

TO MEMBERS/DIPLOMATES and PROSPECTIVE MEMBERS IN SIERRA LEONE

Even registered airmail despatches from Britain to Sierra Leone can sometimes take many weeks to arrive in Sierra Leone. Therefore, to assist CIC Members, Diplomates and prospective Members, the College has made **special arrangements** so that CIC despatches of Study & Training Materials, Examinations, and other items can be made by **courier** to a "collection point" in Freetown at:

Provincial Printers & Advertising Ltd
8 Ecowas Street, Freetown.
Tel: 076 630003 or 33360309
contacts: Mr Ibrahim Demba Suma or Mr Sylvester Rogers



Members/Prospective Members will need to pay **in advance** the amount of **£15 or US\$30** for the despatch from CIC by courier of:

- * a complete Diploma Program** or an instalment of a Diploma Program
- * an Examination to an Invigilator/Supervisor
- * a Diploma to the Member
- * a Program transcript, or an ASET certificate, or any other small item to a Member
- * each subject of a BA or AMBA/MBA Programme

**if 2 or more CIC Diploma Programs are being enrolled for at one time, then £15 or US\$30 should be paid for the despatch of EACH Program.

Notes about courier despatch fees:

- * Members paying Diploma fees by instalments need to add £15 or US\$30 to **each** instalment.
- * Members paying full fees for a BA programme or AMBA/MBA programme must add £50 or US\$100.
- * Members paying an instalment of fee for a BA programme or an AMBA/MBA programme must add £15 or US\$30 to each instalment paid.

Members who pay the required courier fee will have their items **included** in a courier despatch parcel; a parcel will be sent from the College in Britain to Sierra Leone approximately every two weeks.

Therefore, **if** you pay the required courier fee:

- * your Training/Study Materials, Diploma(s) or other items will be sent from CIC by **courier service** to Provincial Printers & Advertising Ltd, Freetown, from where you can collect your packet(s).
- * Provincial Printers & Advertising Ltd **will also normally have a supply of CIC Prospectuses and CIC Enrolment Forms available.**
- * A list of those for whom items have been despatched will be shown on the CIC website News Board.

Notes about collecting packets/parcels:

- * Anybody collecting a packet will be required to provide **proof** of who they are, and to sign for collection.
- * CIC will also be able to include Examination Papers for approved Invigilators in the courier despatches, but it is the **Invigilators themselves who must collect the Examination(s)** - not the Members!

- * It is NOT the responsibility of the College or of Mr Ibrahim Demba Suma or Mr Sylvester Rogers at Provincial Printers & Advertising Ltd to inform Members that packets have arrived. Members will be required to make their own arrangements to collect their packets/parcels.

IT IS NOT COMPULSORY TO HAVE YOUR MATERIALS INCLUDED IN THESE COURIER PARCELS OR TO PAY FOR THIS SERVICE, BUT IT IS ADVISED. If a payment for courier despatch is not made then despatches will be sent by airmail post methods. (We cannot include materials in courier despatches which have already been sent by other postal methods).

TO HAVE YOUR MATERIAL INCLUDED IN A COURIER DESPATCH YOU MUST:

- * PAY IN ADVANCE THE REQUIRED FEE, AND
- * REQUEST BY FAX, LETTER OR EMAIL FOR YOUR ITEM TO BE SENT BY COURIER - see form below:

***Request for CIC items/materials to be despatched by courier for collection from:
Provincial Printers & Advertising Ltd, 8 Ecowas Street, Freetown, Sierra Leone
care of Mr Ibrahim Demba Suma / Mr Sylvester Rogers. (Tel: 076 630003 or 33360309)***

Please write/type your details clearly below, and attach this form to the payment/payment documentation and any other items such as Enrolment Form, Agreement to Invigilate Form, etc.

Name:

Email address (if available):

CIC Membership or Reference Number (if known):

Amount being paid for courier despatch :

Payment is in the form of (tick box):

currency notes

bank draft/IMO

British postal orders

bank transfer (attach bank receipt)

Western Union 10-digit money transfer control number:

MoneyGram 8-digit transfer reference number:

credit card: card number:**

credit card expiry date:**

cardholder name:**

cardholder signature:**

**clear photocopies of front and back of credit card must be provided.

Purpose of payment (tick box): for despatch of:

Diploma Program (state title):**

Training/Study materials for an instalment of fee

Despatch of Examination Paper to Invigilator (to be collected by the Invigilator)

Despatch of Diploma or Certificate

Despatch of a Transcript

Despatch of an ASET Certificate

Return of a corrected Mid-Training Test or End-of-Training Test

Other (please state):