

## IoD Certificate and Diploma in Company Direction Commencing 11 March 2024

☐ Please tick here to confirm you agree the IoD can share your exam results with the GTA for statistical purposes.

Delegate Name:		
Organisation:	Invoice (please tick): o Organisation      o Self	
Correspondence Address:		Postcode:
Email:	IoD Membership no. (if applicable):	
Work Tel:	Mobile:	
Special Requirements (dietary requirement, access etc): o No      o Yes, details:		
<b>PRICING OPTIONS</b>	<b>IoD Member</b>	<b>Non-member</b>
<b>Full Programme - Certificate &amp; Diploma</b>		
Certificate & Diploma	<input type="checkbox"/> £9,150	<input type="checkbox"/> £11,575
<b>Certificate only</b>		
Certificate (4 modules over 6 months)	<input type="checkbox"/> £7,325	<input type="checkbox"/> £9,150
Modular (per module)	<input type="checkbox"/> £2,140	<input type="checkbox"/> £2,375
<b>Diploma only</b>		
Diploma (1 module)	<input type="checkbox"/> £2,575	<input type="checkbox"/> £3,650

The above fees **do not** include the examination fees (see terms & conditions).

### TOTAL FEES PAYABLE AND DECLARATION

Total fee payable £ \_\_\_\_\_

By signing this agreement I confirm I have read and accept the terms and conditions set out overleaf and agree to abide by them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms and Conditions

### IoD Company Direction Programme

#### HOW TO BOOK

Please complete and return this application form to [admin@gta.gg](mailto:admin@gta.gg). It is important that you complete all sections of the form.

#### FEES

The programme fees are inclusive of course materials plus light refreshments and buffet lunch. The IoD member fee is only available to current IoD members on production of your IoD membership number.

Payment of the fees may be made in instalments over the duration of the delivery of the programme and your invoice will reflect this. Flexible payment arrangements are at the discretion of the GTA and must be agreed before the commencement of the programme.

An invoice for the programme will be sent to you prior to the commencement of the course with details of any instalment dates and amounts.

#### EXAM FEES

Please note that the examination fees are payable separately, directly to the IoD as follows:

- IoD Certificate in Company Direction    £200 per module (or £600 if all 4 modules are booked at the same time)
- IoD Diploma in Company Direction    £600

\*\*\* Please note exam fees are correct at time of printing \*\*\*

*Exams must be booked with and paid to the IoD directly and are sat monthly via remote invigilation.*

#### CANCELLATION POLICY

- a) If notice of a cancellation is received in writing 21-30 days before the course start date, you will be charged 50% of the course fee.
- b) If notice of a cancellation is received in writing 0-20 days before the course start date you will be charged 100% of the course fee.

#### DISCOUNT

The £700 discount for doing the Certificate and Diploma together only applies to bookings made before the start of the programme. Please be advised that you need to pass all 4 Certificate exams before advancing to the Diploma.

Please note that should you need to defer a module of the Certificate programme a deferral fee of £275 will be payable, and if you wish to defer the Diploma module a deferral fee of £550 will be charged. All deferrals must be made in writing at least 7 days prior to the start date of the relevant module.

#### SCHEDULE CHANGES

Descriptions, including fees, are given in good faith. However, the IoD and /or the GTA reserves the right to change content, leader, location and fees, or to cancel, for whatever reason. Neither the IoD or the GTA will be held responsible for any fees/cancellation charges incurred by these changes.

#### DATA PROTECTION

Please refer to our website [www.gta.gg](http://www.gta.gg) for our privacy policy. In order to facilitate the programme we share your contact details with the IoD to enable you to be registered for the programme, to access online resources and to receive course materials.