

# Tutorial Application Form

## 2009 Exams

You can also order online at  
[www.ActEd.co.uk/estore](http://www.ActEd.co.uk/estore)

Please use the separate order form to apply for Study Material and Marking.

ActEd Student Number: \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_

Employer \_\_\_\_\_ Work address (if changed since last order) \_\_\_\_\_

Post/ZIP code \_\_\_\_\_

Home address (if changed since last order) \_\_\_\_\_

Post/ZIP code \_\_\_\_\_

Telephone (home) \_\_\_\_\_ Telephone (work) \_\_\_\_\_

Telephone (mobile) \_\_\_\_\_ Email address \_\_\_\_\_

To book a place on an ActEd course, please give the subject and code of the courses you would like to attend (for a full list of course codes, see the latest *Tuition Bulletin* or visit our website at [www.ActEd.co.uk](http://www.ActEd.co.uk)). Your booking is provisional until the appropriate finalisation date.

	Example	Course 1	Course 2	Course 3	Course 4
<b>Subject</b>	ST7				
<b>1<sup>st</sup>-choice course</b>	ST7-80				
<b>2<sup>nd</sup>-choice course</b>	ST7-81				
<b>3<sup>rd</sup>-choice course</b>	ST7-40				

We will allocate places on a first-come first-served basis. If your first-choice course is full when we process your application, we will allocate you a place on your second-choice course and so on. If all chosen tutorials are full, you will be placed on the waiting list for your first-choice tutorial. We will endeavour to add extra groups at finalisation for students still on a waiting list at that time. If your first-choice course is cancelled at finalisation, we will endeavour to allocate you a place on your second-choice course (taking note of the date of your original application).

Revision Days are most suitable for students who have previously attended Regular or Block Tutorials in the relevant subject.

**You do not need to complete the box below unless you wish to request a course in a location not shown on the tuition bulletin.**

If you would like to request a course in a location not shown on the bulletin, please fill in the appropriate boxes below. You can still apply for an advertised course at this stage in case we are unable to run an extra tutorial in your preferred location. Please see the current *Tuition Bulletin* for more details.

I would like to attend a \_\_\_\_\_-day (please enter number of days)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Regular Tutorial               | <input type="checkbox"/> Block Tutorial             | <input type="checkbox"/> Revision Day  |
| <input type="checkbox"/> Late-Starting Regular Tutorial | <input type="checkbox"/> Residential Block Tutorial | <input type="checkbox"/> Taught Course |

...in subject(s): \_\_\_\_\_

...in any of the following locations:

- |                                     |                                     |                                       |
|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Belfast    | <input type="checkbox"/> Birmingham | <input type="checkbox"/> Bristol      |
| <input type="checkbox"/> Croydon    | <input type="checkbox"/> Dublin     | <input type="checkbox"/> Edinburgh    |
| <input type="checkbox"/> Glasgow    | <input type="checkbox"/> Leeds      | <input type="checkbox"/> Liverpool    |
| <input type="checkbox"/> Manchester | <input type="checkbox"/> Reading    | <input type="checkbox"/> Southampton  |
| <input type="checkbox"/> Stirling   | <input type="checkbox"/> York       | <input type="checkbox"/> Other: _____ |

If appropriate, please specify more than one course type or location using "1" for your first choice, "2" for your second choice *etc.*

Please fax or post this form to: ActEd, 31 Bath Street, Abingdon, Oxfordshire OX14 3FF  
 Tel: 01235 550005 Fax: 01235 550085

### Further information

Shortly after you apply for a course you will receive an acknowledgement of your **provisional** application if the course has not been finalised. If you do not receive an acknowledgement within seven days for each of the courses you have applied for, please contact ActEd immediately to check that we have received your application. A provisional place on a course does not guarantee that the course will run - this will depend on a sufficient level of demand at finalisation. To maximise your chance of getting a place on your chosen course(s), you should apply well before the appropriate finalisation date (see the *Tuition Bulletin* for more details) and state as many preferences as possible.

### Feedback to employers

Most employers ask us to give feedback on tutorial attendance. Please let us know in writing if we must **not** provide this data to your employer or if you wish to change a previous request.

### Health & Safety / Equal opportunities

Please put a cross here  if you have any special needs/disability that may affect you in the event of a building evacuation whilst you are attending a course.

Please put a cross here  if you have a learning disability and/or learning difficulty and/or health problem which you would like us to be aware of. Someone from ActEd will contact you to establish what additional support we can provide for you.

### Invoicing and payment

Please pay by cheque (to **IFE Ltd**) or debit or credit card when you place your order unless your company has pre-arranged payment facilities with ActEd. For debit or credit card payments, please complete the box at the bottom of this page and ensure that you have given your home address on the first page of this order form.

Invoices to be settled by your employer will be addressed to you personally at your office address unless your employer has already authorised the use of its company account for your order. If you would like us to address these invoices differently, please give details below. Please provide your company's requisition number, if applicable, when you place your order. If invoices are not settled within 30 days we may block future orders and/or prevent you from using on-going services (eg marking and tutorials) without offering any refund.

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### Refund and cancellation policy

Once you have applied, you may change your choice of course or cancel without charge, so long as we are notified **in writing** (email is fine) by the finalisation date for the course. You must let us know that you wish to cancel whether you have been given a provisional place or been placed on a waiting list. If you cancel after the finalisation date you will be invoiced for a fee of:

- **50% of the course fee** if you cancel more than seven days before the start of the course.
- **100% of the course fee** if you cancel within seven days of the start of the course.

If, at finalisation, you are not allocated a place on one of the courses you requested, or you applied before the finalisation date and the dates of your course have changed from those shown on the provisional timetable, you may cancel without charge up to seven days before the start of the course. If you cancel within seven days of the start of the course you will be invoiced for a fee of 100% of the cancelled course fee. If you cannot attend one or more days of your tutorial then you are still liable for the full cost of the course. However, you may be able to swap to another course of the same type in the same subject - please contact ActEd for more details. If you might change your study plans in the light of your exam results, we recommend that you book a place on a Block Tutorial rather than a Regular Tutorial.

**You may leave the following boxes blank if you do not need your employer's authorisation to order and/or you do not wish to pay by credit card.**

For employer's use (if applicable)	
Authorised by:	Date:
<b>For credit/debit card applications: Amex, Visa, Mastercard, Solo, Maestro</b>	
Please debit my card number:	Issue number (if applicable):
Cardholder name (CAPITALS):	Start date: /
Is this a company credit card? Yes / No	Expiry date: /
	Security code:
Amount to be debited: £	Signed: Date: / /

