**For more information, please call **020 3364 4500**, email [examtraining@lexisnexis.co.uk](mailto:examtraining@lexisnexis.co.uk) or visit [www.tolley.co.uk/examtraining](http://www.tolley.co.uk/examtraining)**

**Please return this enrolment form to:**
Client Services
Tolley Exam Training
Lexis House
30 Farringdon Street
London
EC4A 4HH

**or scan and email to**
examtraining@lexisnexis.co.uk

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**Tolley® Exam Training**

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### Student Details
Please complete all relevant sections

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Forename</td>
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<tr>
<td>Surname</td>
<td></td>
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<td>Home address</td>
<td></td>
</tr>
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<td>Postcode</td>
</tr>
<tr>
<td>Tel No. (home)</td>
<td>Tel No. (work)</td>
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<tr>
<td>Mobile</td>
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<td>Email (required)</td>
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<td>ATT registration no.</td>
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**Student Payment Details**
Please tick relevant payment method

- [ ] Cheque is enclosed made payable to Tolley Exam Training
- [ ] Please debit my Mastercard/Visa/Maestro card*

I have read and understood all the terms and conditions

Signed ✐ Date ✐

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### Employer Details
Please complete all relevant sections

<table>
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<tr>
<td>Company name</td>
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<td>Training manager</td>
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<td>Address</td>
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<tr>
<td>Tel No. (work)</td>
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<td>Email</td>
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Material to be sent (please tick) [ ] Home address [ ] Work address

Please note that material will be sent to you by courier and will need to be signed for upon delivery

Postage: please note that delivery of material within England, Scotland and Wales is free of charge. We reserve the right to charge additional costs of delivery outside of these areas.

**Employer Payment Details**
Please tick relevant payment method

- [ ] Cheque is enclosed made payable to Tolley Exam Training
- [ ] Please send an invoice

We accept responsibility for the payment of fees due and have read and understood all the terms and conditions

Name ✐

Position ✐

Signed ✐ Date ✐

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* To comply with the Payment Card Industry Data Security Standard (PCI-DSS), LexisNexis does not accept payment card details by e-mail, fax or post. Once your order has been processed you will receive a link to our secured web payments service that allows you to pay online.

* I consent to Tolley® Exam Training processing, recording and retaining my Personal Data including sensitive personal data relating to my training and, if my employer is paying for my course, I further consent to Tolley Exam Training releasing all or part of such to my employer (together with any reports that Tolley® Exam Training considers necessary or reasonable in connection with my attendance and performance).

* I understand that it is my responsibility to register with the Association of Taxation Technicians or The Chartered Institute of Taxation as a student and to submit my examination entry on time. Further details can be obtained from www.att.org.uk or www.tax.org.uk.

We respect your privacy and we will not pass your contact details on to any third party. For details of our privacy policy please visit our website at: www.lexisnexis.co.uk/privacy

If you DO NOT wish to be kept informed by mail ☑ phone ☐ fax ☐ email ☐ of other LexisNexis products and services, please tick the relevant boxes.
**ATT Material Only 2018 Examinations**

Material only includes study manuals and question banks together with memory joggers and revision question bank (where ordered). It does not include access to the Tolley Academy, progress or mock exams or tutor support.

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<tr>
<th>ATT Papers</th>
<th>Study Manuals &amp; Question Banks (£)</th>
<th>Memory Joggers (£)</th>
<th>Revision Question Bank (£)</th>
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<tr>
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<td>Paper 2 - Business Taxation and Accounting Principles</td>
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<td>Paper 3 - Business Compliance</td>
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<td>Paper 4 - Corporate Taxation</td>
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<td>Paper 5 - IHT, Trusts and Estates</td>
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<td>Paper 6 - VAT</td>
<td>145</td>
<td>35</td>
<td>95</td>
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</tbody>
</table>

| **Total Payment enclosed (inc VAT)** |

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Terms and Conditions

7. Deferral Policy

7.1. Unless you provide us with sufficient notice in accordance with the conditions below, you will be neither entitled to attend the equivalent of the Course(s) being presented during the time that the relevant professional body requires the said Course(s) to be taken, nor will you be entitled to attend a replacement Course(s) of the same level and type.

7.2. You will be entitled to attend the equivalent of the Course(s) being presented during the time in which the relevant professional body requires the said Course(s) to be taken only if you have met all the requirements stipulated in the Agreement.

8. Cancellation Policy

8.1. Under no circumstances will there be any refunds in respect of Distance Learning looking or materials fees. For Online Learning bookings you may defer your intention to withdraw by notifying us in writing within 14 calendar days of receiving your materials. If you comply with the conditions below and do not pass a particular examination, then you will be entitled to a refund of the course fees paid for that examination only. You must, however, notify us in writing of your deferral which you have not already attended, you will be entitled to attend the equivalent courses for the next examination session.

9. Marking of Exams

9.1. You should complete your completed practice and pre-revision mock examinations for marking by us electronically or by facsimile.

10. Change of address or other contact details

10.1. Tolley Exam Training reserves the right to circulate a sample course at any time, in which case, fees will be fixed at the course or examination fee and paid in full to the Student.

11. Warranty

11.1. Tolley Exam Training warrants that the Courses are provided in accordance with the policy below but this will invalidate your entitlement to the Guaranteed Pass Scheme.

12. Limitation of Liability

12.1. You must allow us to enter the premises at any reasonable time to inspect the Courses.

13. Data Protection

13.1. Tolley Exam Training will take all reasonable precautions to safe guard the personal data that you provide to us and will ensure that they are only used for the purposes for which you provided them. You have a right to access the data that we hold about you and to have it rectified if it is inaccurate or out of date. You also have a right to be informed in what form the data is held and to whom it has been disclosed. You have a right to data portability and to data portability of your personal information in a structured, commonly used, and machine-readable format.

14. Miscellaneous

14.1. No delay or failure by either party in exercising any right in accordance with the Agreement shall be deemed to be a waiver of that right.

15.1. You are responsible for the remedial action to be taken in respect of any unforeseen circumstances and to ensure that the requirements of the relevant professional body are met.

16. Registration and Exam Entry

16.1. Tolley Exam Training accepts no responsibility for non-registration by the student with the relevant professional body for any reason. You are solely responsible for registering and entering examinations with the relevant professional body.

17. Payment Terms

17.1. Proof of posting is not proof of delivery. If it is not marked as received on your programme within seven days of sending you should contact us immediately.

18. Guarantee of Pass Scheme

18.1. Tolley Exam Training guarantees that (i) the Materials will be of satisfactory quality but does not warrant that they will be free from defects or errors, (ii) the Advice you receive from the Tolley Exam Training will be of the quality expected by you, or (iii) you will pass the examination.

19. Limitation of Liability

19.1. No delay or failure by either party in exercising any right in accordance with the Agreement shall be deemed to be a waiver of that right.

20. Data Protection

20.1. Tolley Exam Training shall use personal information collected about you for the purposes of (a) providing the Courses and Online Services to You, (b) fulfilling our obligations under the Agreement, (c) providing customer support, billing and other similar activities related to the Courses and Online Services to You, and (d) fulfilling any applicable statutory or legal requirement.

21. Miscellaneous

21.1. No delay or failure by either party in exercising any right in accordance with the Agreement shall be deemed to be a waiver of that right.