

Enrolment form

continued...

Who will pay the assessment and course fees for each Certificate course?

Course fees

Myself / My institution *

Assessment fees

Myself / My institution *

(* delete as applicable)

If your institution is paying, please attach a letter from your institution confirming that payment has been approved. Your institution will be invoiced at the time that you register for each course. Contact details of person to whom invoice should be sent:

If you are paying for yourself for course fees and/or assessment fees, please note that payment should be made when registering for each course.

If you have attended any of the required Certificate courses in the three years prior to the date that you are completing this form and wish to receive attendance credit for them, please list their titles and dates below. Please note when planning your workload that you will have to complete the assessments for all courses for which you receive attendance credit by the third submission deadline after your enrolment (i.e. within about a year).

Course title(s)

Date attended

Basic immigration – students

Framework for fees (HE or FE or Scotland)

Residence requirements (for fees)

Funding, hardship and managing money

Basic advisory skills

Introduction to recruitment and marketing

Introduction to cultural awareness and sensitivity

Please send this form to:

The Training Administrator

UKCISA

9-17 St Albans Place

London, N1 0NX

Fax: 020 7288 4360