

CIM PROGRAMME APPLICATION FORM



Accredited Study Centre

To complete the form below simply download the latest version of Adobe free), fill in and save a copy of the whole document and attach in an email, along with a copy of your CV to angie@marketingcollege.com.

SECTION 1 PERSONAL DETAILS

Title	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (Please Specify)	Date of Birth	dd/mm/yyyy
First Name						Surname		
Studied with us before? (Yes/No)						Nationality		
Home Address								
								Postcode
Daytime Delivery Address (signature required)*								
							Postcode	
Daytime Tel No.						Mobile		
Email								
Training/HR Manager						Email		

*Your certificate will be sent to this address

SECTION 2 CIM COURSES

FULL QUALIFICATIONS		INDIVIDUAL MODULES	
CIM Foundation Certificate in Marketing	<input type="checkbox"/>	For those enrolling on an individual module, please detail here:	
CIM Certificate in Professional Marketing*	<input type="checkbox"/>		
CIM Diploma in Professional Marketing*	<input type="checkbox"/>		
CIM Marketing Leadership Programme (Cambridge Weekends Only)*	<input type="checkbox"/>		
* Please specify your elective modules here:			
STUDY LOCATIONS AND METHOD*			
EVENINGS	<input type="checkbox"/> Cambridge	<input type="checkbox"/> London	
EXECUTIVE WEEKEND	<input type="checkbox"/> Cambridge		
SATURDAY SEMINARS	<input type="checkbox"/> Bristol	<input type="checkbox"/> Manchester	<input type="checkbox"/> Edinburgh
	<input type="checkbox"/> Cairo	<input type="checkbox"/> Sudan	<input type="checkbox"/> Frankfurt (Professional Services only)
DISTANCE LEARNING	<input type="checkbox"/>		
SPECIALIST PATHWAY (Leave blank for standard qualification) (B2B / Professional Services only for Marketing Leadership Prog.)			
<input type="checkbox"/> B2B	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Sports	<input type="checkbox"/> Education
*Please refer to course timetables to check classes offered in each centre: www.marketingcollege.com/coursetimetables			

SECTION 3 PAYMENT DETAILS

<input type="checkbox"/> I enclose my full payment fee	<input type="checkbox"/> Invoice details provided below
OR <input type="checkbox"/> I would like to split the payment of my course fees (from a UK bank account only)	<input type="checkbox"/> Cheque/card details provided and Direct Debit Forms enclosed
OR <input type="checkbox"/> My company is paying for my course fees VAT number if applicable: <input type="text"/>	<input type="checkbox"/> Cheque enclosed <input type="checkbox"/> Invoice details provided below <input type="checkbox"/> Card details provided below <input type="checkbox"/> Cheque/card details provided and Direct Debit forms enclosed

CARD DETAILS (*Please complete your card details below; we will contact you for your card security number when your application is ready to process*)

Credit/debit card number		
Valid from (MM/YY)	Expires (MM/YY)	
Card Holder Name		
Card Holder Address		
Contact Telephone Number for Card Holder	<input type="checkbox"/> Please tick if Company Credit/Debit Card	

INVOICING DETAILS

Company Name		
For the attention of	PO number	
Invoicing Address		
Contact number for Finance	Contact Email for Finance	

SECTION 4 DECLARATION

I understand that my personal information will only be used by the college for tuition support and contact purposes and not passed to external organisations.

I have read and understood the College Terms and Conditions (given in the prospectus and on the College website) and agree to abide by these.

Please tick if you do NOT want your contact details to be shared with other delegates for the purpose of forming study groups.

As a delegate of CMC you enter into a learning agreement for the duration of your support time, the elements of which are designed to assist the smooth running of your course:

<p>The College will provide:</p> <ul style="list-style-type: none"> • Course materials – relevant text books and study guides • Access to our Delegate Learning Zone • Tutors who are active marketers with up to date knowledge and experience • Tutor support and guidance • Assessment support • Tuition and revision sessions, as appropriate • A response to emailed administrative enquiries within 48 hours • Feedback on draft assignments or Exam Practice Questions within 10 working days – if you have not had an acknowledgement of receipt from your Tutor within 48 hours please contact the College office 	<p>Remember you are studying for a professional qualification and therefore you need to:</p> <ul style="list-style-type: none"> • Attend lectures and online tutorials as specified • Give 10 working days notice if you are unable to attend (a re-attendance fee will apply if notice is less than 10 working days) • Read the course materials as requested • Provide draft assignments by the Colleges published deadlines • Provide final assignments by the Colleges published deadlines • Provide Exam Practice Questions by the Colleges published deadlines • Undertake coursework as instructed by Tutors • Set aside sufficient regular times to study • Notify the College should your circumstances materially change <p>Additional CIM details:</p> <ul style="list-style-type: none"> • Please ensure you register for your CIM Membership and Assessment Fees for the duration of your course
--	---

Signed and dated _____

SECTION 5 CHECKLIST

Please check you have completed your application in full:

<input type="checkbox"/> Personal Details (including delivery address)	<input type="checkbox"/> Course Details
<input type="checkbox"/> Payment Details (Direct Debit forms completed if applicable)	<input type="checkbox"/> CV Provided



TERMS AND CONDITIONS

1. It is the responsibility of each applicant to satisfy the entry requirements of the Chartered Institute of Marketing (CIM), CAM Foundation or Chartered Institute of Public Relations (CIPR) (as applicable). Every assistance will be provided by Cambridge Marketing Colleges (CMC) to enable the applicant to obtain this information from the CIM, CAM or CIPR.
2. All CIM or CAM membership and assessment fees are payable direct to the CIM or CAM. Payment of CMC enrolment fees should be made by cheque (payable to Cambridge Marketing College), direct debit or credit card and must accompany the application form for a place to be reserved. Tuition fees must be paid in advance of the commencement of the course or as agreed with the College.
3. All copy right on material provided by CMC is the property of CMC.
4. CMC tuition fees do not include CIM or CAM membership and assessment fees or social evenings.
5. CMC reserves the right to revise tuition fees at any time.
6. CMC reserves the right to cancel a course or change the schedule for any course, in which case all delegates will be given due notice and also given the options of change or cancellation. In the case of cancellation of a course by CMC prior to commencement, a full refund will be given.
7. CMC accepts no liability to provide extra tuition because of delegate absence through, for example, illness.
8. CMC reserves the right to refuse any applications if entry requirements aren't met.
9. It is a condition of enrolment that a delegate thereby agrees:
 - (a) To take reasonable care of the health and safety of themselves and of the other persons who may be affected by his acts or omissions.
 - (b) To co-operate with all members of the CMC staff in maintaining the requirements of the Health and Safety at Work (1974) Act.
 - (c) Not to interfere with, intentionally or recklessly, nor to misuse anything provided in the interest of health and safety or welfare in the CMC.
 - (d) The CMC accepts no liability for injury or accident however caused whilst in attendance at the College premises.
10. Tutor Support is for one or two years as specified on enrolment. Extensions may be agreed at CMC discretion and are subject to a renewal charge.

Important Notes

The formation or continuation of any course or class is dependent upon adequate delegate enrolment and attendance.

The CMC undertakes to take all reasonable steps to provide educational services in the manner set out in the Welcome Pack and in other documents. Should industrial action or other circumstances beyond the control of the CMC interfere with its ability to provide such services, the CMC undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The CMC does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the Introductory Pack or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a delegate of the CMC, this notice shall be a term of any contract between you and the CMC. Any offer of a place made to you by the CMC is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

The CMC leaflet is issued for information purposes only, and whilst every care has been taken in its preparation, the CMC cannot accept liability for the consequences of any inaccuracy. It is issued on the express condition that all matters covered in it are subject to change from time to time. In particular, the CMC reserves the right, in every case, at its discretion and for whatever reason, to amend fees, and to alter or not to alter classes, courses, parts of courses and other opportunities to study. Any doubt or ambiguity arising from the interpretation of any provision in the CMC leaflet shall be decided solely by the CMC in accordance with English Law.

Whilst every care is taken to ensure that advice given as part of any teaching/training programme is correct, neither CMC nor its lecturers or any other staff will accept responsibility for any loss, damage, etc., howsoever arising occasioned by the implementation of such advice. CMC is an equal opportunities training establishment and will not discriminate on the basis of age, gender, race or religion.

CMC reserves the right to vary these Terms and Conditions.

Cancellations

Cancellations may be made up to 30 days from date of letter of acknowledgement and a full refund will be made less £125.00+VAT for administration charges. Cancellations after that date will not be entitled to a refund.

