

# CPI Retake Courses

BPP Professional Education are providing Retake Courses leading towards the 2008 Certificate of Proficiency in Insolvency examinations.

These will cover key elements of the syllabus, together with specific guidance to increase candidates' chances of success in their final exams including:

- Expert tuition and guidance
- Advice on study skills and exam techniques
- Focused distance learning

## Retake Courses

Retake candidates receive half price updated materials, the distance learning programme, a one-day refresher course and a choice of six-day final revision courses.

## Materials

Retake candidates receive the updated study notes, question bank, passcards and revision question bank. Candidates can also opt to purchase audio CDs relating to either Liquidations, Administrations or Personal Insolvency.

BPP has split the provision of its services to ensure that we deliver the highest possible quality tuition and materials to customers.

BPP Learning Media produces and supplies you with all your CPI retake study materials, the cost of which is included in the total course fee. BPP Professional Education provide all courses and tutor support. Please see our Terms and Conditions on the booking form or our website for further details of your relationship with BPP Learning Media.

Payment for all study material is collected by BPP Professional Education as agent for BPP Learning Media.

BPP Learning Media is the market-leading publisher of study materials for professional exams. Products are designed to make the most of limited study time and to reflect different styles of learning.

Using student feedback, BPP Learning Media's subject specialists have developed a range of innovative study aids in a variety of formats, including books, audio-visual products, CD-ROMs and internet delivery.

## Refresher Day

This one-day course concentrates on the key topics of the exam, tips for success and common pitfalls. Emphasis will be placed on any new developments and exam techniques, particularly for answering the questions which tend to pose the greatest problems.

## Focused Home Study

We provide mid-term practice examinations for delegates to complete at home and then send to us for marking and feedback. A further mock exam is provided for completion prior to the final revision course.

## Final Revision Course (6 days)

An intensive six-day final programme of lectures, tests and question practice designed to get you up-to-speed for the real examination. This course covers all of the main areas examined in this paper, and is packed with essential guidance on exam techniques.

Candidates struggling with a particular topic may find it useful to attend elements of the full link course. These can be booked at a set rate of £130 a day plus VAT. Applications for individual days should be sent in writing, along with a completed application form.

Please note that this course is not suitable for first time candidates.



# Booking Form

PHOTOCOPY IF REQUIRED

## Personal Details

Mr/Mrs/Miss/Ms Surname:.....  
First name(s):.....  
Qualification(s):.....  
Year Qualified:.....  
Home address:.....  
.....  
Postcode:.....  
Daytime telephone number:.....  
Mobile telephone number:.....  
Email address:.....

Training/Authorising Manager:.....  
Employer's address:.....  
.....  
Postcode:..... DX:.....  
Training Manager email:.....  
Training Manager phone no:.....

Employer to receive feedback reports on course exams and absence   
Please send my study material to:  
 Office (courier)  Home  
Please note we strongly recommend that you study material is delivered to your place of work.  
Packages are too large for a letterbox.

**Retake Course Total Cost = £1,394.25**

**£944.04 + VAT (£1,109.25) Study Materials Cost £285**

Refresher day course 07 March (London)  10 March (Manchester)   
And a choice of 6-day Final Revision Course (please tick from link course selection)  
London Early 24 Apr - 01 May  London Late 06 - 13 May   
Birmingham 15 - 22 May  Leeds 06 - 13 May  Manchester 06 - 13 May

## Payment details

METHOD OF PAYMENT (Please have your card details ready if calling our Client Care team)

Invoice to firm  
 MASTERCARD/VISA: Valid From: ...../...../..... Expiry Date: ...../.....  
Cardholder's name (as it appears on the card) .....  
Card No: ...../...../..... Security Code (last three digits on the signature strip) .....  
 CHEQUE enclosed - payable to BPP Professional Education  
Total Amount £..... including VAT  
How did you hear about Insolvency Training?  
.....

BPP Professional Education, Procter House, 1 Procter Street, Holborn, London WC1V 6DW  
DX BPP Professional Development 35720 Bloomsbury  
Tel: 0845 226 2422 Fax: 0161 728 3778 email: [insolvency@bpp.com](mailto:insolvency@bpp.com)

Signed ..... Date .....

I, the above named, agree to abide by the BPP Professional Education Terms and Conditions

### Terms and conditions

These terms and conditions and the application form comprise the agreement pursuant to which BPP Professional Education Ltd provides Insolvency Courses of Study and Tests and BPP Learning Media Ltd supplies Insolvency Study materials to the candidate.

#### 1. Payment Terms

- 1.1 Full payment or authorisation to invoice an employer, must accompany the application form.
- 1.2 Full payment or authorisation to invoice an employer is required when any Insolvency Study materials are ordered and prior to any Study materials being despatched.
- 1.3 Full payment or authorisation to invoice an employer for any online study tool is required when ordered and prior to any log on details being supplied.
- 1.4 BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any Insolvency Study materials supplied under this Agreement.
- 1.5 Where BPP Professional Education Ltd has received authorisation to invoice the employer the following payment terms apply:
  - Full payment is due within 30 days from the date of the invoice
  - Payment is due immediately if booking is made less than 30 days before the course start date
  - If BPP Professional Education Ltd fails to receive full payment of the invoice by the course start date or date of the Test the candidate may be refused entry to the course/Test
  - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to charge late payment interest on any outstanding invoices, at a rate of 8% above the Bank of England base rate
  - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to recover any reasonable debt collection costs in connection with this Agreement
  - The employer is liable for all unpaid invoices

#### 2. Insolvency Study materials

- 2.1 All study materials, including but not limited to Distance Learning Materials, CD Rom, i-Learn CD Rom, i-Pass CD Rom, Audio Success CD, Revision/Assessment/Tool Kit, MCQ Cards, Passcards, Question Banks, Review Exercises, Mock Exams (papers and suggested solutions), Online Tests, Online Tutorials, Online Downloads and Study Texts are supplied to the customer by BPP Learning Media Ltd.
- 2.2 Unless Clause 3.2 applies BPP Learning Media Ltd will despatch Insolvency Study materials to the candidate on receipt of full payment or authorisation to invoice an employer in accordance with the following delivery guidelines:
  - UK: delivery within approximately 5-7 working days of despatch;
  - Europe: delivery within approximately 6-8 working days of despatch; and
  - Rest of the world: delivery within approximately 10-12 working days of despatch.
- 2.3 BPP Learning Media Ltd will refund the cost of any Insolvency Study materials (less postage and packaging) if returned by the candidate to BPP Learning Media Ltd, 17 Fairway Drive, Greenford, Middlesex, UB6 8PW within 14 days of receipt in a re-saleable condition. Proof of postage must be obtained by the candidate and produced in the event of any query.
- 2.4 BPP Professional Education Ltd must be notified of any queries, complaints or short deliveries within 14 days of receipt of Insolvency Study materials.

#### 3. Classroom Courses

- 3.1 Candidates must bring any relevant course joining instructions to all sessions of the Insolvency Course of Study. Failure to bring joining instructions may lead to candidates being refused entry to the course.
- 3.2 BPP Professional Education Ltd reserves the right to cancel, reschedule, or change the location of a course, if in the opinion of BPP Professional Education Ltd, such an action is necessary. BPP Professional Education Ltd will notify the candidate as soon as the change is made. In such circumstances, the candidate has the option to reschedule the course, apply the fees to another course, or to receive a refund or credit note for the course fees paid.
- 3.3 Subject to availability, provided full payment has been received, and BPP Professional Education Ltd is informed at least 1 working day prior to the course date, it may be possible to transfer to an alternative course date. Such transfer may also give rise to an additional charge by BPP Learning Media Ltd for replacement Insolvency Study materials.
- 3.4 Under no circumstances are Insolvency Courses of Study or Insolvency Study materials transferable between candidates.
- 3.5 All cancellations and deferrals must be made in writing.
- 3.6 Provided that at least 1 days' notice of a cancellation or deferral of a Course is provided to BPP Professional Education Ltd, a refund will be payable (less a deduction for the Insolvency Examination Study Manual and a cancellation fee of £100).

#### 4. Distance Learning/Home Study Courses

- 4.1 Distance learning customers can upgrade to an appropriate classroom course and will be invoiced for the balance of the cost over and above the price of the distance learning course using the classroom course prices in force at the time of upgrade. There may also be an additional charge for replacement study materials.

#### 5. Intellectual Property

- 5.1 BPP Learning Media Ltd grants the candidate a non-transferable, non-exclusive licence to use its products (including information, training material content, software and data) under the terms of this Agreement.
- 5.2 This licence terminates upon termination of this Agreement for whatever reason.
- 5.3 The candidate warrants that they shall only use the products of BPP Learning Media Ltd for their own educational purposes and shall not, without prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate the products of BPP Learning Media Ltd (or any part of them) to any person other than in accordance with this Agreement.
- 5.4 The candidate shall fully indemnify BPP Learning Media Ltd in respect of any infringement of any intellectual property rights arising as a result of use of their products in breach of this Agreement.

#### 6. Change of address or other contact details

- 6.1 BPP Professional Education Ltd must be notified in writing of any change in a candidate's contact details, including the email address specified on the candidate's application form.

#### 7. Security

- 7.1 Personal possessions are the sole responsibility of the candidate and BPP Professional Education Ltd accepts no responsibility for anything that is lost or stolen from a venue. Customers are advised to keep valuables with them at all times.

#### 8. Notices

- 8.1 Any notices required to be served by BPP Professional Education Ltd or BPP Learning Media Ltd under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the candidate, at BPP Professional Education Ltd's discretion.

#### 9. Limitation of Liability

- 9.1 The liability of BPP Professional Education Ltd and BPP Learning Media Ltd for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the candidate (or employer) for the Insolvency Course of Study or Insolvency Study materials.
- 9.2 BPP Professional Education Ltd and BPP Learning Media Ltd shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

#### 10. Warranty

- 10.1 BPP Learning Media Ltd warrants that Insolvency Study materials will be of satisfactory quality but does not warrant that they will be error free.
- 10.2 BPP Professional Education Ltd warrants that it will perform any services under this Agreement with reasonable skill and care.
- 10.3 These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

#### 11. Data Protection

- 11.1 Candidates agree that, in relation to information held from time to time, BPP Professional Education Ltd and BPP Learning Media Ltd may:
  - Use the information to perform their obligations and enforce rights under this Agreement.
  - Use the information to inform customers about courses, products or services which may be of interest to them.
  - Share the information with BPP group companies to inform the candidate about other products or services which may be of interest to them.
  - Use the information to inform candidates of feedback and exam results.
  - Communicate with the candidate's employer regarding their progress, results and attendance.
- 11.2 Candidates have the right to receive details of the personal information held by BPP Professional Education Ltd or BPP Learning Media Ltd. A fee of £20 will be payable.
- 11.3 In the event that candidates do not wish to receive correspondence from BPP Professional Education Ltd or BPP Learning Media Ltd, a written request should be sent to the registered office.

#### 12. Validity

- 12.1 If any provision of this Agreement is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

#### 13. Jurisdiction

- 13.1 The parties to this Agreement irrevocably submit to the exclusive jurisdiction of the English Courts for the determination of disputes arising under this Agreement.