

# ABC and "The Balancing Act" Order Form



Personal Details									Authorisation To Invoice Employer	
Title									Company Name:	
	D.O.B	D	D	M	Y	Y	Y	Y	Company Billing Address:	
First Name:									Town/City:	
Last Name:									Post Code:	
Address for Correspondence/Delivery:									Authorising Manager:	
									Job Title:	
									Telephone:	
Town/City:			Post Code:						Email:	
Home Email:									Manager's Signature:	
Home Telephone:										
Mobile:										

Description:	Net		VAT	Total	Total Cost
ABC Online Bookkeeping Course	£125.00		£25.00	£150.00	
"The Balancing Act" Activities Workbook and Answers	£60.00		N/A	£60.00	
ABC Online Course and "The Balancing Act" Special Price	ABC	£100.00	£20.00	£180.00	
	TBA	£60.00	N/A		
Postage and Packaging	£10.00		N/A	£10.00	
				<b>Grand Total:</b>	

All prices correct as at 18/06/2011. Please check the website ([www.apllearning.co.uk](http://www.apllearning.co.uk)) for the most up to date order form.

Postage and Packaging will not be charged if you collect from our Exeter Office.

Payment Options				Submitting Your Order Form	
<b>By Cheque</b>	Cheque enclosed	<input checked="" type="checkbox"/>	Please make payable to "Aplus Learning Innovations Ltd"	Once you have printed and completed this form, you can submit it in several ways: 1) Email: <a href="mailto:study@aplinnovations.co.uk">study@aplinnovations.co.uk</a> 2) Fax: 01392 757005 3) In person directly to our Office 4) Post: Aplus Learning Innovations Ltd Bradninch Court Castle Street Exeter EX4 3PL	
<b>Invoice Employer</b>	Above Section complete	<input checked="" type="checkbox"/>	Materials will be sent on receipt of payment		
<b>By Card:</b>	Visa	<input checked="" type="checkbox"/>	Mastercard <input checked="" type="checkbox"/>		
Name on Card:					
Total to be taken from card: £				We aim to be in contact within 24 hours of receiving your form. However, if you want to check on your order status, contact us via:  Email: <a href="mailto:study@aplinnovations.co.uk">study@aplinnovations.co.uk</a> Phone: 01392 435349	
Card-holder's address (if different from above):					
Town/City:		Post Code:			
Card No:		Security Code:			
Valid from:		Valid to:			
Signature:					

I confirm that I have read the terms and conditions on the website and that all the information on this form is correct:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Ordering and payment of fees

The completed order form must be accompanied by the appropriate fees in full or by completed payment instruction. If these conditions are not met we reserve the right to not process the enrolment further.

### Training period

Aplus Distance Learning will undertake to supply all elements of the course for which you have enrolled for a period of 8 months from the date of your enrolment. Aplus Distance Learning reserve the right to charge for any provision made after the 8 months have expired.

### Payable separately

Please note that should you wish to take the ABC Exam, the fee is payable separately. Please contact Aplus to book an exam where they can advise how much this will be and who to pay it to.

### Cancellations

Once enrolment has taken place, cancellations are not allowed and no refunds will be given. This programme is non-transferable.

### VAT

VAT is charged at 20% on course fees and at 0% for manuals.

### Moodle Authorisation

The Moodle Virtual Learning Environment is a platform that allows us to make available to our learners all course material currently issued in hard copy format throughout the duration of their learning programme.

Moodle has a tracking facility that allows us to monitor your usage of the system and the results of any on-line tests that you perform through Moodle. It is important that we are able to do this to allow us to give you appropriate support during the programme. It is therefore a requirement of granting you access to the Aplus Distance Learning Moodle that you grant us permission to perform these monitoring activities.

At the end of the period you have purchased for Moodle, you will no longer be able to access the resources. Under exceptional circumstances, however, you may request a short extension in order to complete the course for exam revision. Once the extension period is over, you will not be able to access Moodle under any circumstances.

### Payment of fees

The learner/employer agrees:-

- To be responsible for the payment fees as shown on the order form, including top up fees where applicable.
- To pay fees on order.
- To pay invoiced fees within 30 days of order.
- That the fees remain payable, whether or not the learner completes the course.
- That Aplus Distance Learning reserve the right to discontinue the course if the 8 months have elapsed and the learner has not completed the course.

### Learner Support

Learners are responsible for their own progress on the course and will not be contacted to check on progress, however, should a learner require support during their course, they may contact Aplus to request it. Any support given will be via email or telephone.

### Data Protection Act 1998

Aplus Distance Learning will process personal information about our students in accordance with the Data Protection Act 1998. By completing and signing the enrolment form you consent to your personal data being used by Aplus Distance Learning for such purposes as:

- your education, including progression and assessment of quality of delivery;
- reporting of student progress and absenteeism and qualification outcome to employers/sponsors/parents as appropriate and reporting for Adult Learning Grant purposes;
- your security and health and safety; including use of CCTV upon Aplus Distance Learning premises;
- legal and statutory duties and responsibilities;
- funding and auditing;
- on occasions, to assist Aplus Distance Learning in identifying further products and services offered by ourselves and collaborating educational establishments, which may be of interest to you.

On occasions Aplus Distance Learning will need to process what is known as "sensitive data", which may include information about ethnic origin, religion, physical/mental health and criminal convictions. Such information is needed to assist our Equal Opportunities and Disability Policy, for safeguarding of young people, and to provide learning support/aids, secure funding of educational support.

### Disclosure

Personal information may by necessity be disclosed to; appropriate members of Aplus Distance Learning staff; the Office for Standards in Education; the Adult Learning Inspectorate; the Skills Funding Agency, the National Apprenticeship Service and the Young People's Learning Agency; auditors; employers and such other bodies as may be required. We also provide information as to enrolment, attendance and performance to the appropriate local education authority. Occasionally Aplus Distance Learning may be required to disclose personal information to the police or law courts for the purposes of prevention of crime, court proceedings, or to protect your vital interest (life or death). Aplus Distance Learning will retain records after a student has left Aplus Distance Learning for the purposes of auditing, legal and statutory duties, and so that we can provide references upon request.