

# ICA Certificate & Diploma Programmes

www.int-comp.org

## Enrolment Form

Date Received: \_\_\_\_\_ ICT usage only



### Personal Details

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

### Invoice Address If different from Employer Address

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

### Education Details & Professional Membership

Please provide details of relevant experience, education and professional membership. **Those taking the Examination Only option must provide full details. Copies of certificate(s) may be requested by the ICA.** If English is not your first language, please state evidence of competency in written English. e.g. courses, experience, TOEFL, etc.

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

### Career Details

Job title: \_\_\_\_\_  
 Name of Employer: \_\_\_\_\_  
 Brief description of current roles & duties: \_\_\_\_\_  
 \_\_\_\_\_

### Correspondence Address

**If different from Employer Address.** (Please note that your course materials will be couriered and a signature required upon delivery).

Address: \_\_\_\_\_  
 \_\_\_\_\_ Zip/Postcode: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_

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

- Current/Previous ICT Delegate  
 HR/Training Department  
 Post/Mailing Letter  
 Email Marketing  
 Advert (please state publication)  
 Other (please specify below)

Please state newspaper or other option: \_\_\_\_\_

### Course Details Please tick the appropriate boxes.

Please tick	Specialist Area	Fee	Full Programme	Exam Only*	Workshop Date	Course Location
<input type="checkbox"/>	Int Certificated Training in Financial Crime Awareness	£495*				
<input type="checkbox"/>	Int Certificated Training in Compliance Awareness	£495*				
<input type="checkbox"/>	Int Certificated Training in AML Awareness	£495*				
<input type="checkbox"/>	Int Advanced Certificate in Financial Crime & Compliance	£1200*				
<input type="checkbox"/>	Int Diploma in Compliance	£2950*	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Int Diploma in Anti Money Laundering	£2950*	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Int Diploma in Financial Crime Prevention	£2950*	<input type="checkbox"/>	<input type="checkbox"/>		

\* Prices in GBP Sterling, payments in US dollars accepted at equivalent rates. All course fees are subject to local taxes, where applicable.

Please tick if this is your second or third ICA Diploma

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 in compliance or anti money laundering practice. Please contact the ICT Administration Team for further information

## 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.

Payment plans are available to those delegates who are self funding. Please contact the ICT Administration team prior to enrolment on [ict@int-comp.com](mailto:ict@int-comp.com) or 0121 362 7534

- 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

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: 20-30-19  Account Number: 55552899
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## 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 can not 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 and your course materials despatched.**

## 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.

All programmes must be completed within two years from the course start date.

Where the delegate is not sponsored by their employer, ICT requires full payment of course fees with the enrolment form, prior to the sending of 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 four weeks or more prior to the first workshop, the delegate will be refunded the course fee less a charge of GBP100 (or USD equivalent) provided the course materials are returned in good condition. If the materials are not returned, or are in a bad condition, the course fee will be refunded less a charge of GBP300 (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, 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 receiving the course materials, the delegate will be refunded 25% of the course fee. If a delegate withdraws from the programme four weeks after receiving the course materials, no refund will be paid.

### Deferrals

If a delegate defers the programme four weeks or more prior to the first workshop, no additional cost will be incurred.

If a delegate defers the programme less than four weeks prior to the first workshop an administration fee of GBP100 (or USD equivalent) will be incurred.

If a delegate attends a workshop but wishes to defer the remaining workshops and examination, the delegate must pay a fee of GBP100 per workshop they attend. This charge also applies to those changing workshop location/group and those wishing to repeat a workshop.

A delegate is allowed to defer their examination a maximum of three times and must complete the programme within two years of enrolment.

Course materials are usually updated on an annual basis. Delegates who defer will have to pay an additional charge to receive the revised materials. Details can be received from the ICT Administration Team.

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 let us know by emailing us at [ica@int-comp.org](mailto:ica@int-comp.org).

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)