal Opportunity & Disability Statement

ICT welcomes applications from students with additional support needs as a result of a disability, medical condition or specific language difficulty e.g. dyslexia.

All applications will be considered under the same criteria as other applications. You are encouraged to contact the course administrator at ICT to discuss any requirements you may have relating to your study or other needs as soon as possible.

This is so that we can take all reasonable steps to ensure your needs are met and that the relevant staff are informed of support requirements at the earliest opportunity.

ICT will take all reasonable steps to ensure that applicants who meet the academic criteria will not be excluded from the course that interests them for reasons relating to their disability. However, there may be rare occasions that we would be unable to meet an individual's needs, but this would be discussed in detail and every avenue investigated before a decision was made.

Do you suffer from any disability or illness, which might affect your studies?

Yes No

If yes, please give details:

## Invoice Details

Upon receipt of the course enrolment form, an invoice requesting full payment of course fees will be sent within 3 days. **Invoices must be paid within 30 days of receipt.** Payment can be made by credit card, electronic bank transfer or by personal/business cheque enclosed with the enrolment form, made payable to International Compliance Training Limited.

Please send invoice to me at my personal address

Please invoice my employer who has agreed to pay the fee

## Payment Details

Cost Centre Number/Purchase Order Number:

## Credit Card Payments (excluding AMEX)

Card type (Visa, Mastercard, Other):

Credit card number:

Security code (last 3 digits of code on signing strip):

Expiry date:

Card holder's name:

Amount to be debited (please inc VAT if applicable):

## BACS Payments

When sending payment by electronic wire transfer, please state the delegate's name and/or invoice number if available and send to the following:

<b>International Compliance Training Limited</b> Barclays Bank Plc PO Box 544 54 Lombard Street London EC3V 9EX United Kingdom	<b>GBP payments</b>
	Sort Code: 20-82-94
	Account Number: 10546194

## Declaration

Please read the terms and conditions carefully before signing this declaration.

**I have read the Terms and Conditions and agree to their content**

(Enrolment forms cannot be processed if left unticked)

Signature of delegate

Print name:

Date:

Signature of employer:

Print name:

Date:

**IMPORTANT: If your employer is paying for your course then a signature is required before the booking can be processed.**

## Terms and Conditions

International Compliance Training Limited (ICT) reserves the right to cancel a workshop, where the occasion necessitates. ICT accept no liability if, for whatever reason, a workshop does not take place.

- The programme must be completed within two years from course enrolment date.
- Where the delegate is not sponsored by their employer, ICT requires full payment of course fees with the enrolment form, prior to providing access to the course materials. Payment should normally accompany the enrolment form unless otherwise agreed with the ICT Administration team. Delegates will not be permitted to attend the workshops or receive exam results if payment is outstanding.
- Delegates are permitted one examination re-sit free of charge. After that, the re-sit fee is GBP100 or USD equivalent.

### Refunds

If a delegate withdraws from the programme more than four weeks prior to the first workshop, the delegate will be refunded the course fee less a charge of GBP200 (or USD equivalent).

- If a delegate withdraws from the programme less than four weeks prior to the start of the workshop the delegate will be refunded 50% of the course fee.
- If a delegate withdraws after attending the first workshop the delegate will be refunded 25% of the course fee.
- If a delegate withdraws after attending more than one workshop or more than ten weeks from the initial date of enrolment, no refund will be paid.
- Credits may be used for other products or services and refunds available on request. Unused credits may be used up to a period of 12 months.
- If a delegate fails to attend a workshop or examination, no refund will be paid.
- Distance Learners/Examination Only Routes: If a delegate withdraws from the programme within four weeks of enrolling, the delegate will be refunded 50% of the course fee. If a delegate withdraws from the programme ten weeks after the initial enrolment date, no refund will be paid.

### Deferrals

To change a workshop, assignment or examination date, the student must be able to prove that they have mitigating circumstances that prevents them from adhering to the timetable.

- Subject to acceptance by ICT, this enrolment form constitutes a legally binding contract. The delegate and employer are jointly and severally liable for payment of all the fees due to ICT, where applicable.

### Cancellations

ICT reserve the right to cancel your enrolment if you have not complied with the terms and conditions.

### Data Protection

The information you have provided will be used by the ICA/ICT or approved agents for administrative, membership and educational purposes or as required by law.

From time to time ICT/ICA may pass your details to third parties to enable them to send you information about products and services approved by ICT/ICA.

If you do not want to receive mailings from third parties, please tick this box

Tick this box if you do not want your details to be included in the Members' Directory located on the ICA's website. This information can be accessed by ICA member's only and is NOT given out to third parties.

## Please return your completed enrolment to:

International Compliance Training, Wrens Court, 52-54 Victoria Road, Sutton Coldfield B72 1SX, England

Tel: +44 (0)121 362 7501

Fax: +44 (0)121 240 3002

Email: [ict@int-comp.com](mailto:ict@int-comp.com)

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