



# HOW TO START YOUR TRAINING

Complete the Enrolment Form and send this together with your payment to:-

**The Writers Bureau  
7 Dale Street  
Manchester M1 1JB  
England**

Please enclose the name and address label from the front of the envelope which contained your prospectus, (if this is not available, the address label from any other envelope we have sent to you will do). This will help to speed up your enrolment at our end. If there are any changes to your name or address please tell us about them at the same time.

1. For payment by Visa/Access/Mastercard please complete the front of this form. Please ensure that we have the registered name and address of the card if this is different from the name and postal address on this form.

**You can enrol using the Internet when paying with your credit card.**

**Visit: [www.writersbureau.com/article/enrol](http://www.writersbureau.com/article/enrol)**

2. **Direct Bank Transfer – Quick and Safe**

You can now complete a transfer directly from your bank to ours which is safe and quick. You will need the following details:

Bank name: The Royal Bank of Scotland  
Swift Number: RBOSGB2L.  
IBAN Number: GB07RBOS16000120277162.

3. **Sending your payment to England**

One of the best ways to send your fees is by sterling Bankers Draft drawn on a London Bank. **YOU DO NOT NEED TO HAVE A BANK ACCOUNT TO OBTAIN A BANKERS DRAFT.** You can buy one at any bank that conducts foreign exchange. Always tell the bank that your payment is for educational purposes. If the bank needs proof of this, show them your enrolment form and Writers Bureau prospectus.

**Make your draft payable to ‘The Writers Bureau’.**

When you have bought your draft, send it to us yourself together with your enrolment form. Do NOT let the bank send your payment to us. They will send it via a London bank who will impose heavy charges and we will have to pass these back to you. This way also causes long delays. So to avoid these extra charges and the delays buy a sterling draft and send it to us yourself. Bank drafts in currencies other than sterling also incur additional bank charges.

4. We can only accept personal cheques which are drawn on a UK bank (please make them payable to The Writers Bureau).
5. We can accept cash in sterling, US Dollars or any other currency that we can exchange in the UK. You should ALWAYS send cash by registered mail. If any cash sent by unregistered mail goes astray in the post we will not be responsible for this. It is your loss not ours.

**IMPORTANT** – the fees quoted on your enrolment form DO NOT INCLUDE BANK CHARGES. Any small amount your bank may charge you for a bank draft must be your responsibility. DO NOT deduct it from your fees.

## COURSE DESPATCH ARRANGEMENTS

- A. All course material, assignments and correspondence is sent by air. Where appropriate customs declaration labels are attached with the words “educational material no commercial value”. It is very rare that there are any problems with customs. However, if customs clearance should be required, or import duties imposed (again very rare) these must be your responsibility.
- B. If study material goes astray in the post we will provide replacements, completely free of charge, up to one complete course.