



# Innovative Management & Professional Train

Office: Unit 201 Alissta Towers P.O. Box 2528, Grand Cayman, KY1-1104  
 Tele.: 345-943-IMPT Fax.: 345-943-4679 E-Mail: info\_impt@candw.ky

\_\_\_\_\_ Semester

## INTERNATIONAL CERTIFICATION PROGRAMS

### Registration Form (New & Returning IMPT Students)

<b>1. Applicant Details</b>					
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:				
<b>2. Nationality:</b>					
<b>3. Date of Birth:</b> ____ (m) ____ (d) ____ (y)					
<b>4. Program:</b> _____					
<b>5. Course Details</b> (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 _____ as may be necessary. _____ (signature)					
<b>Student Declaration</b>					
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/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.					
<b>Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with Innovative Management &amp; Professional Training, in particular clauses concerning refunds, deferrals, waivers, and course transfers.</b>					
_____			_____		
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.*

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



## **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.*

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 <sup>nd</sup> 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.

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### **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

**May 2015**