The British College of Professional Management

CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT
Professional Study & Training for Successful Careers

International HQ: Attique House, Route de Quennevais, St Brelade, Jersey JE3 8FP, Britain.

ENROLMENT/REGISTRATION FORM for professional Study & Training from Britain for INTERNATIONAL DIPLOMA PROGRAMS

STUDY & TRAINING FOR CAREER SUCCESS

- * CIC's excellent high quality, expertly written and professionally produced Diploma Programs are the **path to high-level career success**, and to your career advancement, promotion, new jobs, high pay, confidence and respect and international awards.
- * Whatever your previous standard of education or work experience, the College offers you excellent Study & Training to suit YOUR personal needs and ambitions.
- * With easy-to-understand Study & Training Materials and guidance you can quickly increase your knowledge, ability, skills, understanding, education and competence, and become highly valued and respected as an employee, member of staff, manager, business person or executive.

STUDY AT YOUR OWN PACE

* Wherever in the world you are - in your own home, your own area, or at work - with the support of this experienced College you can study successfully by distance-learning.

Enrolling is quick and easy:

- 1 Select a Subject which suits your study aims and career needs and which offers the best employment and promotion opportunities.
- Complete the Enrolment Form and send it to CIC with your Fee (or details of your fee payment).



An accredited International College

Our professional high-quality Programs include EVERYTHING you need to quickly increase your knowledge, qualifications, education, and help you become a valued employee, manager, business person, executive or entrepreneur.





ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE for CIC International Diploma Programs Attique House, St Brelade, Jersey JE3 8FP Britain. T: +44 (0)1534 485485 E: learn@cambridgetraining.com

Please enrol me for the International Diploma Program(s) which I have ticked:				
Please enrol me for the International Diploma Progra Accounting & Finance in Business & Management Administrative, Personal Assistant & Secretarial Duties Advanced Management & Administration Theory & Practice Advertising & Public Relations Banking & Bank Operations Business Bookkeeping & Accounts Business Economics & Commerce Business English & Letter Writing Business Entrepreneurship & Organisation Business Management & Administration Commercial Practice & Law Communication in Business & Management Computers & IT in Business & Management Cost Accounting Credit Management & Control Educational Psychology & Administration Environmental Management & Protection Essential Everyday English Events Management Financial Management Health & Safety in the Workplace Hotel Operations & Management Hospitality Industry & Administration		am(s) which I have ticked: Human Resource & Personnel Management Insurance: Principles & Practice International Business & Trade International Relations IT Systems Security & Administration Leadership & Team Management Logistics, Materials & Supply Chain Management Management & Administration Mass Media & Communication Office Management & Administration Organisational Behaviour Professional English (Everyday & Business Use) Project Leadership & Management Public Management & Administration Purchasing & Resourcing Management Retail Management & Customer Relations Sales Management & Marketing Stores (Inventory) & Warehouse Management Suppry Chain Strategy & Organisation Teaching: Classroom Management & Psychology Tourism & Travel Management Training Management & Employee Development		
FEES FOR CIC INTERNATIONAL DIPLOMA PROGRAMS				
FEES FROM 1st OCTOBER 2020 A FULL PAYMENT ON ENROLMENT OF		LMENT OF	or 3 MONTHLY INSTALMENTS* EACH OF	
ONE DIPLOMA PROGRAM £200 or US\$400 or €300			£90 <u>or</u> US\$180 <u>or</u> €135	
TWO DIPLOMA PROGRAMS £400 or US\$800 or €600			£180 or US\$3	60 <u>or</u> €270
£ = British Pounds; US\$ = United States Dollars; € = Euro				
FEE PAYMENT DETAILS: Either being the F	The Fees stated INCLUDE the despatch of your personal professional Study Materials, Study Guide, Examination(s) and of your Diploma(s) by registered airmail post			
ORbeing the first instalment of Fee, and I shall pay the same for the next two months*.				
* If you choose to pay by instalments you MUST pay an instalment EVERY month to keep your Membership 'valid' Payment is in the form of: (Methods of making Fee payments are stated on page 4) Bank Transfer (attach bank receipt); Bank Draft/IMO; British Postal Orders; Currency Notes; Attach Western Union 10-digit MTCN: (attach Western Union receipt); PayPal; Credit/Debit Card; Other: (state details and attach receipt)				
My details are (please write or type clearly in capital letters):-				
FULL NAME: Mr/Mrs/Miss/Ms				
(write or type your full name exactly as you wish it to appear on your Diploma)				
FULL ADDRESS:				
Email address: Telephone (include code):				
Have you studied the subject(s) before? If so, give details:				
Practical experience of the subject(s), if any:				
Present employment/post held:				
Special needs, if any: Nationality: Age:				
I agree to CIC's Terms and Conditions of Enrolment/Registration for Study & Training as set out on page 3. If you were 'introduced' to the College by a Member or Organization please state the page of the control of				

TERMS AND CONDITIONS OF ENROLMENT/REGISTRATION for CIC Diploma Programs

With Cambridge International College you can study in your country of residence; you do not need to come to the College premises in Britain. You may enrol on ANY DAY or DATE of the year.

By submitting an Enrolment/Registration Form you accept the following Terms & Conditions of Enrolment/Registration and agree to abide by all of the Rules and Regulations of Cambridge International College of Jersey, Britain.

- On receipt of your completed Enrolment/Registration Form and Fee payment at the College Headquarters in Britain, you will be enrolled/registered as a Member of the College. If you give an email address, Module One for the Program(s) you have enrolled for can be emailed to you so you may commence Study & Training at once. You will be quickly sent by registered airmail post (or sometimes by courier) CIC Study & Training Materials with full Study & Training Instructions & Guidance and advice on how to learn and progress rapidly, with which you should comply, and which may contain Self-Assessment Tests, Recommended Answers, Practice Tests or Past Papers.
- Your Study & Training Period (your 'Membership Period') commences on your enrolment/registration date. The Study & Training Period is 12 months for any one Diploma Program enrolled for (or 15 months for two Diploma Programs, or 18 months for three Diploma Programs enrolled for and studied together) provided you have completed payment of the agreed Fee.

However, with study by flexible distance-learning you can complete your Study & Training in a shorter period of time; alternatively - you may study and complete your Diploma Program(s) at the speed and pace which suits you; alternatively, arrangements with the College can be made to extend your Study & Training Period if required.

- During your Study & Training Period you may receive a Mid-Training Progress Test and/or End-of-Training Progress Test, and/or a Past Paper, for your Diploma Program(s). You will have the option of submitting your Test Work/Answers for marking and assessment by qualified CIC Tutors at the College Headquarters in Britain, and receiving guidance, assistance and instruction from the Tutors on your Answers. If you choose to submit your Answers, there is an additional 'Tutorial Charge'; submitting Test answers is totally optional and is not a requirement of any course.
 - At the appropriate stage of your Study & Training, and when you are ready, you will be entitled to sit the appropriate Final Examination(s) under Approved Invigilation/Supervision in your own area. 'Approved Invigilation/Supervision' means you will sit your Final Examination(s) under 'true examination conditions' supervised by an 'Invigilator' ('Supervisor' or 'Proctor') appointed by the College - in your local area, wherever you are resident at the time you are ready to sit your Examination(s). Arrangements for you to sit your Final Examination(s) under Approved Invigilation/Supervision in your local area can only be made: (i) after you have been Enrolled/Registered as a Member of the College; and (ii) when you have studied sufficiently and made progress in your Study & Training (in accordance with the advice in the Study & Training Guide provided to you on enrolment.) Examination arrangements cannot be made before your enrolment. Full and clear details on sitting Examinations are provided with your Study & Training Materials and Study Guide.
- On passing the set Examination(s), and as long as all fees are settled, you will be awarded and sent the appropriate CIC International Diploma(s) for the Study & Training successfully completed.
- As soon as you are Enrolled/Registered with CIC you will be permitted to visit the College's special Member Services Website to see your personal Membership Details, Study Material Despatch Details, Examination Results, CIC Newsletters, Literature, FREE Study Modules, Study & Training Information, and more.

Cambridge International College OFFERS YOU THE OPPORTUNITY TO:

- Secure top jobs, promotion and career success.
- Achieve valuable international qualifications.
- Gain knowledge, skills, competencies and ability.
- Improve your status, respect and confidence.

Principal Dr Stephen Lawson, Vice Principal David Lawson and a highly-experienced and professional College staff are dedicated to ensuring YOUR study success and career advancement.

"Whatever your education, work experience and ambitions, and wherever in the world you live, our College offers you superb British study, training and education by distance-learning and provides you with everything you need for success."



ENROLLING AS A MEMBER FOR CIC STUDY & TRAINING

THE PROCESS IS SIMPLE AND STRAIGHTFORWARD - ALL THE COLLEGE REQUIRES IS YOUR ENROLMENT FORM (OR ENROLMENT DETAILS) AND A FEE PAYMENT

Complete the Enrolment/Registration Form fully and in CAPITAL LETTERS and then:

- ▶ EITHER send it by registered airmail post or courier, WITH your Fee payment or payment details to: Cambridge International College, Attique House, St Brelade, Jersey JE3 8FP, Britain
- ▶ OR scan and email the Enrolment Form WITH your payment details to: learn@cambridgetraining.com
- ▶ OR you can enrol/register and send your Fee payment details online through our website: www.cambridgecollege.co.uk

YOU MAY SEND YOUR FEE PAYMENT TO CIC BY ANY OF THESE METHODS:

BY BANK TRANSFER: You can send your payment directly to one of our 'receive only' Bank Accounts:

Account Name: Services to Management (for Cambridge International College)

Bank Details: HSBC Bank plc, Jersey St Helier Branch, Britain

For transfers in British Pounds (GBf) send to: Account Number: 32144670, Sort Code: 402534

Swift/BIC: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

For transfers in US Dollars (US\$) send to:

Account Number: 68294583, Sort Code: 400515

Swift/BIC: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

For transfers in Euros (€) send to:

Account Number: 68343364, Sort Code: 400515

Swift/BIC: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

BY ON-LINE BANKING: If you have a bank account which offers "on-line banking", you can make a transfer to one of the College's bank accounts - the details are stated above in the "By Bank Transfer" section.

For either Bank Transfer or On-line banking, post or email your Enrolment Form to the College in Britain with the bank receipt. Ensure you pay all charges and add £20 or US\$40 or €30 to cover intermediary bank transfer charges; CIC can only credit you with the amount CIC actually receives.

BY WESTERN UNION: You can give your local Western Union Agent money in British Pounds (£), US Dollars (US\$), Euros (€), or your local currency to transfer to CIC. CIC will receive your payment in British Pounds, US Dollars or Euros. You can transfer your payment through Western Union:-

by 'Quick Pay' service (the best and quickest method to use to:

Account Name: Services to Management

Code City: SMCOLLEGE, UK Account No: AUK040697

or by 'Will Call' service: to use this service you MUST first contact CIC for transfer and receiver details.

(Note, you should only try to use the "Will Call" service if the "Quick Pay" service is not available)

or by 'Global Pay for Students' service:

Western Union will process your fee payment and send it quickly to CIC. See the CIC website 'How to Pay Fees' page or contact CIC by email for information.

Whichever Western Union method is used, send your Enrolment Form with the Western Union receipt to CIC in Jersey, Britain, stating clearly the 10-digit Money Transfer Control Number and the name of the "sender".

BY BANK DRAFT OR INTERNATIONAL MONEY ORDER:

These must be payable to 'Cambridge International College' and must be in British Pounds or US Dollars. A draft/IMO in British Pounds must be drawn on a bank in London (England); a draft/IMO in US Dollars must be drawn on a bank in New York (USA). US\$ drafts/IMOs must be for at least US\$200.

BY DAHABSHIIL MONEY TRANSFER: You can pay your Dahabshiil Agent in British Pounds, US Dollars, Euros or your local currency. Your Dahabshiil money transfer should be sent with these details:

Beneficiary: **David Simon Lawson** Destination: **Britain** Contact details/telephone: + **44** 77977 13999

Scan and email, post or fax your Enrolment Form WITH the Dahabshiil receipt to the College in Britain. The 'sender' must show ID to the Dahabshiil Agent to validate the transfer. Ensure the Mobile/cellphone number is stated.

CURRENCY NOTES: You may send British Pounds (GB£), United States Dollars (US\$), or Euros (€).

BY PAYPAL: You can pay your Fee via PayPal on the College website; click the "Add to Basket" button on the webpage of the chosen course(s) and follow the instructions.

PayPal also allows you to send your fee using your debit or credit card, bank payment or PayPal account to: registrar@cambridgetraining.com

BY CREDIT/DEBIT CARD: All payments will be in British Pounds. The best, fastest and safest way to pay using your credit or debit card is through the CIC website: you will need to click on the "Add to Basket" button on the page of the course(s) to be enrolled for, then follow the instructions.

Alternatively you can send to CIC a signed letter which states your credit/debit card number and expiry date, your name, postal and email address, and the amount to be paid, WITH a copy of the front and back of the card (the card MUST be signed on the signature strip) and it must be your own personal card.

MONEYGRAM: You may only send a fee by MoneyGram AFTER CIC has given you authorisation AND has confirmed the name of the person (the receiver) to whom the payment should be sent.

BRITISH POSTAL ORDERS: These may be purchased from British Post Offices. They must be made payable to 'Cambridge International College'. Only British Postal Orders can be accepted.

RELATIVES/FRIENDS/SPONSORS/EMPLOYERS:

Whether overseas or in your country, you may also arrange for your relatives, friends, sponsors or employers to send your completed Enrolment/Registration Form and your Fee payment to the College in Jersey, Britain.

EVERYTHING YOU NEED FOR YOUR STUDY SUCCESS IS INCLUDED IN THE CIC FEE

YOUR AFFORDABLE CIC FEE INCLUDES ALL OF THIS:-

- Your registration as a Member with CIC.
- Your own high-quality, professional, well-produced International CIC Study & Training Publications.
- A detailed, professional Study & Training Guide with instructions and advice on how best to study and how to answer Assessments and Examinations well.
- ▶ A Progress Chart, and Self-Assessment Tests with Recommended Answers and/or Training Test(s) or a Past Paper, and optional Tutorial Support Service.
- ▶ The Final Examination(s) under 'Invigilation' in your own area, and the Assessment.
- Rapid despatch of all Study Materials, Examination Papers and Awards by registered airmail post.
- ▶ The CIC International Diploma(s) on the successful completion of your Study & Training.
- Your own personal pages on the CIC Member Services website with access to your results, despatch details, advice, guidance, and more: www.cambridgeinternationalcollege.co.uk
- Newsletters; details of special offers, new Programs, competitions, information and advice.





STUDY AND TRAINING ADVICE AND ASSISTANCE:-

- Before, during and after CIC Study & Training you may ask CIC's experienced and helpful Consultants for any advice you might need. Our Consultants can advise on what subjects or courses it is most helpful for you to study to improve your career prospects and to achieve your ambitions, and so that you can make progress on your Study & Training with confidence.
- CIC's experienced and helpful staff will ensure that you are quickly enrolled/registered, and that your Study Materials are rapidly despatched to you, with confirmation and details also given by email and made available on your own personal pages of the CIC Member Services Website. And, after your successful Study & Training, CIC staff can assist you with special requests such as attestations, reference and recommendation letters, and more, by post and email.

ACHIEVE YOUR OWN VALUABLE DIPLOMA WITH CIC!



SOME OF THE MANY NEWS AND SUCCESS STORIES RECENTLY RECEIVED FROM CIC MEMBERS AND GRADUATES WORLDWIDE

(many more are included in Newsletters and on the CIC website)



Dionisio Tavares - Angola:

"I thank you for the tremendous professional success I have as a result of the qualifications from CIC. I owe it all to CIC."



"Thank you for your outstanding education. The programme was very interesting, it was essential for my career development."



Natalia Samarguliani - Georgia:

"I thank you for the absolutely wonderful training program. The knowledge and Diploma I gained helped me build my career."



"I thank you for the training and up to date courses. After completion I secured a job with one of the most reputable companies in Ghana."





Taoufik Hamouda - Saudi Arabia:

"The best investment is education. CIC made a drastic difference in my career; I was promoted, my salary doubled, I gained respect."

Alice Beno - Papua New Guinea:

"The course helped me a lot to start up my small business, and in my work place. I appreciated the excellent course outline."





Julia Fuehrer - Germany:

"I received a very lucrative job because of my CIC study. Thank you for caring, for your training solutions, and for your efforts."

Andrew Onyango - Uganda:

"When I completed my Course my salary was increased by over 50% and I have been confirmed in a new position of Chief Cashier."





Joana Khamis - South Sudan:

"CIC gives you global recognition, knowledge and practical studies. I gained promotion and an excellent salary with my certificate."

Ludavaune Germain - Vanuatu:

"My CIC studies gained me a job in IT in the public sector and acceptance at University for a Bachelor of Commerce degree."





Daniel Musyoka Kavoi - Kenya:

"CIC gained me entry to a UK University and now responsibility for 140 employees and a fleet of 350 trucks across East Africa."

Ali Al Mohammed - Egypt:

"CIC lead me to success. After graduating I was promoted to Executive Manager. I recommend CIC to enrich management skills."





Edward Creers - England:

"CIC helped secure my post as a senior accountant and gave me confidence to successfully start and run my own company."

Emmanuel James - Sierra Leone:

"I was promoted to executive in our best bank. You helped me realise my potential, your materials are unique and easy to understand."





Teiba Mamu - Solomons Islands:

"These courses are awesome! CIC gave me knowledge, confidence and skills. The courses are practical and the fees affordable."

Nguiraze Mbendana - Mozambique:

"I enjoyed the best education which greatly increased my knowledge in training and development. I now work as a training facilitator."





Helen Bernardino - Malaysia:

"I was promoted to Recruitment Specialist. The British qualification was approved by the promotions and credentials committee."

Kotii Raobati - Kiribati:

"I thank CIC for making my dream a reality. I have been confirmed as Department Head at the Ministry and my salary has been doubled."



YOUR ASSURANCE OF HIGH QUALITY STUDY & TRAINING FROM A PROFESSIONAL QUALITY-ASSURED COLLEGE

QUALITY ASSURANCE

- This experienced reputable College, founded in 1935, provides high-quality Study & Training. CIC's management systems, qualifications, courses, assessments, procedures and policies, and administration are approved and accredited.
- Assessment Bureau, accredited by UKAS the sole national accreditation body for the United Kingdom recognised by the government for the provision of accreditation; CIC is certified as having ISO 9001 Quality Management Systems; is approved by ILM City & Guilds; and is a Registered UK Learning Provider.
- CIC has been assessed and is certified for:

"The provision of professional and international Study, Training and Educational Programs inclusive of Study Materials, Administration, Examinations and Assignments, Assessments and Awards delivered across the Globe."

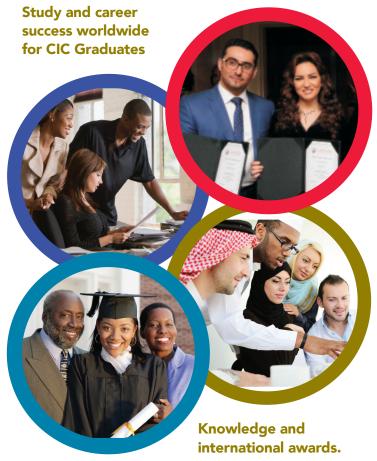






FLEXIBLE DISTANCE-LEARNING FOR CAREER SUCCESS

Whatever your standard of education or work experience, Cambridge International College offers you the opportunity of excellent Study & Training in a range of subjects and levels **to suit YOUR personal needs and ambitions**.





everything you need for success

- * All Study Materials are provided
- ★ Flexible learning; study at your pace
- **★** Enrol on any day of the year
- ★ Progress rapidly, graduate successfully



THESE MEN AND WOMEN - AND THOUSANDS MORE LIKE THEM - HAVE SUCCEEDED – AND SO CAN YOU!



SOME OF YOUR POSSIBLE QUESTIONS ANSWERED IN ADVANCE:

* When can I enrol?

You can register and start your CIC Study & Training on ANY day of the year - whenever you are ready and able; there are no set terms or registration dates.

* When will I receive my Study Materials?

As soon as the College receives your Enrolment/ Registration Form or details AND your Fee payment, you will be rapidly enrolled and arrangements will be made to despatch your Study Materials to you, wherever in the world you are.

- * How long will it take me to complete my studies? Study & Training is flexible so you can study at the speed which best suits you and complete when you are ready. You will have a fixed Membership Period (see page 2) but can complete more quickly, or more slowly, depending on your personal circumstances.
- * How long will it take to receive my Diploma(s)? As soon as your final result is known it will be uploaded to your personal pages on the College website; usually within 2 days your Diploma(s) will be prepared and arrangements made for despatch to you by registered post or courier delivery.

* What is distance-learning?

The professional distance-learning offered by CIC is flexible, modern, affordable and convenient. We provide you with EVERYTHING you need to rapidly learn, gain knowledge and understanding and achieve a valuable international Award, wherever you are living.

* Will CIC Study & Training effect my employment? If you are already employed you do NOT need to give up work or take time off to study, and you can put into practice at work the knowledge you gain as you study. Whether you are already employed or are looking for employment, CIC Study & Training is your rapid route to good jobs, promotions, higher pay and top careers.

* Can anybody study with CIC?

CIC operates a firm Equal Opportunity Policy and Special Needs Policy. All applicants and Members are treated equally and without discrimination, regardless of gender, nationality, race, religious or political views, social or economic background or special needs (but there is a minimum age requirement of 18 years).

* Can I receive advice and guidance from CIC? Yes, before, during and after enrolling and studying with CIC, our helpful staff are available for you.





No matter where in the world you are - YOU can succeed with CIC!