

# The Writers Bureau

Sevendale House, 7 Dale Street, Manchester M1 1JB

## ENROLMENT FORM

Please enrol me as a student on The Writers College Art of Writing Poetry Course. I have read and understand the Conditions of Enrolment shown below and I agree to them. I also agree to respect the copyright in the course and not to allow any other person to read or use the course or any portion of it nor offer it for re-sale in any way whatsoever.

Signature ..... Date .....

Name and Address (Mr/Mrs/Miss/Ms) .....  
(BLOCK CAPITALS PLEASE)

..... Postcode .....

Telephone ..... Email .....

### COURSE FEES

Full fees \$357 (enclosed herewith)

or

Please charge my Credit/Debit card \$357

### INSTALMENT TERMS AVAILABLE

\$40 deposit enclosed herewith and then \$55 a month for the following 6 calendar months, making \$370 in all.

**You can enrol using the Internet when paying with your credit card. Visit: [www.poetrywriting.co.uk/enrol](http://www.poetrywriting.co.uk/enrol)**

Card Number

Start date if shown   -   Expiry Date   -   Issue number if shown   Security Code    last 3 digits on signature strip

If the registered name and address for the credit card is different from the above name and address (that is where your course is to be posted to) please state here the registered name and address of the card. This is essential in order to obtain credit card authorisation.

## CONDITIONS OF ENROLMENT

1. For the fees quoted The Writers College will provide the course named above.
2. If you are paying your fees by instalments, you agree to pay these promptly as they fall due, irrespective of the speed at which you study. Late instalment payments may cause delays in study material being sent and delays in your studies. Please let us know if your instalments are going to be late. We will treat all deserving cases as sympathetically as possible and do our best to avoid interruption to your studies.
3. This agreement lasts for four years. If you wish to extend your studies beyond four years, an extra charge may be made for administration and the supply of revised course material.
4. The course material becomes your property on receipt.
5. The Writers College reserves the right to refuse to accept any applications for enrolment.
6. You agree to these Conditions of Enrolment. You also agree to respect the copyright in the course and not to allow any other person to read or use the course, or any portion of it, in any way whatsoever.

### 8. YOUR GUARANTEES

- (a) You have the course on 15 days (in your possession) inspection trial when you enrol. If you post it to our Office within 15 days of receipt, any money you have paid will be refunded in full. This period will only be extended by request in advance.
- (b) We will pay you \$15 for every written assignment which is not properly corrected by your tutor. Failing agreement between us we both agree to accept independent arbitration as binding.
- (c) If, in our opinion, we feel you do not have sufficient aptitude to complete the course, or if for any other reason you have no chance of becoming a published writer we will tell you and reserve the right to cancel your enrolment. In such cases all fees paid will be refunded on return of the course material.

**THESE GUARANTEES ARE YOUR SAFEGUARD OF A FAIR DEAL FROM THE WRITERS COLLEGE**

# 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.poetrywriting.co.uk/enrol](http://www.poetrywriting.co.uk/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.