

ADDITIONAL INFORMATION WHEN COMPLETING YOUR APPLICATION FORM

Paying for your programme

For company-funded students

An invoice will be issued for your course fees. It will be sent to the person and place stipulated in Section 12 prior to the course start date. Payment is due on receipt of invoice and can be made by BACS, cheque or credit card.

If a purchase order number is essential for payment of invoice, please ensure that it is stated in Section 12 or has been instigated and can be advised later.

For self-funded students

An initial payment is required upon application. The balance of student fees can be paid for either in full before the programme start date (personal cheque or credit card) or via MOL's instalment schedule. The instalment schedule allows you to spread the cost of your programme fees across the course. After the initial payment, instalments are taken monthly by standing order. Additional fees will be incurred if payment plans are not adhered to.

Please see accompanying sheet 'Programme Fees' for further information. Student applications will be delayed if programme application forms or standing order mandates (available from the MOL team) are not correctly completed. Programme applications will only be processed if accompanied by the required initial payment and standing order mandate.

CIOB Membership

The Institute requires all those pursuing CIOB approved qualifications to be registered as members. Fees are separate to those payable to MOL. There are a number of real benefits, including 'Contact' magazine, access to the CIOB Website, Library and Information Services and invitations to Branch meetings for presentations and networking. Further details will be provided at your induction.

Programme Flexibility

Once a student has commenced a programme with MOL, it is our policy to provide support to successful completion while the student remains committed to pursuing their qualification. **Non attendance at the induction and/or lines and levels 2-day practical may attract an additional charge. For leavers, no refunds are given in view of the provision of materials and commitment of the majority of costs at the start of the programme. An admission charge will be made for applicants who withdraw prior to the start date having been accepted on a course and for whom materials have been ordered.**



MOL Contact Details

Please contact the MOL team -

Tel: 0161 203 2103
Fax: 0161 920 4103
Email: enquiries@mol-openlearning.co.uk
Website: www.mol-openlearning.co.uk
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Ashley Lane,
Manchester M9 4WU

Data Protection Act 1998

The information you provide on this form will be passed to the Learning and Skills Council (the Council). The Council is registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data. The Council will collect and share this information with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. This will allow the Council and its partners to monitor performance, improve quality and plan future provision.

We may occasionally wish to update you on courses that may be of interest to yourself or your colleagues. Please tick this box if you do not wish to receive this information.



Chartered Institute of Building

Certificate in Site Supervisory Studies

Construction Training Programmes



Application Form

MOL Flexible Learning Programmes for Chartered Institute of Building (CIOB) qualifications



