

REGISTRATION SUMMARY FORM

**CIOB Level 3 Diploma In Site Supervisory Studies
CIOB Level 4 Site Management – Certificate / Diploma**



IMPORTANT NOTES – PLEASE READ:

- Only the most up-to-date copy of the registration summary form, student registration form and declaration will be accepted. Old versions of the forms will be returned resulting in delay in registration and additional late registration fees will be applied. The most current forms can be found on the CIOB website at: www.ciob.org.uk/education/courseinfo/sitemmanagement
- **All** boxes **must** be fully completed and in **capital letters** to avoid the form being returned as incomplete.
- This form should be returned within 12 weeks of the course starting. Failure to register any student within 12 weeks will result in a £20.00 late registration fee.

Students of the Level 3 Diploma in Site Supervisory Studies and Level 4 Certificate and Diploma in Site Management are entitled to free student membership.

Each student listed overleaf must complete a Student Registration and Declaration form to accompany this Registration Summary form.

CENTRE CONTACT DETAILS

Centre name:	
Contact name for registrations in case of query:	
E-mail address:	
Telephone no:	

REGISTRATION FEES AND INVOICING

Please provide a contact name and postal address where invoice should be sent.
The fees are £86.00 for each student. CIOB cannot invoice individuals directly for the registration fees.

Contact Name & Postal Address to send invoice:

DECLARATION

I confirm that the information contained in the Registration Summary form is correct.	
Signature of Course Tutor / Registration Officer:	
Date:	

Please return the Registration Summary form, Individual Registration forms and Declaration forms to:

E-mail: educationadmin@ciob.org.uk
Post: Education Administration, CIOB, Englemere, Kings Ride, Ascot, Berkshire SL5 7TB
Fax: 01344 630771

Once the students have been registered this Cover Sheet outlining each student's registration number will be returned to the contact named on the front of this form.

