

Tree Life A/C Ltd Professional Diploma Examinations Application Form

Deadline: 10th March 2010

Applicant Information

Please fill in all details below as without these details you cannot be entered in to the examinations. Please note the deadline is for the signed application forms and payment. Forms arriving after this deadline will not be registered.

Full Name:	Date of Birth:
Gender:	Ethnic origin:
Address to send information and results to:	Mobile contact number:
	Home contact number:
	Work Contact number:
E-mail to send information and results to:	Current Employer:

Do you have any special medical requirements we need to know about?

Exams to be taken:

- For each exam day an administration cost is payable.
- You then have the choice of paying £725 to ABC via us for 1 go at all of your exams or if this is a re-take then the fee is shown below.
- Please therefore make sure you look at the options below carefully.
- It is your responsibility to make sure you are entered for the right exams so please complete below carefully and check all paper work that comes through to you.

Exam fees and administration costs:	(Tick)	Total cost	
Full examination entrance payment of £725 that we will pay to ABC on your behalf (this covers all 6 theory exams and your management exercises)	<input type="checkbox"/>		
Re-sit payment per exam that Tree Life will pay to ABC on your behalf (£113.25 per exam)	<input type="checkbox"/>		
Tuesday administration fee at a cost of £38.30 + Vat (total cost = £45.00)	<input type="checkbox"/>		
Wednesday administration fee at a cost of £38.30 +Vat (total cost = £45.00)	<input type="checkbox"/>		
Exams to be taken:		Re-sit?	
Unit 2 (paper 1) on the Tuesday	<input type="checkbox"/>	Y/N	
Unit 4 (paper 2) on the Tuesday	<input type="checkbox"/>	Y/N	
Unit 5 (paper 3) on the Tuesday	<input type="checkbox"/>	Y/N	
Unit 6 (paper 4) on the Tuesday	<input type="checkbox"/>	Y/N	
Unit 1 (paper 5) On the Wednesday	<input type="checkbox"/>	Y/N	
Unit 3 (paper 6) on the Wednesday	<input type="checkbox"/>	Y/N	
		Total to pay:	

Payment Method

For these examinations, payment must be made before any candidate can be entered for the exam with ABC Awards therefore please make sure that a cheque is attached or an order number is given and it is then the candidates responsibility to make sure that that invoice is paid so that the candidate can be entered.

<input type="checkbox"/>	I enclose a cheque for £_____ (made payable to Tree Life A/C Ltd)
<input type="checkbox"/>	I enclose an order number* for an invoice to be sent by Tree Life Please note until payment is made no candidate will be registered with ABC so this must be done by the closing date.

Address where invoices are to be sent:	Home	Work	Specified**
	<input type="checkbox"/>	<input type="checkbox"/>	

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I understand that this fee is non refundable and must be paid in full before registration will occur. I hereby give permission for my details to be used in order to process my application form with ABC and Tree Life. A receipt in the form of a letter will be sent once the Application form has been processed. I have read and understood Tree Life's Terms and conditions. I understand that the closing date for all registrations is the **10th March 2010**.

Signature of Applicant:

Date:

Please fill in form and send with cheque/order number to: Keely Dowson, Tree Life AC Ltd, 1319 Melton Road Braemar Court, Syston, Leicester, LE7 2EN

* you only need this section if you are wanting to apply for the exams separately but please bare in mind this will cost you more money in total if you go on to take all the exams.

**Please write address in the space provided.

Please take a copy of your form and Tree Life's Terms and Conditions for future reference.

Tree Life Terms and Conditions: Examinations.

Terms of reference

For the purpose of these terms and conditions of the contract a candidate is defined as a person engaged in undertaking training provided or managed by Tree Life AC Limited.

For the purpose of these terms and conditions of the contract Tree Life is a company under the Companies Act 1985

Definition: A large company is defined as 50 or more employees.

Terms and conditions.

1. Location

- 1.1. The set location for the examinations is set to be at Tree Life Training Centre, 1319 Melton Road, Syston, Leicester, LE7 2EN. This location is subject to change at any time and will not necessarily be the location used for any other examinations of this kind. If the location does change notification will be given via the contact details on this form to anyone who is registered, and has fully paid.
- 1.2. It is not the responsibility of Tree Life to direct anybody to the site or offer any form of transport.
- 1.3. Any items brought onto the location are the sole responsibility of the candidate and Tree Life can in no way be held liable.
- 1.4. It is Tree Life's decision on when exams will be sent and timetabled for and at what time of the year if at all.

2. Payment

- 2.1. Full payment is required along with the application form to register for the examination with ABC (Awarding Body Consortium). An order number will be accepted if it is from a local authority in which case an invoice will be sent detailing that order number. Until full payment is made the payment is the candidate responsibility and it should be noted that no candidate registrations will be made until full payment is made, even if order numbers have been given
- 2.2. No refund of any money will be given except in exceptional circumstances which will be determined and assessed by Tree Life on a case by case basis.
- 2.3. No refund of the registration fee for ABC will be made at any time for any reason
- 2.4. Tree Life is VAT registered and therefore all invoices will include VAT which will be clearly identified on the invoice.
- 2.5. Once payment has been made to ABC candidates must speak to them with any concerns over the examination process.
- 2.6. If payment for goods and services are not received Tree Life are legally entitled to take the unpaid invoice to the small claims court to reclaim the balance outstanding.
- 2.7. Tree Life reserves the right to charge large companies (defined in terms of reference above), a rate of 8% interest over base rate for each late day of the agreed time limit for payment. The rate is set by the Late Payments of Commercial Debts (Interest) Act 1998.

3. Examinations

- 3.1. All candidates must adhere to ABC rulings and codes of conduct at all time thought the examination

process.

- 3.2. All details of the exam e.g. timings are the candidates responsibility. And must make sure they are aware of all the details they need.
- 3.3. The exam room can only hold a certain amount of candidates therefore this is based on a first come first served basis, based on paying the full amount.
- 3.4. Even if a candidate does not show up to the examination they are still liable for the payment and no refund will be given
- 3.5. Application forms must be received and paid for by the 17th October 2008 to be registered any application forms arriving after this date will not be processed.
- 3.6. Any problems with the examinations are not the responsibility of Tree Life and therefore complaints about the examination process must be taken up with ABC Awarding body.

4. Communication

- 4.1. All communications will be by the details given on this form, therefore the candidate must be clear when writing information that is required for office use.

5. Personal Details

- 5.1. Any personal information relating to the candidate will be kept on file but will not be given to third parties except for ABC the examining body at any time without written authorisation from the candidate in question.
- 5.2. Information may be held for up to 10 years after candidates have been on a course with Tree Life.

6. Copyright

- 6.1. Any material produced by Tree Life is copyright of Tree Life Arboricultural Consultancy Ltd and therefore can not be reproduced without permission.

Modified: 22.09.08