

# 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): .....

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

Address: .....

City: ..... Postcode: .....

County: .....

Telephone No – Daytime: .....

Evening: .....

Fax No: .....

E-mail: .....

**Special Requirements:** .....

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 on to Section 4.**

Yes

No

## 3. Employer Details

Employer: .....

Employer Address: .....

Town: ..... City: .....

Country: ..... Postcode: .....

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**  
**US\$2,360 (which includes a first course discount of US\$590)**  
Distance learning materials, face-to-face course and  
examination in Panama

Delivered in association with:



## 7. Payment Method

Please note that this application form cannot be processed unless accompanied by payment (cheque or authority to debit credit card). Please tick the appropriate box:

I enclose a cheque/bankers draft in US Dollars made payable to Central Law Training Limited

I authorise you to debit my Visa/MasterCard (delete as appropriate)

Name on Card:

Credit Card No:

Security Code:

Card Type:

Issuing Bank:

Card Expiry Date:

Payment Amount: \$

Signature of Applicant:

\_\_\_\_\_

Date:

Signature of card holder:

\_\_\_\_\_

Date:

**Electronic Bank Transfer to:**

Central Law Training Limited  
Barclays Bank Plc  
London Corporate Banking  
P.O. Box 544  
54 Lombard Street  
LONDON  
EC3V 9EX

Sort Code 20-82-94

Account No 79142122

Ref. (your name)

## 8. STEP Application

**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.

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, 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?**

\_\_\_\_\_

## 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.

Delivered in association with:

