



Innovative Management & Professional Train

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_____ Semester

INTERNATIONAL CERTIFICATION PROGRAMS

Registration Form (New & Returning IMPT Students)

1. Applicant Details					
Please note that fee payment or a company purchase order must accompany your registration form. Note also that deferrals and fee refunds are not available for work permit related reasons.					
Name of Participant				ID #:	
Job Title			Sponsor:		
Organization					
Address		P.O. Box			
Tel.		W.		H. M.	
E-Mail		Business:			
		Personal:			
2. Nationality:					
3. Date of Birth: ____ (m) ____ (d) ____ (y)					
4. Program: _____					
5. Course Details (please indicate relevant course(s) in the space below)					
Course Code	Course Title	Day	Time	Office Use	
As a participant in a professional program, I hereby grant IMPT permission to release my details to ACCA/AAT/ ICSA/ILM as may be necessary. _____ (signature)					
Student Declaration					
As a student of IMPT I understand that in addition to the fees paid for training sessions, I will also need to register with ACCA/AAT/ ICSA/ILM and to pay all fees in order to be eligible to sit the external professional examinations/assessments. I further understand that in order to remain a Student Member, I may need to pay an initial subscription fee (as determined by the examining body). For each year that I remain an active student, I may be required to pay an annual subscription fee. I further understand that it is my responsibility to pay all fees when they fall due, including fees training, examinations and subscriptions.					
Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with Innovative Management & Professional Training, in particular clauses concerning refunds, deferrals, waivers, and course transfers.					
_____			_____		
Participant's Signature			Date		

Continuing ACCA Students, who are new to IMPT, please submit proof of papers passed or exemptions as soon as it is available.

New Participants Only

Please complete the following sections in as much detail as possible.

Educational Background				
<i>From</i>	<i>To</i>	<i>Institution</i>	<i>Qualification Gained</i>	
Work Experience				
<i>From</i>	<i>To</i>	<i>Organization</i>	<i>Job Title</i>	<i>Nature of Work</i>
For Office Use Only				



FEE PAYMENT AND REFUNDS

All ACCA or ICSA fees should be paid directly to the ACCA or ICSA respectively.

All fees for training sessions, textbooks/resources, and computer-based exams should be made payable to IMPT. Note that all fees (except for CBE fees) are due before the start of training. Payment of course fees may be arranged as an **advance** payment plan if needed. *All fees for Computer-based exams must be paid before a date can be confirmed.*

All AAT fees must be paid directly to Innovative Management & Professional Training.

Any student using the advance payment plan need to ensure that full payment is made before the start of classes.

Any student who issues a dishonoured cheque will be required to make all future payments by bank draft or cash. **In addition, the student will be responsible for the charges levied by the bank in this respect.**

Withdrawals & Refunds

If a training session is cancelled by IMPT, then the entire training fee will be refunded. In all other instances, refunds will be granted as follows:

Withdrawal before start of training	100%
Withdrawal during the first week of Training	75%
Withdrawal during the second week of Training	50%
Withdrawal after 2 nd week of Training	Nil

NOTE: To request a refund, kindly complete a Refund Request form and attach your original receipt.

Deferring a Course

Requests to defer enrolment in a Training Session are reviewed by IMPT on a case by case basis. Only in cases of documented, extraordinary personal circumstances is it even considered. Deferrals are never granted for work permit-related reasons. If granted, deferrals are limited to one training period only, after which time all fees are forfeited should the student not take up the course at the next offering.

Student Acceptance

I have read and accepted the terms of registration for the classes selected and I am willing to be bound by the policy for Fee Payments, Withdrawals & Refunds, and Class Deferrals.

Participant's Signature

Date

Sept. 2016