



PERSONAL DETAILS (CUSTOMER)

Title

Date of Birth

First name

Last name

Correspondence address

Town/City

Postcode

Preferred tel.

Email

SRA No. (if known)

Exam body registration No.

If employer funded:

Work email

Work tel.

'Please read the Terms and Conditions and Privacy Notice below before signing this form. By signing this form you acknowledge and agree to be bound by the Terms and Conditions and Privacy Notice.

Signature

AUTHORISATION TO INVOICE EMPLOYER (if applicable)

Employer name

Employer billing address

Town/City

Postcode

Authorising manager

Name

Job title

Work tel

Work email

Order Number

PO Number

Employer accounts department (if applicable)

Accounts tel.

Accounts email

VAT no.

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Authorising signature

Please tick as applicable below:

Self funded ☐ Employer funded ☐

Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on BPP premises? Yes ☐ No ☐

(If yes, please arrive for the start of the first day of your course 15 minutes early to allow for the local site Health & Safety Officer to complete the necessary evacuation procedure and assessments with you.)

COURSE DETAILS

Date	Location	Title	Cost	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
			Total	

Please note that delegates will be expected to provide their own copies of Practitioner texts, such as The White Book, Archbold, Blackstone's as appropriate. These will not be provided by BPP.

Learning support

If you need learning support for any aspect of this course, please contact the learning support team at [learningsupport@bpp.com](mailto:learningsupport@bpp.com). This is necessary even if you've previously informed them, as prior arrangements from a different qualification may not carry across to this course. To guarantee reasonable adjustments are in place, kindly make these arrangements a minimum of one week before your scheduled training or assessment. If these arrangements are not made within this time frame, BPP cannot guarantee that the requirements will be in place.

## PAYMENT (if not funded by employer)

**BY CARD** Please complete the course details section and our bookings team will contact you within 24 hours to take payment securely over the telephone.

☐ Please complete any special information below and tick here to let us know.

### SEND TO:

Email: [Service@bpp.com](mailto:Service@bpp.com)

### ENQUIRIES:

Tel: +44 (0) 3300 603 100

Email: [Service@bpp.com](mailto:Service@bpp.com)

### Terms and Conditions

By signing this form you (and your authorising employer if applicable) acknowledge that you have read and agree to be bound by the Terms & Conditions which are available at [www.bpp.com/terms-and-conditions/classroom-online-terms](http://www.bpp.com/terms-and-conditions/classroom-online-terms).

### Privacy Notice

BPP will use the information provided in this form in order to register you for and deliver the course you have selected. Please be aware that, where you are employer funded, BPP will share information relating to you, including feedback and exam results with your employer. Further, BPP may need to release your name and registration number to the relevant exam body, who will in turn release your results to BPP. Additionally, you can choose to receive marketing information relevant to the course you are interested in. Please use the checkboxes below to let us know if you are happy to receive these communications. You can opt out of marketing at any time, either by calling us or visiting the Preference Centre or clicking the Unsubscribe link on future emails. We will not share your marketing information outside of the BPP Professional Education Group.

☐ I am happy to receive marketing information from BPP.

☐ I do not wish to receive marketing information from BPP.

For further information explaining how we use your information, please see our Privacy Policy at [www.bpp.com/privacy](http://www.bpp.com/privacy).

## SPECIAL INFORMATION