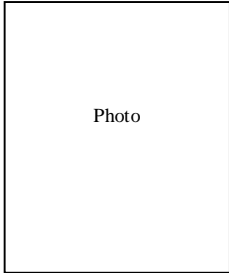


TOTTENHAM COURT Business School



ICAEW Student Enrolment Form

Surname Mr / Ms / Mrs / Miss

Forenames

Address 1

Address 2

Country Date of Birth

Telephone: Home Office/Mobile

E-mail address ICAEW -ID

Details of Sponsor/ Employer *(Please attach a Copy of your Training Contract – Not Applicable for CFAB Students)*

Employer Contact person

Address 1

Address 2 Country

Telephone E-mail address

Tick the appropriate boxes

ACA / CFAB - Knowledge Stage

- Business & Finance
- Management Information
- Law
- Accounting
- Assurance
- Principles of Taxation

ACA - Advanced Stage

- Business Reporting
- Business Change
- Case Study

ICC - Study Modes

- Evening
- Saturday

AC - Application Stage

- Strategy
- Financial management
- Financial Accounting
- Financial reporting
- Audit & Assurance
- Taxation

By signing the enrolment form you confirm that you have read and agreed to TCBS terms and conditions as below.

Name

Date Signature

Note: Non-Refundable Fee of Rs1000 must accompany this enrolment form



TERMS & CONDITIONS

GENERAL

The Tottenham Court Business School (TCBS) is the trade name of the Tottenham Court Company Ltd registered under the Companies Act. The TCBS is a provider of Professional studies in Accountancy.

By enrolling for a course, trainees agree to be legally bound by these present terms and conditions, and as modified from time to time.

PRIVACY

The TCBS does not collect individual user details, unless a user voluntarily submits such information. It does not share that information with outside sources. It is committed to keeping such information confidential.

ADMISSION & COURSES

It is the trainee's responsibility to register with the relevant professional body, where applicable, or enter for any examinations held externally. Unless otherwise stated, fees for courses quoted are for tuition only. Other fees are not included, i.e. registration fees with professional bodies and/or exam boards, examinations fees, books, manuals and so on.

If the application form is signed on behalf of the trainee by his/her sponsor/guardian/representative, these conditions will still apply.

All declarations made on admission are accepted in good faith. Any false declaration about qualification or age, or any failure to produce documentary evidence of entry qualifications, may result in the expulsion of the trainee from the course to which he/she has been admitted. In such cases, the trainee will not be entitled to any refund.

The TCBS reserves the right to cancel courses, amalgamate classes, change programmes at short notice, should the need arise due to lack of demand.

FEES POLICY

Course fees are paid in advance that is, before the commencement of courses registered for by the trainee.

Deposited Fees

A non-refundable deposited fee of Rs1000 must accompany an application for admission. This fee is not refundable under any circumstances unless the application has not been accepted or if the course in which a trainee has enrolled will not be run. The deposit will be accounted for a partial payment for tuitions once the trainee is accepted and joins the course.

Payment of Fees

All trainees must enrol at the start of their course, and each subsequent year. At that time they must make full payment of their fees and any registration fees for the academic year concerned or elect to pay by instalments. The TCBS will only accept trainee enrolment upon receipt of the relevant payments.

Sponsored Trainees

TCBS reserves the right to accept the sponsor's guarantee. In case where the guarantee is not acceptable, it is the trainee's responsibility to pay his/her fees at or before enrolment.

Payment by Trainees

Self-financing trainees may pay their tuition fees in a single payment at the time of enrolment or by instalments.

Single Payment

This should be paid four weeks before the start date by banker's cheque or in cash. If the whole fees are not paid after 30 days of start date or other notified date, the trainee would incur a supplementary charge of 10% of any amount due and unpaid.

Payment by Instalments

A discount of 5% will be granted on the tuition fees in case of payment in toto four weeks before the start date of the course.

Trainees who are on a course lasting more than three months and are self-financing may pay by monthly instalments. The minimum deposit is 25% of the course fee. This is due a minimum of four weeks before the start date of the course. The remaining fees will be divided equally into a maximum of four payments. Trainees paying by instalments must make a payment every month on the specified date. The final instalment must be paid no later than the end of the one but last month of the course. The facility to pay by instalments will be withdrawn from trainees who fail to meet instalment deadlines.

Trainees who have tuition fees outstanding after the course completion will not be allowed to sit any formal examinations until the fees have been paid in full.

Late Payments

A penalty charge of Rs 150 will be applied in all instances where payment has not been received by the TCBS by the required date and each time a reminder letter is sent. The TCBS does not accept any reason for delay in payment. Any transaction rejected by the bank will be classified as late payment and charges applied accordingly.

Additional Fees

In case that the TCBS has to make additional costs to collect the fees from the trainee, the additional costs will be added to the outstanding fees of the trainee.

Refunds

No refund will be made if a trainee has attended any part of the course and thereafter withdraws from the course.

In order to claim a refund of tuition fees, the trainee must meet the following conditions:

- Advise the TCBS in writing of withdrawal from the course;

- 2 months' prior to course commencement: up to 90% of the fee paid will be refunded excluding the non-refundable deposit of Rs1000;
 - 1 month prior to course commencement: up to 60% of the fee paid will be refunded excluding the non-refundable deposit of Rs1000;;
 - under one month of the course commencement date or after the course has commenced: there will normally be no refund of fees.
- Any fee refunded in such a situation is at the sole discretion of the TCBS, whose discretion will be final.
Refunds will be made to the person or organisation that initially made the payment on receipt of all original documents.

Full refund

Full refund of tuition fees will be made if the TCBS is unable to offer advertised course due to insufficient trainee enrolment or any other reason.

Course Deferment

If a trainee wishes to defer to the next term there will be a Rs2000 deferment charge added to the tuition fees.

Non-refundable

Deposited fees and deferment charges are non-refundable.

ATTENDANCE

Trainees are expected to attend classes regularly. The TCBS reserves the right to terminate a trainee's course of study if attendance is insufficient.

The TCBS reserves the right to forfeit the tuition fees of trainees, if they are late, absent or leave before the end of their period of study for any other reason.

INDEMNITY

Each party will indemnify the other in respect of any costs, claims, demands, losses or liabilities (including reasonable legal fees) incurred by the indemnified party as a result of or arising in any way from a claim by a third party which results from any breach of the provisions contained in these Terms and Conditions.

DISCLAIMER

The TCBS shall not be liable to any trainee for any indirect or consequential loss, including loss of data, profit or business however caused.

The TCBS aggregate liability to any trainee, caused by breach of contract, negligence or otherwise, shall not in any event exceed either Rs15000 or the amount that has been paid by the trainee, whichever is the lower.

Neither party shall be liable to the other for any failure or delay in the performance of its obligations under these terms and conditions caused by circumstances beyond that party's reasonable control.

SEVERANCE

If any provision of these terms and conditions is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be enforced to the maximum extent permissible so as to affect the intent of these terms and conditions, and the remainder of the terms and conditions shall continue in full force and effect.

MISCELLANEOUS

The Terms and Conditions are reviewed by the TCBS from time to time. There is no guarantee that the conditions for payment or refund of fees will remain the same from year to year. All trainees must comply with the current Terms and Conditions. The TCBS reserves the right to change or amend the Terms and Conditions from time to time without prior notice.

In case of difficulty to understand any part of the Terms & Conditions please contact the TCBS for assistance

I have read and agree to the above terms and conditions.

Dated this _____ at Port Louis

Signature _____

Name _____