



# Cambridge

## International College

International Headquarters: College House, Leoville, St. Ouen, Jersey JE3 2DB, Britain.

Telephone/fax: +44 (0) 1534 485052 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

Name: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date: \_\_\_\_\_

Full Postal Address: \_\_\_\_\_

### PRICE LIST OF CHARGES FOR 'EXTRA' MATERIALS/SERVICES

From time to time CIC is asked to provide Materials and/or to perform Services over and above those which are included in our very modest Training Fees. Rather than increase our Fees in general - which would penalise the many Members who do not ask for "extras" - CIC makes small charges towards the additional costs incurred in order to aid the particular Members.

Our charges (which include our airmail postage costs where appropriate) for the most common "extras" asked for, are as follows:-

Material or Service	Charge	Quantity	Payable
<input type="checkbox"/> Replacement Study or Training Manual - each	£40 OR US\$80*		
<input type="checkbox"/> Replacement Certificate or Diploma - each (see note 5)	£40 OR US\$80*		
<input type="checkbox"/> New Final Examination Paper (including assessment) - each	£40 OR US\$80*		
<input type="checkbox"/> Mid-Training or End-of Training Test - (with assessment) - each	£25 OR US\$50		
<input type="checkbox"/> Employment & Promotion Book	£20 OR US\$40		
<input type="checkbox"/> English-English Dictionary	£30 OR US\$60		
<input type="checkbox"/> English Speller Book (spelling of 15,000+ words)	£20 OR US\$40*		
<input type="checkbox"/> English Pronunciation Set (by registered post) includes a 75-minutes recorded Cassette Tape and Manual	£35 OR US\$70*		
<input type="checkbox"/> Extension of Training Period for <b>each</b> twelve-month period or part thereof after the expiry of the original agreed Training Period, calculated from enrolment date	£30 OR US\$60		
<input type="checkbox"/> College Membership Card	£20 OR US\$40		
<input type="checkbox"/> ASET Certification of CIC Diploma - each	£35 OR US\$70*		
<input type="checkbox"/> Attestation in Britain of a Certificate or Diploma - each	£100 OR US\$200*		
<input type="checkbox"/> Progress Report - Transcript - Testimonial - per Course/Program <b>Note:</b> Unless requested in writing to the College <b>BY</b> a current employer or <b>BY</b> an educational establishment, this document can be sent <b>ONLY</b> to a Member.	£35 OR US\$70*		
<input type="checkbox"/> Despatch under Registered Cover - any item (see note 2**)	£10 OR US\$20		

**TOTAL AMOUNT PAYABLE - in British £ OR US\$:** \_\_\_\_\_

Place a tick in the box(es) against any of the above Materials/Services which you require and are paying for, and return the Price List to us **with** the amount payable as calculated above. ALL payments must be made DIRECT to CIC in Jersey, Britain in British Pounds OR United States Dollars (or Euros).

#### NOTES:

1. Please ask CIC to quote charges for any less usual "extras" you might require.
2. We strongly advise the additional payment of **£10 or US\$20 or Euros15** for **despatch under registered cover** of any item or items required and paid for - the charges marked with \* already INCLUDE despatch under registered airmail cover of the items concerned.
3. Items printed in BLUE require **PHOTO ID** - please attach passport-size colour photograph.
4. This price list - which constitutes a PROFORMA - may be produced for **exchange control purposes**.
5. Diplomas will be re-issued only in the name of **Cambridge International College**. The College reserves the right NOT to re-issue Diplomas.

**PHOTO ID -  
ATTACH  
PASSPORT-SIZE  
COLOUR  
PHOTOGRAPH  
HERE**



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## HOW TO SEND PAYMENTS

YOU MAY SEND YOUR PAYMENTS TO CIC by whichever of these ways you find easiest:-

In **CURRENCY NOTES**: we accept United States Dollars (**US\$**) or British Pounds (**£**) or Euros (**E**). Send currency notes to the College by **registered post**.

A "crossed" **BANK DRAFT** or **INTERNATIONAL MONEY ORDER** made payable to Cambridge International College. A draft/IMO in **US Dollars** must be drawn on a bank in **New York**; a draft/IMO in **British Pounds** or **Euros** must be drawn on a bank in **London**. Send bank drafts to the College by **registered post**.

By **BANK TRANSFER** direct to one of our 'receive only' Bank Accounts.

**Account Name: Services to Management** (for Cambridge International College),  
**for transfers in US Dollars (US\$):**

**Account Number: 55448922** with **Barclays Bank Plc**, Jersey JE4 8NE, Britain.  
**Sort Code: 20-45-05**, via Barclays Bank New York, **Swift Code: BARCGB22**.  
ABA Code: 026002574 IBAN: GB08 BARC 2045 0555 4489 22

**for transfers in British Pounds (£):**

**Account No: 60833959** with **Barclays Bank Plc**, St. Helier, Jersey JE4 8NE, UK.  
**Sort Code: 20-45-05, Swift Code: BARCGB22**. ABA: 026002574. IBAN: GB25 BARC 2045 0560 8339 59

**for transfers in Euros (E):**

**Account No: 42578311** with **Barclays Bank Plc**, St. Helier, Jersey JE4 8NE, UK.  
**Sort Code: 20-45-05, Swift Code: BARCGB22**. ABA : 026002574. IBAN: GB28 BARC 2045 0542 5783 11

Send a copy of the **receipt** issued to you by the bank to the College in Jersey, Britain by post, fax or email. We can "credit" you **only** with the sum actually **received** by us, so ensure you pay **all** likely charges at your end and **add £15 or US\$30 or E20** to the amount of Fee to cover any incidental bank charges.

A **WESTERN UNION AGENT** in your country can send your Fee to CIC on your behalf; you can pay to the Western Union Agent in **any currency**.

You can transfer your Fee through Western Union by **Western Union 'Quick Pay'** service:

**For Transfers in US Dollars (US\$)** send to **Account No. AUI000187**, to the **Company Name** of **SERVICES TO MANAGEMENT**, with the **Company Code** or **Locale** of **STOM,UI**

**For Transfers in British Pounds (£)** send to **Account No. AUK040697**, to the **Company Name** of **SERVICES TO MANAGEMENT**, with the **Company Code** or **Locale** of **SMCOLLEGE,UK**

You can also transfer your Fee through Western Union by **Western Union 'Will Call'** service to **David Stephen LAWSON** at **Jersey, Britain**. (Note, only use Will Call service if Quick Pay is not available). In either case, post, fax or email a copy of the Western Union **receipt** to CIC in **Jersey, Britain**, stating clearly the **10-digit Money Transfer Control Number**.

A **MONEYGRAM AGENT** in your country can transfer your Fee on your behalf; you can pay to the MoneyGram Agent in **any currency**. Address the transfer to **David Stephen LAWSON** at **Jersey, U.K**. Mail, fax or email a copy of the MoneyGram **receipt** to CIC in **Jersey, Britain**; state clearly the **8-digit MoneyGram Reference Number**.

**CREDIT CARDS** We accept payment by **American Express, Mastercard** and **Visa credit cards**. We must be told the **card number** and its **expiry date**. We need a **signed letter from the cardholder** stating his/her name and address and authorising a **stated sum** of money to be paid to CIC, and a copy of the front and signed back of the credit card itself. All payments are made in **British Pounds**. **\*\*£10 is automatically added** to a payment made by credit card for despatch under registered airmail cover.

**BRITISH POSTAL ORDERS** can be accepted; they should be crossed and payable to Cambridge International College. **Only** BRITISH Postal Orders can be accepted.

**RECOMMENDATION:** receive your despatch safely by **registered post** by **adding £10 or US\$20 or E15** to your Fee payment. £10 is **automatically added** to a payment made by credit card.\*\*