



### 1 Personal Details

Title:	First Name(s):
Family Name(s):	
Sex (M/F):	Date of Birth (optional):
Address:	
City:	Postcode/Zip:
Country:	
Telephone No - Daytime:	
Evening:	
Fax No:	
E-mail (compulsory):	
<b>Special Requirements:</b>	
Dietary:	
Disability:	

### 2 Employment Sector

If you are employed please state:

Job Title:
Area of Specialisation:
Nature of Duties:

Do you want your employer to know that you are taking this course?

If 'NO' move to Section 4.

Yes  No

### 3 Employer Details

Employer:	
Employer Address:	
Town:	City:
Country:	Postcode/Zip:
Employer Contact Name:	
Employer Job Title:	
Employer E-mail:	
Employer Telephone No:	
Employer Fax No:	
<b>Course materials to be delivered to:</b>	
Home Address <input type="checkbox"/>	Employer Address <input type="checkbox"/>

### 4 Education/Qualifications

Please indicate your educational background and qualifications (if any):


### 5 Course Selection

I wish to enrol on the following course (**only one booking per form**): Please **tick one box only** then write the jurisdiction and date of the face-to-face course and examination in the boxes provided.

<input type="checkbox"/> Foundation Certificate		
<b>Diploma</b>		
<input type="checkbox"/> Trust Creation: Law and Practice		
<input type="checkbox"/> Company Law and Practice		
<input type="checkbox"/> Trust Administration and Accounts		
<input type="checkbox"/> Trustee Investment and Financial Appraisal		

### 6 Enrolment

On completion of this form please send to:

CLT International/STEP Registrar CLT International Ltd Wrens Court, 52-54 Victoria Road Sutton Coldfield, Birmingham B72 ISX ENGLAND Tel: +44 (0)121 355 0900 Fax: +44 (0)121 362 7510 Email: cltstep_registrar@centlaw.com
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### 7 Fees

**All prices in UK Pounds Sterling**  
**All prices are subject to local taxes**

**Foundation Certificate - Full Programme** **£1,525**  
(Distance Learning Course, Face-to-face-course and Examination and annual STEP student membership subscription)

**Diploma - Full Programme** **£1,575** (per paper)  
(Distance Learning Course, Face-to-face-course, Examination and annual STEP student membership subscription)

## 8 Payment Method

1. Upon receipt of an application form an invoice requesting payment of course fees will be sent to the payee within three days. Invoices must be paid within 21 days of receipt. Payment can be made by completing the credit card form below, by electronic bank transfer, or by cheque payable to CLT International Ltd.

2. Please tick the appropriate box for issue of the invoice and specify the fax or email number.

Please invoice my employer, who has agreed to pay the fee.

Please invoice me at my personal address.

Other (please specify)

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_____
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### Payment may be made by:

Credit Card

Card issuer:

(Please note we cannot accept payment by American Express or American Diner)

Cardholder's name:

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Credit card No:

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Card expiry date:

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Security code (7 digit code on signing stripe)

Electronic Bank Transfer to:

CLT International Ltd  
Barclays Bank Plc  
London Corporate Banking  
P.O. Box 544  
54 Lombard Street  
LONDON  
EC3V 9EX

Sort Code 20-82-94

Account No 30568392

Ref. (your name)

Signature of Employer:

Date:

Signature of Applicant:

Date:

## 9 STEP Application

Please complete this section if you are enrolling on the STEP Foundation Certificate or your first STEP Diploma Course.

Please do not complete this section if you are already a STEP student member.

Before completing this section, please refer to the STEP website [www.step.org/branches](http://www.step.org/branches) for details of the location of STEP branches.

(Foundation Certificate or new Diploma students only)

As a student member of STEP, I would like to join the following STEP branch:

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STEP will be notified of your enrolment within one month.

Your welcome letter from STEP Worldwide, along with your annual subscription invoice, will be sent to you in the next 6-10 weeks.

Please note that all members of STEP must comply with the Code of Professional Conduct. This can be found by visiting [www.step.org/codeofconduct](http://www.step.org/codeofconduct)

How did you hear about STEP?

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## 10 Data Protection

The information you have provided will be used by CLT International, STEP and its branches or approved agents for administrative, membership and educational purposes or as required by law.

From time to time CLT International and/or STEP and its branches may pass your details to third parties to enable them to send you information about products and services approved by CLT International and/or STEP.

If you do not want to receive mailings from third parties, please let us know by ticking the box below.

I do not wish to receive mailings from third parties approved by CLT International and/or STEP relating to beneficial products and services.

I do not wish my details to appear on lists of STEP members issued to the public.

## 11 Terms and Conditions

1. CLT International reserves the right to vary or cancel a course or examination where the occasion necessitates.

2. CLT International accepts no liability if, for whatever reason, the course or examination does not take place.

3. Distance Learning Course materials will be distributed upon enrolment. Lecture Course materials will be distributed at the start of the face-to-face course.

4. **Refunds:**  
If a delegate withdraws from the course eight weeks or more prior to the start date of the face-to-face course, the delegate will be refunded the course fee, less an administration charge of £250.  
If a delegate withdraws less than eight weeks prior to the start date of the face-to-face

course the delegate will be refunded 50% of the course fee.

If a delegate attends the face-to-face course but fails to take the examination, no refund will be paid.

5. **Deferrals:**

If a delegate defers from the course eight weeks or more prior to the start date of the face-to-face course no additional cost will be incurred. If a delegate defers less than eight weeks prior to the start date of the face-to-face course an administration fee of £200 will be charged.

6. Subject to acceptance by CLT International this booking form constitutes a legally binding contract. The delegate and firm are jointly and severally liable for payment of all fees due to CLT International.

## 12 Signature of Applicant

Signature of Applicant:

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Date: