

STEP Foundation Certificate on Trusts for Civil Law Practitioners



Please complete in BLOCK CAPITALS

Course Enrolment Form

1. Personal Details

Title: First Name(s):

Family Name(s):

Designation:

Sex (M/F): Date of Birth (optional):

Address:

Town/City: Postcode/ZIP:

Country:

Telephone No - Daytime:

Evening:

Fax No:

E-mail:

Special Requirements:

Dietary:

Disability:

2. Employment Sector

If you are employed please state:

Job Title:

Department:

Area of Specialisation:

Nature of Duties:

Do you want your employer to know that you are taking this course? If 'NO' move onto Section 4.	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

3. Employment Details

Employer:

Employer Address:

Town/City:

Country: Postcode/ZIP:

Employer Contact Name:

Employer Job Title:

Employer E-mail:

Employer Telephone No:

Employer Fax No:

Course materials to be delivered to:

Home address Employer address

4. Education/ Qualifications

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

5. 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 1SX, UK
 Tel: +44 (0)121 355 0900 Fax: +44 (0)121 362 7510
 Email: cltstep_registrar@centlaw.com

6. Fees

All prices in US Dollars
\$2,950
 Distance learning materials, face-to-face course and examination in Panama



7. Payment Method

Please note that this application form cannot be processed until payment is received.

Please tick the appropriate box:

I enclose a cheque/bankers draft in US Dollars made payable to CLT International Ltd

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

I authorise you to debit my Visa/MasterCard (delete as appropriate) Please note that credit card payments can only be taken in Sterling.

Name on Card:

Credit Card No:

Security Code:

Card Type:

Issuing Bank:

Card Expiry Date:

Payment Amount: \$

Signature of Card Holder: _____

Date:

Electronic Bank Transfer to:

Sort code 20-82-94

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

Account No 75704844

IBAN: GB46 BARC 2082 9475 7048 44

Ref. (your name)

Signature of Applicant: _____

Employer Signature if Paying Course Fee: _____

Date:

8. STEP Application

Please complete this section if :

You are enrolling on your first STEP course and applying for STEP student membership. Please do not complete this section if you are already a STEP member.

Before completing this section, please refer to the STEP website www.step.org/branches for details of the location of STEP branches.

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

STEP will be notified of your enrolment within one month.

Your welcome pack from STEP Worldwide will be sent to you by email 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

How did you hear about STEP?

- | | | | |
|--------------------|--------------------------|------------------------|--------------------------|
| Colleague/Employer | <input type="checkbox"/> | STEP Email | <input type="checkbox"/> |
| STEP Member | <input type="checkbox"/> | CLT International | <input type="checkbox"/> |
| STEP Journal | <input type="checkbox"/> | Industry Publication | <input type="checkbox"/> |
| STEP Conference | <input type="checkbox"/> | Other, please specify: | |
| STEP Website | <input type="checkbox"/> | | |
| STEP Event | <input type="checkbox"/> | | |

9. Signature of Applicant

Signature of Applicant: _____

Date:

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.

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

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. 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 \$490.
- 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.

4. 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 \$390 will be charged.

5. 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.

