

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

# ENROLMENT FORM

Please enrol me as a student on the Writers Bureau Comprehensive Writing Course. I have read and understand the Conditions of Enrolment and the course despatch arrangements shown on this form 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 in any way whatsoever.

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

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

Postcode .....

Telephone and/or fax .....

## COURSE FEES

Full fees \$480 including postage and packing enclosed herewith. (Reminder: the complete course is sent when you pay the full fees on enrolment)

or

Please charge my Access/Visa/Mastercard \$480 including postage and packaging.

## INSTALMENT TERMS AVAILABLE

\$50 deposit enclosed herewith and then \$75 a month for the following 6 calendar months, making \$500 in all.

### Please tick below to show how you will send your instalment

By banker's draft

By credit card

By other means please state

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

Card Number:

Start date if shown   -   Expiry Date   -   Issue No. 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 Bureau will provide the course and services described in the Prospectus, "Write and Be Published".
2. If you are paying your fees by instalments, you agree to pay these promptly to our Manchester Office as they fall due, irrespective of the speed at which you study. If an instalment becomes more than two months overdue, you automatically forfeit your right to any refund under the Guarantees below, unless an extended payment period has been agreed between us in advance. If there is any danger of your instalment payments being delayed, please write to us. We will treat all deserving cases as sympathetically as possible and do our best to adjust your payments to your circumstances.
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 Bureau reserves the right to refuse to accept any applications for enrolment.
6. You agree to follow your tutor's advice; to study the course conscientiously in order to give it a fair chance to help you; to take all reasonable steps to have your writing published and to keep us informed of the results of all submissions you make during and up to the end of your course, including all fees received. It is a requirement of the guarantees below that you comply as fully as possible with this clause.
7. We will award you a Certificate of Competence as soon as you have earned your tuition fees from writing which you have sold. The award of a Certificate of Competence confirms that the Writers Bureau is no longer liable for any refund of tuition fees under part (a) of the Guarantees below.
8. **YOUR GUARANTEES**
  - (a) If you have not sold writing to the value of your Comprehensive Course fees by the time you have completed the last course assignment, we will refund the whole of your course fees on receipt of a written request, providing such request is received at our Manchester Office within one month of the completion of the last assignment. At the same time you must provide us with a selection of rejection letters to prove that you have been making every effort to sell your work.
  - (b) You have the course on 15 days (in your possession) inspection trial when you enrol. If you post it to our Manchester 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.
  - (c) 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. This is in addition to any refund you may claim in clause (a) above.

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

# 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.
2. **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.

3. We can only accept personal cheques which are drawn on a UK bank (please make them payable to The Writers Bureau).
4. 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

1. When you send the full fees on enrolment the complete course is sent in one parcel, including the three handbooks and a most attractive library sleeve for storing your course.
2. For students paying by instalments, the first 11 modules and three handbooks are sent on enrolment. The remainder of the course is sent as you progress through your studies.
3. All course material, assignments and correspondence is sent by air. There 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.
4. If study material goes astray in the post we will provide replacements, completely free of charge, up to one complete course.