

CIPS COURSE REGISTRATION FORM

Delegate Information	
Title: (Mr/Mrs/Miss/Ms/Other.....) Name:	
CIPS Membership No: (if known)	
Date of birth	
URN number (if known):	
Address:	
Mobile:	
Tel:	
Email:	
Company Information <i>(Please include letter from your employer confirming funding or purchase order)</i>	
Company Name:	
Job title:	
Department:	
Work Address:	
Purchase Order No:	
VAT registration number:	
Email address to send invoices:	
Invoice Address (if diff.):	
Invoice Instructions <i>(i.e invoice per unit):</i>	

Course Information					
Training Centre:			Mode: Weekly/Intensive/Evening/Distance WebEx/VLE (delete as appropriate)		
Level	Unit Title	Unit code	CIPS Assessments <small>Please tick if you would like SRSCC to book your exams for additional charge</small>	Course Start Date <small>(see timetable)</small>	EXAM SERIES

Additional Information
If you have any disabilities or special requirements or invoice instructions please make a note here. We will endeavour to meet your requirements where possible.



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Survey - Please can you answer the following to assist us with future marketing activity.

How did you hear about us?						
Word of Mouth	Search Engine (<i>i.e. google</i>)	Social Media	CIPS Website	Flyer/Brochure	Preston's College	Other (please advise)
Have you investigated other providers in the area?						
YES (<i>insert provider name</i>) -	NO	Prefer not to say				
Why did you choose us?						
Price	Tutors	Service <i>i.e. response to your enquiry</i>	Recommended	Timetable	Location / Facilities	Other (please state)

Terms and Conditions

A full copy of our Terms and Conditions can be found in the CIPS Course Handbook

Booking a course

A registration form must be completed, signed and forwarded to SR Supply Chain Consultants Ltd by post or email (see details below). In response each delegate will receive formal notification of receipt and acceptance onto the course. Until this notification is received the delegate has not made a reservation.

Payment

Invoices are prepared prior to course commencement and must be paid 30 days from date of invoice. Purchase order numbers are required where possible in order to aid a smooth transaction process.

Cancellation of course/unit

We appreciate the ever increasing pressures of work and family life and therefore aim to be as flexible as possible.

Cancellations must be made in writing and are subject to the following conditions:

- More than 2 weeks notice - no charge
- 2 weeks notice - 30% of the cost
- 1-2 weeks notice - 75% of the cost
- Less than 1 weeks notice - 100% of the cost

Any books that have been ordered and exam entries processed are non-refundable. Refunds will not be given if a delegate has started the course and/or received course materials.

On occasions where a course is over subscribed we will endeavour to offer alternative arrangements of study. We also have the right to cancel or adjust any course that is under subscribed.

Examination Entry

It is the responsibility of the delegate to ensure that they are entered for the appropriate examination. If you wish SRSCC to register for your examinations please tick the relevant box on this registration form or request an Exam Entry Request form. A £3 admin fee per exam entry will apply.

If you any questions please call 01772 282555 or email info@srscc.co.uk.

Please sign here to confirm that you have read and accepted our Terms and Conditions.	
Signed by:	Date:

COMPLETED FORMS SHOULD BE EMAILED TO INFO@SRSCC.CO.UK OR POSTED TO SR SUPPLY CHAIN CONSULTANTS, SUITE 8 BUSINESS FIRST CENTRE, MILLENNIUM ROAD, PRESTON, PR2 5BL



ETHNICITY & DIVERSITY MONITORING

NAME					
DATE					
AGE		DATE of BIRTH		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
WHAT IS YOUR ETHNIC GROUP?					
Choose one section from (a) to (e) and tick the appropriate box to indicate your cultural background					
<p>(a) WHITE</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background</p> <p><i>please write in below</i></p> <p>.....</p>			<p>(b) BLACK or BLACK BRITISH</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background</p> <p><i>please write in below</i></p> <p>.....</p>		
<p>(c) ASIAN or ASIAN BRITISH</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background</p> <p><i>please write in below</i></p> <p>.....</p>			<p>(d) MIXED</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed background</p> <p><i>please write in below</i></p> <p>.....</p>		
<p>(e) CHINESE or OTHER ETHNIC GROUP</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Mixed background</p> <p><i>please write in opposite</i></p>					

Disability

SRSCC Ltd is committed to creating an environment where barriers are removed for disabled people so they can give their best to succeed in our training.

Do you consider yourself to have a disability, health condition or special need that may affect your training?

Yes No

If you have answered yes to the above please provide a brief explanation....

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Do you require any adjustments in order to best overcome specific barriers? If so, please specify below:

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Data Protection & Use of Information

SR Supply Chain Consultants Ltd are particularly careful about how we store and use any personal information provided by us. All records are kept safe and secure and are never passed on or sold to other parties.

We may contact you from time to time with news and developments within SR Supply Chain Consultants, and our own products and services which we believe will be of interest to you. If you do not want us to do this please sign below:

Signed.....

Date:.....

