

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.

+ 44 1534 485485

learn@cambridgetraining.com

cambridgecollege.co.uk

2024/2025 ENROLMENT/REGISTRATION FORMS

- **INTERNATIONAL DIPLOMAS**
- **HONOURS DIPLOMAS**
- **BACCALAUREATE**
- **EXECUTIVE MINI MBA**
- **EXECUTIVE BUSINESS ADMINISTRATION (EBA)**
- **MASTERY OF MANAGEMENT GRADUATE DIPLOMAS**
- **EXECUTIVE MASTERY OF BUSINESS ADMINISTRATION (EMBA)**



There are many reasons to Enrol with CIC:

- * CIC Courses are **the path to high-level career success**, and to your career advancement, promotion, new jobs, high pay, recognition, respect, and international awards.
- * CIC offers a wide range of excellent Study & Training Courses **to suit YOUR personal needs and ambitions**.
- * The high-quality, easy-to-learn Courses quickly increase **your knowledge, ability, understanding, confidence**.
- * With CIC distance-learning, you **study at your pace, flexibly, enjoyably, affordably, anywhere in the world**.

Enrolling is quick and easy:

- 1** Select a Course level which suits your study aims and career needs (you are welcome to ask for advice).
- 2** Select a Subject or Specialisation which offers the best employment and promotion opportunity to you.
- 3** Complete the relevant Enrolment Form and send it to CIC with your Fee (or details of your fee payment).

You can soon be on the way to achieving your study ambitions and career goals with **PROFESSIONAL DISTANCE-LEARNING**.



An accredited International College

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



Quality Assured Professional Study



EVERYTHING YOU NEED FOR YOUR STUDY SUCCESS IS INCLUDED IN THE AFFORDABLE CIC COURSE FEE TO HELP YOU ACHIEVE YOUR CAREER GOALS

YOUR FEE INCLUDES:-

- ★ Your registration as a Member of an accredited, internationally recognised, respected College.
- ★ Your own high-quality, professionally-written, international CIC Study & Training Materials.
- ★ A Study & Training Guide with advice on how to study successfully and answer Examinations well.
- ★ Tests with Recommended Answers, or Training Test(s) or a Past Paper and optional Tutorial Support.
- ★ The Examination(s) written under 'Invigilation' in your own area, and their Assessment.
- ★ Rapid dispatch of all Study Materials, Exam Papers, and Awards by registered post or courier.
- ★ The CIC award and qualification on the successful completion of your Study & Training.
- ★ Personal pages on CIC's Member's website to see results, despatch details, advice, and more.
- ★ Newsletters and details of special offers, new Programs, competitions, information and advice.
- ★ A hard-working Principal, Vice-Principal and team of staff dedicated to ensuring your success.

CIC's high-quality Courses include EVERYTHING you need to rapidly increase your knowledge, qualifications, education, and to become a valued employee, manager, business person or executive. To invest in your future simply send a completed Enrolment Form and Fee payment to the College.

STUDY DESIGNED TO SUIT YOU

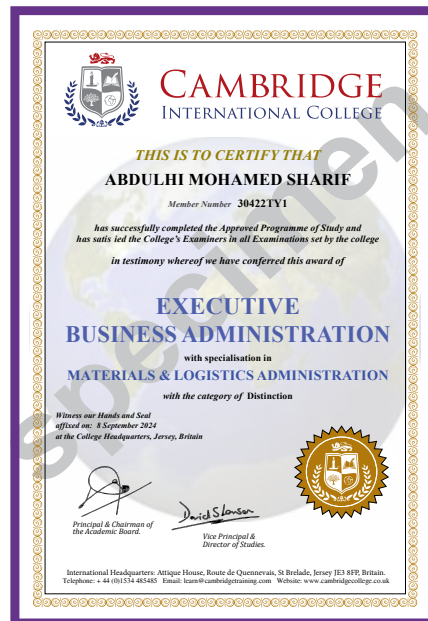
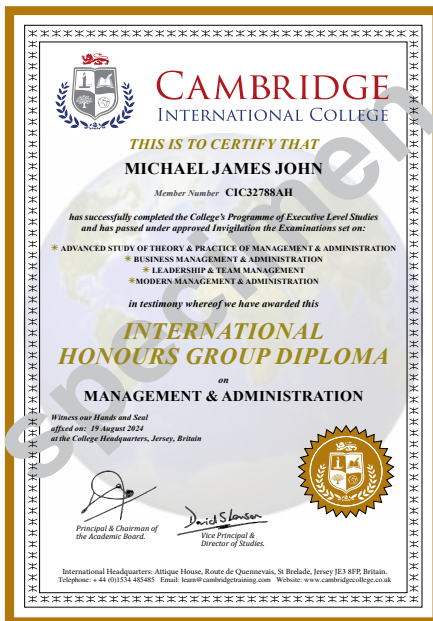
Whatever your standard of education or work experience, Cambridge International College offers you the opportunity of excellent Study & Training in a range of subjects and levels **to suit YOUR personal needs and ambitions.**

Study and career success worldwide for Members and Graduates



Knowledge and international awards.

ACHIEVE YOUR OWN VALUABLE INTERNATIONAL AWARD WITH CIC!



ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE for CIC International Diploma Programs

Attique House, St Brelade, Jersey, JE3 8FP, Britain.

Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

Please enrol me for the International Diploma Program(s) which I have ticked :

- | | |
|--|--|
| <input type="checkbox"/> Accounting & Finance in Business & Management
<input type="checkbox"/> Administrative, Personal Assistant & Secretarial Duties
<input type="checkbox"/> Advanced Management & Administration Theory & Practice
<input type="checkbox"/> Advertising & Public Relations
<input type="checkbox"/> Banking & Bank Operations
<input type="checkbox"/> Business Bookkeeping & Accounting
<input type="checkbox"/> Business Economics & Commerce
<input type="checkbox"/> Business English & Letter Writing
<input type="checkbox"/> Business Entrepreneurship & Organisation
<input type="checkbox"/> Business Management & Administration
<input type="checkbox"/> Classroom Management & Psychology for Teachers
<input type="checkbox"/> Commercial Practice & Law
<input type="checkbox"/> Communication in Business & Management
<input type="checkbox"/> Computers & IT in Business & Management
<input type="checkbox"/> Cost Accounting
<input type="checkbox"/> Credit Management & Control
<input type="checkbox"/> Early Childhood Care & Education
<input type="checkbox"/> Educational Psychology & Administration
<input type="checkbox"/> Environmental Concerns & Protection
<input type="checkbox"/> Essential Everyday English
<input type="checkbox"/> Events Management
<input type="checkbox"/> Financial Management
<input type="checkbox"/> Health & Safety in the Workplace
<input type="checkbox"/> Hospitality Industry & Administration | <input type="checkbox"/> Hotel Operations & Management
<input type="checkbox"/> Human Resource & Personnel Management
<input type="checkbox"/> Insurance: Principles, Practice & Administration
<input type="checkbox"/> International Business & Trade
<input type="checkbox"/> International Relations & Global Politics
<input type="checkbox"/> Journalism, Mass Media & Professional Writing
<input type="checkbox"/> Leadership & Team Management
<input type="checkbox"/> Logistics, Materials & Supply Chain Management
<input type="checkbox"/> Management & Administration
<input type="checkbox"/> Marketing & Sales Management
<input type="checkbox"/> Office Management & Administration
<input type="checkbox"/> Organisational Behaviour
<input type="checkbox"/> Professional English (Everyday & Business Use)
<input type="checkbox"/> Project Leadership & Management
<input type="checkbox"/> Public Management & Administration
<input type="checkbox"/> Purchasing & Resourcing (Procurement) Management
<input type="checkbox"/> Recreational Sport & Leisure Management
<input type="checkbox"/> Retail Management & Customer Relations
<input type="checkbox"/> School Leadership & Management
<input type="checkbox"/> Stores, Inventory & Warehouse Management
<input type="checkbox"/> Supervisory Management
<input type="checkbox"/> Supply Chain Strategy & Organisation
<input type="checkbox"/> Tourism & Travel Management
<input type="checkbox"/> Training Management & Employee Development |
|--|--|

FEES FOR CIC INTERNATIONAL DIPLOMA PROGRAMS - from 1st May 2024

A Full Payment on Enrolment of:	£200 or US\$400 or €300
3 Monthly Instalments each of:	£90 or US\$180 or €135

MY FEE PAYMENT DETAILS (methods of making Fee payments are on page 11). **I enclose herewith the sum of:**

Amount: being: the FULL payment on Enrolment, or the first of 3 monthly instalments

Payment is in the form of: Bank Transfer; Bank Draft/IMO; Currency Notes; PayPal;
 Credit/Debit Card; Western Union Quick Pay; Dahabshiil Transfer; Other:

MY DETAILS ARE (please write or type clearly in capital letters):

FULL NAME: (exactly as you want it on your Diploma)
FULL ADDRESS: (the full and exact address for delivery of your Study Materials including town, region, country and post code if there is one)

Email:	Nationality:
Telephone:	Age:

Have you studied the subject(s) before?:
Practical experience of the subject(s), if any:
Present employment/post held, if employed:
Special needs, if any:

I agree to CIC's Terms and Conditions of Enrolment/Registration as set out on page 10. Signed: _____ Date: _____	If you were 'introduced' by a Member or institution, write their name or reference here:
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ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE for CIC Honours Group Diploma Programmes

Attique House, St Brelade, Jersey, JE3 8FP, Britain.

Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

Please enrol me for the CIC Honours Group Diploma Programme(s) which I have ticked :

- | | |
|---|--|
| <input type="checkbox"/> Accounting, Banking & Finance Management
<input type="checkbox"/> Administrative Management
<input type="checkbox"/> Banking, Finance & Management
<input type="checkbox"/> Business Accounting & Finance
<input type="checkbox"/> Business Administration
<input type="checkbox"/> Business Development
<input type="checkbox"/> Computers & IT Management & Administration
<input type="checkbox"/> Construction & Project Management
<input type="checkbox"/> English & Communication
<input type="checkbox"/> Executive & Secretarial Assistance
<input type="checkbox"/> Facilities Management
<input type="checkbox"/> General Management
<input type="checkbox"/> Hospitality Management
<input type="checkbox"/> Human Resource Administration
<input type="checkbox"/> International Business & Global Politics | <input type="checkbox"/> Management & Administration
<input type="checkbox"/> Management & Leadership
<input type="checkbox"/> Management & Workplace Safety
<input type="checkbox"/> Marketing Administration
<input type="checkbox"/> Mass Media & Communication Management
<input type="checkbox"/> Materials & Logistics Management
<input type="checkbox"/> Oil & Gas Management & Administration
<input type="checkbox"/> Police Leadership & Management
<input type="checkbox"/> Procurement & Supply Management
<input type="checkbox"/> Project Management
<input type="checkbox"/> Retail Marketing & Management
<input type="checkbox"/> Security Management & Administration
<input type="checkbox"/> Teaching & School Management
<input type="checkbox"/> Transport & Logistics Management
<input type="checkbox"/> Other (if agreed with CIC in advance): _____ |
|---|--|

FEES FOR CIC HONOURS GROUP DIPLOMA PROGRAMMES - from 1st May 2024

A Full Payment on Enrolment of:	£760 or US\$1520 or €1180
4 Monthly Instalments each of:	£210 or US\$420 or €315

£ = British Pounds; US\$ = United States Dollars; € = Euro

MY FEE PAYMENT DETAILS (methods of making Fee payments are on page 11). **I enclose herewith the sum of:**

Amount:	being: <input type="checkbox"/> the FULL payment on Enrolment, or <input type="checkbox"/> the first of 4 monthly instalments
Payment is in the form of: <input type="checkbox"/> Bank Transfer; <input type="checkbox"/> Bank Draft/IMO; <input type="checkbox"/> Currency Notes; <input type="checkbox"/> PayPal; <input type="checkbox"/> Credit/Debit Card; <input type="checkbox"/> Western Union Quick Pay; <input type="checkbox"/> Dahabshiil Transfer; <input type="checkbox"/> Other:	

MY DETAILS ARE (please write or type clearly in capital letters):

FULL NAME: (exactly as you want it on your Honours Diploma)	
FULL ADDRESS: (the full and exact address for delivery of your Study Materials including town, region, country and post code if there is one)	
Email:	Nationality:
Telephone:	Age:
Have you studied the subject(s) before?:	
Practical experience of the subject(s), if any:	
Present employment/post held, if employed:	
Special needs, if any:	

I agree to CIC's Terms and Conditions of Enrolment/Registration as set out on page 10.	If you were 'introduced' by a Member or institution, write their name or reference here:
Signed:	Date:

ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE for the CIC Executive Business Administration Programme

Attique House, St Brelade, Jersey, JE3 8FP, Britain.

Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

Please enrol me for the Executive Business Administration (EBA) Programme Specialisation ticked :

- | | |
|--|--|
| <input type="checkbox"/> Accounting Administration
<input type="checkbox"/> Banking & Finance Administration
<input type="checkbox"/> Business Administration
<input type="checkbox"/> Commerce & Administration
<input type="checkbox"/> Communication & Media Administration
<input type="checkbox"/> Construction Management & Administration
<input type="checkbox"/> Economics & Administration
<input type="checkbox"/> Education School Leadership & Administration
<input type="checkbox"/> English & Administration
<input type="checkbox"/> Finance & Investment Administration
<input type="checkbox"/> Hospital Management & Health Administration
<input type="checkbox"/> Hospitality & Events Administration
<input type="checkbox"/> Human Resource Administration | <input type="checkbox"/> International Business & Administration
<input type="checkbox"/> International Relations & Administration
<input type="checkbox"/> IT Systems & Database Administration
<input type="checkbox"/> Leadership, Strategy & Administration
<input type="checkbox"/> Management & Administration
<input type="checkbox"/> Marketing Administration
<input type="checkbox"/> Materials & Logistics Administration
<input type="checkbox"/> Project Management & Administration
<input type="checkbox"/> Public Administration, Policy & Management
<input type="checkbox"/> Teaching English & Education Administration
<input type="checkbox"/> Training & Development Administration
<input type="checkbox"/> Transport Management & Administration
<input type="checkbox"/> Other (if agreed with CIC in advance): _____ |
|--|--|

FEES FOR EXECUTIVE BUSINESS ADMINISTRATION (EBA) PROGRAMMES - from 1st May 2024

A Full Payment on Enrolment of:	£2025 or US\$4050 or €2990
3 Instalments each of:	£750 or US\$1500 or €1125
12 Monthly Instalments each of:	£220 or US\$440 or €330

£ = British Pounds; US\$ = United States Dollars; € = Euro

MY FEE PAYMENT DETAILS (methods of making Fee payments are on page 11). **I enclose herewith the sum of:**

Amount:	being:	<input type="checkbox"/> the FULL payment on Enrolment <input type="checkbox"/> the first of 3 annual instalments <input type="checkbox"/> the first of 12 monthly instalments
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Payment is in the form of: <input type="checkbox"/> Bank Transfer; <input type="checkbox"/> Bank Draft/IMO; <input type="checkbox"/> Currency Notes; <input type="checkbox"/> PayPal; <input type="checkbox"/> Credit/Debit Card; <input type="checkbox"/> Western Union Quick Pay; <input type="checkbox"/> Dahabshil Transfer; <input type="checkbox"/> Other:
--

MY DETAILS ARE (please write or type clearly in capital letters):

FULL NAME: (exactly as you want it on your EBA award)	
FULL ADDRESS: (the full and exact address for delivery of your Study Materials including town, region, country and post code if there is one)	
Email:	Nationality:
Telephone:	Age:
Have you studied the subject(s) before?:	
Practical experience of the subject(s), if any:	
Present employment/post held, if employed:	
Qualifications held: (such as certificates, diplomas, degrees - attach copies)	
Special needs, if any:	

I agree to CIC's Terms and Conditions of Enrolment/Registration as set out on page 10.

Signed:

Date:

If you were 'introduced' by a Member or institution, write their name or reference here:

ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE for CIC 'Mastery of Management' Graduate Diploma Programs

Attique House, St Brelade, Jersey, JE3 8FP, Britain.

Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

Please enrol me for the CIC Mastery of Management Graduate Diploma Program(s) I have ticked :

- | | |
|--|---|
| <input type="checkbox"/> Business Finance & Investment
<input type="checkbox"/> Business Law
<input type="checkbox"/> Corporate Strategy, Policy & Planning
<input type="checkbox"/> Events Management (Tourism, Business & Sport)
<input type="checkbox"/> Financial Accounting
<input type="checkbox"/> Financial Strategy & Decisions
<input type="checkbox"/> International Marketing
<input type="checkbox"/> International Relations & Politics
<input type="checkbox"/> Management Accounting
<input type="checkbox"/> Management & Leadership | <input type="checkbox"/> Management of Human Resources
<input type="checkbox"/> Managerial Economics
<input type="checkbox"/> Marketing Strategy
<input type="checkbox"/> Money, Banking & Financial Systems
<input type="checkbox"/> Operations & Quality Management
<input type="checkbox"/> Organisational Design & Behaviour
<input type="checkbox"/> Organisational Understanding & Development
<input type="checkbox"/> Advanced Project Management
<input type="checkbox"/> Real Estate (Property) Management
<input type="checkbox"/> Other (if agreed with CIC in advance): _____ |
|--|---|

FEES FOR CIC MASTERY OF MANAGEMENT GRADUATE DIPLOMA PROGRAMS - from 1st May 2024

A single payment of Enrolment of:	£240 or US\$480 or €360
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Instalment Fees are not available for Mastery of Management Graduate Diplomas

£ = British Pounds; US\$ = United States Dollars; € = Euro

MY FEE PAYMENT DETAILS (methods of making Fee payments are on page 11). **I enclose herewith the sum of:**

Amount:	being the FULL payment on Enrolment
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Payment is in the form of: <input type="checkbox"/> Bank Transfer; <input type="checkbox"/> Bank Draft/IMO; <input type="checkbox"/> Currency Notes; <input type="checkbox"/> PayPal; <input type="checkbox"/> Credit/Debit Card; <input type="checkbox"/> Western Union Quick Pay; <input type="checkbox"/> Dahabshiil Transfer; <input type="checkbox"/> Other:
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MY DETAILS ARE (please write or type **clearly** in capital letters):

FULL NAME: <small>(exactly as you want it on your Graduate Diploma)</small>	
FULL ADDRESS: <small>(the full and exact address for delivery of your Study Materials including town, region, country and post code if there is one)</small>	
Email:	Nationality:
Telephone:	Age:
Have you studied the subject(s) before?:	
Practical experience of the subject(s), if any:	
Present employment/post held, if employed:	
Qualifications held: <small>(such as certificates, diplomas, degrees - attach copies)</small>	
Special needs, if any:	

I agree to CIC's Terms and Conditions of Enrolment/Registration as set out on page 10.	
Signed:	Date:

If you were 'introduced' by a Member or institution, write their name or reference here:
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ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE

Executive Mastery of Business Administration (EMBA) Programme

Attique House, St Brelade, Jersey, JE3 8FP, Britain.

Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

Please enrol me for the CIC EMBA Programme with the Specialisation which I have ticked :

- | | |
|--|---|
| <input type="checkbox"/> Accounting & Management
<input type="checkbox"/> Business Management
<input type="checkbox"/> Economics & Business
<input type="checkbox"/> Financial Management
<input type="checkbox"/> Hospitality Management
<input type="checkbox"/> Human Resource Management
<input type="checkbox"/> International Business & Management
<input type="checkbox"/> International Relations & Management | <input type="checkbox"/> Law & Management
<input type="checkbox"/> Leadership & Management
<input type="checkbox"/> Logistics & Supply Chain Management
<input type="checkbox"/> Marketing Management
<input type="checkbox"/> Organisational Management
<input type="checkbox"/> Project Management
<input type="checkbox"/> Strategic Management
<input type="checkbox"/> Other (if agreed with CIC in advance): _____ |
|--|---|

FEES FOR EXECUTIVE MASTERY OF BUSINESS ADMINISTRATION (EMBA) - from 1st May 2024

A Full Payment on Enrolment of:	£2500 or US\$5000 or €3750
3 Instalments each of:	£895 or US\$1790 or €1275
10 Monthly Instalments each of:	£320 or US\$640 or €480

£ = British Pounds; US\$ = United States Dollars; € = Euro

MY FEE PAYMENT DETAILS (methods of making Fee payments are on page 11). **I enclose herewith the sum of:**

Amount:	being:	<input type="checkbox"/> the FULL payment on Enrolment or <input type="checkbox"/> the first of 3 annual instalments or <input type="checkbox"/> the first of 10 monthly instalments
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Payment is in the form of: <input type="checkbox"/> Bank Transfer; <input type="checkbox"/> Bank Draft/IMO; <input type="checkbox"/> Currency Notes; <input type="checkbox"/> PayPal; <input type="checkbox"/> Credit/Debit Card; <input type="checkbox"/> Western Union Quick Pay; <input type="checkbox"/> Dahabshiil Transfer; <input type="checkbox"/> Other:
--

MY DETAILS ARE (please write or type clearly in capital letters):

FULL NAME: (exactly as you want it on your EMBA award)	
FULL ADDRESS: (the full and exact address for delivery of your Study Materials including town, region, country and post code if there is one)	
Email:	Nationality:
Telephone:	Age:
Have you studied the subject(s) before?:	
Practical experience of the subject(s), if any:	
Present employment/post held, if employed:	
Qualifications held: (such as certificates, diplomas, degrees - attach copies)	
Special needs, if any:	

I agree to CIC's Terms and Conditions of Enrolment/Registration as set out on page 10. Signed: _____ Date: _____	If you were 'introduced' by a Member or institution, write their name or reference here:
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ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE

Executive Mini MBA Course

Attique House, St Brelade, Jersey, JE3 8FP, Britain.

Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

Please enrol me for the CIC Executive Mini MBA Course

FEES FOR THE EXECUTIVE MINI MBA Course - from 1st May 2024

A single payment on Enrolment of:	£350 or US\$700 or €500 (also, see option below**)
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Instalment Fees are not available for the Executive Mini MBA Course £ = British Pounds; US\$ = United States Dollars; € = Euro

** The Fee stated above is for the regular, standard high-quality CIC Executive Mini MBA Course. CIC also offers an Option to study the Executive Mini MBA with a Specialization in one of these subjects:

- | | |
|--|---|
| <input type="checkbox"/> Leadership & Organization | <input type="checkbox"/> Management & Human Resource |
| <input type="checkbox"/> Marketing & Logistics | <input type="checkbox"/> Strategy & Planning Management |

If you wish to take a Specialization, tick your chosen Specialization and add either £75 (to make the fee payable £425) or US\$100 (to make the fee payable US\$800) or €90 (to make the fee payable €590). It is NOT necessary to choose a Specialization (for which there is a higher fee) - it is simply an option offered.

MY FEE PAYMENT DETAILS (methods of making Fee payments are on page 11). I enclose herewith the sum of:

Amount:	being the FULL payment on Enrolment
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Payment is in the form of: <input type="checkbox"/> Bank Transfer; <input type="checkbox"/> Bank Draft/IMO; <input type="checkbox"/> Currency Notes; <input type="checkbox"/> PayPal; <input type="checkbox"/> Credit/Debit Card; <input type="checkbox"/> Western Union Quick Pay; <input type="checkbox"/> Dahabshiiil Transfer; <input type="checkbox"/> Other:

MY DETAILS ARE (please write or type clearly in capital letters):

FULL NAME:
(exactly as you want it
on your Mini MBA award)

FULL ADDRESS:
(the full and exact address for
delivery of your Study Materials
including town, region, country
and post code if there is one)

Email:

Nationality:

Telephone:

Age:

Practical experience of the subject(s), if any:

Present employment/post held, if employed:

Qualifications held:
(such as certificates, diplomas, degrees - attach copies)

Special needs, if any:

I agree to CIC's Terms and Conditions of Enrolment/Registration as set out on page 10.

If you were 'introduced' by a Member or institution, write their name or reference here:

Signed:

Date:

TERMS AND CONDITIONS OF ENROLMENT/REGISTRATION WITH CAMBRIDGE INTERNATIONAL COLLEGE - founded in 1935

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 and Fee payment you accept the Terms & Conditions of Enrolment/Registration and agree to abide by all of the Rules and Regulations of Cambridge International College of Jersey, Britain.

- 1** 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 a Program or Core Subject can be emailed to you so you may commence Study & Training at once. You will be quickly sent by registered airmail post or by courier CIC Study & Training Materials with full Study & Training Instructions & Guidance and advice on how to learn and progress rapidly, and which may contain Self-Assessment Tests, Answers, Practice Tests or a Past Paper.
- 2** Your Study & Training Period (your 'Membership Period') commences on your enrolment date. The Study & Training Period is 12 months for a Diploma or Mastery of Management Graduate Diploma and for the Mini MBA, 15 months for two Diploma Programs or 18 months for three Diploma Programs studied together, 21 months for an Honours Diploma, 24 months for the Baccalaureate Programme, 36 months for the EBA Programme, and 36 months for the EMBA Programme, 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, arrangements with the College can be made to extend your Study & Training Period if required.
- 3** As soon as you are Enrolled/Registered you may visit the College's special Member Services Website to see your personal Membership Details, Study Material Dispatch Details, Exam Results, Newsletters, Literature, free Study Modules, Study & Training Information, and more.
- 4** During your Study & Training Period you may be offered a Progress Test and/or a Past Paper, on a Program or Core Subject. 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 from the Tutors on your Test Work/Answers. If you choose to submit your Work/Answers, there is an additional 'Tutorial Charge' for each Test; submitting Test work is totally optional and is not a requirement of any course.
- 5** At the appropriate stage of your Study & Training, and when you are ready, you will be entitled to sit the Examination(s) under Approved Invigilation/Supervision - which means under 'true examination conditions' - supervised by an Invigilator/Supervisor appointed by the College in your local area, wherever you are resident at the time you are ready to sit your Examination(s). Arrangements to sit Examination(s) are made after you have been Enrolled/Registered as a Member of the College and when you have made progress in your Study & Training (in accordance with the Study & Training Guide provided to you on enrolment.) Examination arrangements are simple to make; full and clear details on sitting Examinations are provided with your Study & Training Materials and Study Guide. Note, an alternative Assignment Option is available in place of one or more Examinations subject to College rules.
- 6** 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 or Award for the Study & Training successfully completed. Reference letters, advice on further study and on-going support are available if needed.

The College operates a professional and firm: Equal Opportunity Policy; Data Protection Policy; Assistance Request Policy; Appeals Policy - these and others are available on request and on the CIC website.

The College's Accreditation, Recognition and High Standards are your Guarantee of High Quality Study, Training & Education



- ▶ The College is legally incorporated and registered in Jersey, Britain, and is permitted to grant awards to students worldwide, and operates in compliance with the legislation of the Government of Jersey.
- ▶ The Government of Jersey recognizes the College as accredited and with Programs quality assured by a UK Government Awarding Body.
- ▶ The College is accredited by ASIC, one of the world's largest accrediting bodies, an independent UK government-approved quality assurance body.
- ▶ The College is listed on the United Kingdom Registry of Learning Providers (UKRLP) (UKRLP is not an accrediting body).
- ▶ The College is an Institutional Member of the International Council for Open & Distance Education.
- ▶ The College adheres to ISO-9001 standards of good practice for: 'The provision of professional and international Study, Training and Educational Programs, Study Materials, Administration, Examinations & Assignments, Assessments & Awards delivered across the Globe'.

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 appropriate Enrolment/Registration Form fully and in CAPITAL LETTERS and then:

- ▶ Send it by registered post or courier, WITH your Fee payment details, to the College HQ in Britain
- ▶ **OR** scan and email your Enrolment Form and Fee payment details to: learn@cambridgegetraining.com
- ▶ **OR** you can enrol/register online through our website: www.cambridgecollege.co.uk

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

BY BANK TRANSFER: direct to one of our 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 (GB£) 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 bank accounts - the details are as stated above.

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: **CAMBRIDGE COLLEGE**

Code City: **SMCOLLEGE2 UK** Account No: **AUK040707**

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

(Note, please use the "Quick Pay" service if it is available.)

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".

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

Ali (Leadership):

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

Mulekeni (Teaching):

"CIC made my dream of being a professional teacher come true. With my Diploma I was hired as a teacher at a private school."

Andrew (Accounting):

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

Alice (Finance):

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

Ngala (Logistics):

"Thank you for wonderful training and quality knowledge. It boosted my experience and I was voted as Employee of the Year."

Maxwell (Marketing):

"I achieved tremendous professional success as a result of my CIC study and Diploma - my career is really moving forward."

Jeremy (Business):

"CIC is the best, with helpful and quick-to-respond staff. The study materials are very informative and easy to understand."

Goodson (HR Management):

"On completing my CIC diploma I was immediately promoted to perform the duties of Human Resource Management Officer."

BY BANK DRAFT OR INTERNATIONAL MONEY ORDER:

These must be to **'Cambridge International College'** and must be in **British Pounds** or **US Dollars**. A British Pounds draft/IMO must be drawn on a bank in London (England); a US Dollars draft/IMO must be drawn on a bank in New York (USA). US\$ drafts/IMOs must be for a minimum of US\$400.

BY DAHABSHIIL MONEY TRANSFER: A Dahabshiil

Agent can send your payment to the College. You can pay the Dahabshiil Agent in your 'local' currency (or British Pounds, US Dollars or Euros). Address the transfer to:

Beneficiary: David Simon Lawson Destination: Britain Mobile/cellphone: +44 77977 13999

Post, or scan and email your details with the Dahabshiil receipt to the College. The 'sender' must show ID to the Dahabshiil Agent to validate the transfer. Ensure the mobile/cellphone number is stated.

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@cambridgegetraining.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 confirmed the name of the receiver to whom the payment should be sent.

RELATIVES/FRIENDS/SPONSORS/EMPLOYERS:

You may 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.

Professional study, training and education with **Cambridge International College** gives YOU the opportunity of achieving

- ✦ **GLOBALLY RECOGNISED AWARDS**
- ✦ **PROMOTION & ADVANCEMENT**
- ✦ **REWARDING JOBS & HIGH PAY**
- ✦ **KNOWLEDGE, SKILL & ABILITY**
- ✦ **CONFIDENCE & RESPECT**
- ✦ **SUCCESSFUL CAREERS**

with study from a professional,
experienced, accredited
international British College,
wherever in the world you live.

Principal Dr Stephen Lawson, the Vice Principal (pictured),
and the experienced, professional staff are dedicated to
ensuring YOUR success and career advancement:-

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



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INTERNATIONAL COLLEGE

www.cambridgecollege.co.uk

