KAPLAN
FINANCIAL

ENROLMENT FORM PRACTICAL BOOKKEEPING COURSE

To make your booking complete the booking form and send it to:
Kaplan Financial, 10-14 White Lion Street, London N1 9PD
For additional information about our courses please access our website at
http://financial.kaplan.co.uk/TRAININGANDQUALS/ACCOUNTANCY/BOOKKEEPING/Pages/default.aspx

Mr/Mrs/Ms/Miss Forename Surname

Home address

Name of employer

Address of employer

Training manager

Telephone Fax E-mail

Please enrol me on the following course:

☐	12	-	16	December	2011	(5 days)	☐	23	-	27	July	2012	(5 days)
☐	30 Jan	-	3	February	2012	(5 days)	☐	12	-	14	November	2012	(3 days)
☐	16	-	20	April	2012	(5 days)	☐	10	-	14	December	2012	(5 days)
☐	18	-	20	June	2012	(3 days)							

Payment details Prices shown are per delegate per course:

☐ £380 + vat 3 day courses
☐ £575 + vat 5 day courses
☐ I enclose a cheque made payable to Kaplan Financial for £_____

☐ Please charge my Mastercard/Visa/Switch with £_____

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Name as on card Signature of cardholder

Expiry date ☐☐ ☐☐ Issue no ☐ 3 digit security number ☐☐☐

I confirm that I have read, understood and accept the terms and conditions contained on Kaplan Financial's website www.financial.kaplan.co.uk.

Employer's statement
Student's name

We are responsible for payment of the fees due on receipt of the invoice, in respect of the student named above, and undertake to inform you in writing, at least four weeks prior to the commencement of the course, of any change to this arrangement.

Signed Date

Position

Cancellations

- Please inform us in writing if you intend to cancel. We accept cancellations up to 14 days before the course date, but please note that an administration fee of £50 will be charged.
- Cancellations made within 14 days of the course start date are non-refundable.