

For Professional Qualifications & CIPD Course Bookings



Personal details (customer)	
Title	Date of Birth / /
First name	
Last name	
Correspondence address	
Town/City	Postcode
Delivery address for course materials (if different from above)	
Town/City	Postcode
Preferred tel.	
Email	
Student no. (if known)	
Exam body registration no. (if applicable)	
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*	
Parent's signature* (if individual is under 18)	

Authorisation to invoice employer (if applicable)	
Employer name	
Employer billing address	
Town/City	Postcode
Authorising manager	
Name	
Job title	
Work tel.	
Work email	
Order no.	
PO no.	
Employer accounts department (if applicable)	
Accounts tel.	
Accounts email	
VAT no.	
*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.	
Authorising signature*	

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						
Programme/course, qualification/level, paper(s)	Exam sitting if applicable (month/year)	Study mode (Online Classroom Live, Online Classroom, In-centre Classroom)	Course location (e.g. London Holborn, Leeds, Online)	Time (e.g. afternoon, evening)	Start date	Price inc. VAT (£)

UK – £7.20 Europe/Rest of the World – call +44 (0)3300 603 200 for a postage quote

A charge of £7.20 for the UK postage of course materials will be charged if your course includes materials in the package price. If you are studying In-Centre classroom, your course materials will be provided to you on your first session by your tutor, materials requested in advance are subject to the postage charge.

Number of items:	
Postage:	
Total:	

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

BPP Professional Education

Tel: +44 (0) 3300 603 100

Email: pqbookings@bpp.com

Fax: +44 (0) 161 237 9650

5th Floor St James Building, 79 Oxford Street, Manchester, M1 6FQ

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.

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 share exam-related insights with BPP to support your studies. 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.

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Special information