

tops Training of Professional Students



Course Application Form

Personal Details

First Name _____

Last Name _____

Gender Male Female

Date of Birth _____

Current Address _____

Phone Number _____

Professional Qualification (if any) ACCA CIMA CAT Other

Job Description (if working) _____

E-mail _____

Nationality _____

By signing this form you are agreeing to our terms & conditions as stated at the back of this form.

Signature _____ Date _____

Courses

All study material will be included in the cost of course. Laptop will be provided to students on the course

Essential Financial Accounting Worksop £400

Top up: Sage Payroll £150

Book keeping, VAT and bank Reconciliation on Excel £150

Total

tops **Training of Professional Students**



Course Application Form

How to Enrol

To Enrol for a course at TOPS, complete this application form and return it with payment:

•By post: Send a completed application form with payment to:

Tops London Limited, 15 Tenby Close, Chadwell Heath, Essex, RM6 6NP.

•By e-mail: Scanned filled and signed enrolment form and e-mail to info@topslondon.co.uk

Once we have processed your application form and payment, an acknowledgement letter will be sent to you by post.

All prices include VAT and study material.

Cheque is payable to 'Tops London' at least four weeks before the commencement of course or bank transfer to 'Tops London Limited' HSBC Account number: 72071436 Sort Code: 40-25-27

Terms & Conditions

1. The fee is payable in advance at least four weeks before the commencement of course and are non-refundable.
2. Student will be liable for any damage to college property including laptops caused by him/her.
3. College reserves the right to dismiss any student at any time for unprofessional action.
4. All information on this form including prices is believed to be correct at the time of printing but if subject to change at the discretion of the college.