

**Birmingham Commercial Training AM2 Ltd**  
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Sections marked with \* are mandatory and must be completed.  
 Non-compliance will result in form being rejected.

**PLEASE COMPLETE FORM IN CAPITAL LETTERS**

## Section 1 - Personal Details

Candidate's Name\*

Candidate's Home: Address\*

Postcode\*

Telephone No\*

NI Number\*

Date of Birth\*

Email Address\*

(For Joining Instructions)

Send invoice to:\* (please tick )      Candidate's Home Address       Employer's Address

Employer's Name and Address\*

Telephone No\*

Contact Name

Email

## Section 2 - Payment

To secure the candidate's place on the course, full payment is required with the completed booking form. Cheques to be made payable to Birmingham Commercial AM2 Ltd. **Provisional bookings can be held for two weeks; therefore payment must be received within that two week period.**

### Fees

Course Name:	£ each	+ VAT	Please tick	Total
2 day Refresher-Optional	£250.00	£37.50	<input type="checkbox"/>	£287.50
Full Test	£561.00	£84.15	<input type="checkbox"/>	£645.15
Retest Part A + C1	£259.00	£38.85	<input type="checkbox"/>	£297.85
Retest Part C1/C2	£86.00 each	£12.90 each	<input type="checkbox"/>	£98.90 each
Retest D1/D2/B	£86.00 each	£12.90 each	<input type="checkbox"/>	£98.90 each

Total Payable

## Section 3 - AM2 Information

 Is this the candidates first attempt at AM2? YES  NO 

 If resitting, which sections are required? A  B  C1  C2  D1  D2 

 Are you are interested in any cancellation dates which may become available YES  NO 

 Details of previous AM2 examinations: 

 Venue(s): 

 Date(s):  - 

 Disability Requirements, etc. YES  NO  If yes, please specify (incl. numbers concerned)

## Section 4 - Declaration

to be completed by or on behalf of person/ organisation to whom invoice will be addressed:  
I confirm that I have read and understood the terms and conditions relating to the booking of the short course

Signed:

Candidate signature (in the event of non-payment):

Signed:

Employer's signature:

### TERMS & CONDITIONS OF BOOKING

#### Booking procedure & confirmation

Bookings can normally be accepted at any time prior to the course start date, subject to availability. Provisional bookings will be held for up to 14 days for a Course scheduled to commence within 1 Month of booking; if payment is not received by this deadline, Birmingham Commercial Training AM2 Ltd reserves the right to allocate the place to another customer.

#### Payment terms

Full payment is required with all booking forms for courses booked less than 3 months in advance. Provisional bookings will only be held for up to 14 days. Immediate payment is required for courses booked less than 7 days before the course start date. On receipt of payment, joining instructions will be issued. For courses booked more than 3 months in advance a non refundable deposit is required. Delegates will not be able to commence a course until full payment has been received. Payment can be made by cash, cheque (made payable to Birmingham Commercial Training AM2 Ltd), Switch, VISA or Mastercard.

#### Delegate suitability

It is the customer's responsibility to ensure that the course is suitable for his/her requirements. All delegates should have read and understood the course outline and have met the necessary pre-requisites.

#### Delegate substitutions

If you would like to make a delegate substitution, please contact our training centre. Depending on the course, a notice period may apply, after which an administration charge may be incurred to cover awarding body fees.

#### Cancellation and rescheduling

If you wish to cancel or reschedule a course after payment has been received, we will make every effort to accommodate your new requirements. The following cancellation and rescheduling charges will apply:

- Fewer than ten working days' notice of cancellation or amendment - 100% of invoice
- Ten to 15 working days' notice of cancellation or amendment - 50% of invoice
- 16 working days' notice and more/ change in exam date - up to £50 admin fee to cover awarding body fees.

In the unlikely event that your training course does not take place after we have received payment, Birmingham Commercial Training Limited will make every effort to reschedule the course. If this is not possible, any fees paid will be refunded. Birmingham Commercial Training AM2 Ltd will not be liable for any costs incurred by the customer as a result of booking a course that is later cancelled or rescheduled.

#### Payment

All major credit cards accepted.

