

**ATM SAFETY & ENVIRONMENT  
APPLICATION FORM**

Title.....First name.....Family name.....  
(Mr/Mrs/Miss/Ms/Dr)

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male  Female  Nationality.....

Address:  
.....  
.....

Telephone.....E-mail.....

Employer..... Job Title .....

Qualifications.....

**Please tick the box on the right and write in the amount to be paid**

<b>NEBOSH National Diploma</b> <i>Cost £1200+ VAT (or 3 x £450 + VAT by instalments)</i>	√ and £
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I wish to study the Diploma by Distance Learning  
 With tutorials in Coventry on the standard programme   
 With tutorials in Uxbridge (W.London) on the standard programme   
 With tutorials in Coventry on the fast track programme   
 With etutorials only

<b>NEBOSH International Diploma</b> <i>Cost £1200 (or 3 x £450 by instalments) Overseas students do not pay VAT</i>	√ and £
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I wish to study the International Diploma by Distance Learning  
 With tutorials in the UK  With etutorials only

<b>NEBOSH Fees (can be included or excluded and paid at a later date)</b>	√ and £
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Include enrolment fee £50 (recommended)   
 Include examination and assignment fees £400 UK or £435 overseas

Signature of applicant.....Date.....	Total Fees
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I have read and accept ATM Safety & Environment's terms and conditions

**Method of Payment**

Cheque  Electronic Transfer  Invoice  \* Please charge my/our Mastercard/Visa/ Maestro/Solo card   
 \*(please provide a purchase order for invoice payments)

Card Number .....

Start Date: ..... Expiry Date: ..... Security Number (3 digits on back).....  
 (card details may be provided by telephone if preferred)

Please return to: **ATM Safety & Environment,**  
**Suite 2, Ashbee House, Campden Business Park, Battlebrook Drive, Chipping Campden, United Kingdom**  
 Tel: +44(0)1386 840198 Fax +44 (0) 1386 841950 Email: [info@atmsafety.co.uk](mailto:info@atmsafety.co.uk)

## ATM Safety & Environment

### Terms and conditions

These terms and conditions relate to the provision of NEBOSH<sup>1</sup> training courses and National Vocational Qualifications (NVQs).

1. All students are required to complete a company application form to provide personal identifiers such as current address, contact telephone number, e-mail address, date of birth and nationality. This information is held on computer and may be passed on to an awarding body<sup>2</sup> for the purposes of student registration. This information is not given to any other parties or to other students without prior consent.
2. Students are required to contact ATM when and if their contact details change.
3. On receipt of a completed application form ATM will send an invoice for the course fee. This invoice must be paid before any course materials are sent out or tutorials arranged, unless a company purchase order<sup>3</sup> has been received and accepted by ATM as confirmation of funding. In the latter case ATM will enrol students before payment is received.
4. Training course materials provided remain the copyright of ATM Safety & Environment and must not be reproduced or passed to any third party for reproduction in whole or in part.
5. Once an order has been placed, no cancellations will be accepted or refunds given. However, a company may put another employee on to a course if the original candidate is unable to take up their place prior to commencement of the course programme.
6. Enrolment on NEBOSH Certificate courses, the Environmental Diploma and all NVQs is valid for 12 months i.e. students must complete the award within one year of starting the course. For the National Diploma and International Diploma in Occupational Health and Safety enrolment is valid for 2 years i.e. students must complete the award within 2 years of starting the course.
7. Students who do not obtain the award during the enrolment/study period with ATM but at a later date wish to complete will be provided with an additional 12 months support and updated course materials, where appropriate, subject to paying 50% of the course fee current at that time.
8. Students who sit examinations during their enrolment/study period but who are referred in one or more units may re-sit the examination with ATM at one of the next two sittings (from the date when they were referred) subject to payment of a re-sit fee and the appropriate exam registration fee.
9. All examinations run by ATM will be conducted according to examination board requirements.
10. Learning materials and Certificates or Parchments for UK addresses will be dispatched by Royal Mail Recorded delivery or similar signed for service. Learning materials for overseas addresses will be dispatched by courier; Certificates or Parchments will be dispatched by Royal Mail International Signed for or a similar signed for service. Candidates wishing their Certificates or Parchments to be dispatched by courier will be required to pay the difference in cost for the service.

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<sup>1</sup> National Examination Board in Occupational Health and Safety

<sup>2</sup> National Examination Board in Occupational Health and Safety and City and/or City & Guilds

<sup>3</sup> Enhanced learning claim forms are also accepted