

Enrolment Form

HMConsult LLC
Office and Training Centre
Rr. Qendra Tregëtare
Bregu i Diellit Lokali nr. 29
Kosovë
Telephone: +386 49 125 534
e-mail: eibrahimi@hmconsult.eu
Skype: editahmc

www.HMConsult.eu

| | |
|---------------------|----------------|
| Surname: | Mr/Ms/Mrs/Miss |
| First name(s): | |
| Address: | |
| Postcode: | City: |
| | Date of Birth: |
| Telephone (home): | |
| Telephone (office): | |
| Telephone (mobile): | |
| E-mail address: | |

| | |
|---|-----------------|
| Details of your employer <i>(if applicable)</i> | |
| Employer: | Contact person: |
| Address: | Postcode: |
| City: | Country: |
| Telephone: | E-mail address: |
| | Website: www. |

Tick the appropriate boxes



- CIM Introductory Certificate in Marketing, Unit 1, "What is Marketing"
- CIM Introductory Certificate in Marketing, Unit 2, "Understanding Customer Relations"
- CIM Professional Certificate in Marketing, Unit 1, "Marketing Essentials"
- CIM Professional Certificate in Marketing, Unit 2, "Assessing the Marketing Environment"
- CIM Professional Certificate in Marketing, Unit 3, "Marketing Information and Research"
- CIM Professional Certificate in Marketing, Unit 4, "Stakeholder Marketing"
- CIM Professional Diploma in Marketing (to be released 2nd half 2009)

By signing the enrolment you confirm that you have read and agreed the HMC terms and conditions as below

| | |
|-------|-----------|
| Place | Date |
| Name | Signature |

HMCConsult LLC (called “HMC”) is registered in Kosovo under number 70512467. By enrolling for a regular course, students agree to be legally bound by these present terms and conditions, and as modified from time to time.

PRIVACY

HMC does not collect individual user details, unless a user voluntarily submits such information. HMC does not share that information with outside sources, and is committed to keeping such information confidential.

ADMISSION & COURSES

It is the student’s responsibility to register with the relevant professional body, where applicable, or enter for any examinations held externally.

Unless otherwise stated, fees for courses quoted include tuition, CIM Affiliate Membership, CIM course book(s), Lecture notes. If the application form is signed on behalf of the student by his/her sponsor/guardian/representative, these conditions will still apply.

All declarations made on admission are accepted in good faith. Any false declaration about qualification or age, or any failure to produce documentary evidence of entry qualifications, may result in the expulsion of the student from the course to which he/she has been admitted. In such cases, the student will not be entitled to any refund.

HMC reserves the right to cancel courses, amalgamate classes, change programmes at short notice, should the need arise due to lack of demand.

FEES POLICY

Source of Funds Course fees are paid from the following sources:

- An employer or other recognized sponsor.
- Student or his/her family.

Students who are unable to produce acceptable evidence of support from their sponsor will be liable for the payment of their fees.

Deposited Fees

A non-refundable deposited fee must accompany an application for admission. This fee is not refundable under any circumstances unless the application has not been accepted or if the course in which a student has enrolled will not be run.

Payment of Fees

All students must enroll at the start of their course. HMC will only accept student enrolment upon receipt of the relevant payments or sponsor authorization.

Sponsored Students

HMC reserves the right to accept the sponsor's guarantee. In case where the guarantee is not acceptable, it is the student's responsibility to pay his/her fees at or before enrolment.

Late Payments

A penalty charge of EUR 25,00 will be applied in all instances where payment has not been received by HMC by the required date and each time a reminder letter is sent. HMC does not accept any reason for delay in payment. Any transaction rejected by the bank will be classified as late payment and charges applied accordingly.

Additional Fees. In case that HMC has to make additional costs to collect the fees from the student, the additional costs will be added to the outstanding fees of the student.

Full refund

Full refund of tuition fees will be made if HMC is unable to offer advertised course due to insufficient student enrolment or any other reason.

Course Deferment

If a student wishes to defer to the next term there will be a EUR 100,00 deferment charge added to the tuition fees.

Non-refundable

Deposited fees and deferment charges are non-refundable.

ATTENDANCE

Students are expected to attend classes regularly. HMC reserve the right to terminate a student's course of study if attendance is insufficient.

HMC reserve the right to forfeit the tuition fees of students, if they are late, absent or leave before the end of their period of study for any other reason.

INDEMNITY

Each party will indemnify the other in respect of any costs, claims, demands, losses or liabilities (including reasonable legal Fees) incurred by the indemnified party as a result of or arising in any way from a claim by a third party which results from any breach of the provisions contained in these Terms and Conditions.

DISCLAIMER

HMC shall not be liable to any student for any indirect or consequential loss, including loss of data, profit or business however caused. HMC's aggregate liability to any student, caused by breach of contract, negligence or otherwise (except in relation to death or personal serious injury), shall not in any event exceed either EUR 1,000.00 or the amount that has been paid by the student, whichever is the lower.

Neither party shall be liable to the other for any failure or delay in the performance of its obligations under these terms and conditions caused by circumstances beyond that party's reasonable control.

SEVERANCE

If any provision of these terms and conditions is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be enforced to the maximum extent permissible so as to affect the intent of these terms and conditions, and the remainder of the terms and conditions shall continue in full force and effect.

LAW & JURISDICTION

These terms and conditions shall be governed by the laws of Kosovo and the student agree to abide to the jurisdiction of the Kosovo Courts.

The Terms and Conditions are reviewed by HMC from time to time. There is no guarantee that the conditions for payment or refund of fees will remain the same.

All students must comply with the current Terms and Conditions. HMC reserves the right to change or amend the Terms and Conditions from time to time without prior notice.

If you do not understand any part of the Terms & Conditions please contact HMC for assistance.

Prishtine, 1 December 2008