

GUIDANCE NOTES FOR ENROLMENT

- We recommend that learners enrol for just one subject at a time. If you take on too much too soon you might find yourself overstretched.
- If you have not studied a subject at GCSE level we recommend you enrol at that level before proceeding to A Level.

GCSE		
Option 1.	Course Resource Pack + Tutor Support	£290
Option 2.	Course Resource Pack + Tutor Support + Exam Entry	£315
AS Level		
Option 1.	Course Resource Pack + Tutor Support	£235
Option 2.	Course Resource Pack + Tutor Support + Exam Entry	£275
A2 Level		
Option 1.	Course Resource Pack + Tutor Support	£180
Option 2.	Course Resource Pack + Tutor Support + Exam Entry	£220
Full A Level (AS + A2)		
Option 1.	Course Resource Pack + Tutor Support	£355
Option 2.	Course Resource Pack + Tutor Support + Exam Entry	£455

- If you choose to pay by Instalment Plan you **MUST** include a deposit of 20% of the course fee plus the £20 instalment plan fee with your enrolment form. We'll not process your enrolment without receiving this deposit. Please make your cheque payable to **The Marine Society**
- There are option/tier choices which have to be made by you at enrolment in certain subjects. This is especially so for A Level Maths; please discuss with us before completing the enrolment form.
- Whilst we're happy to enrol you for tuition in modern languages, you should be aware that there are particular logistical issues with examination arrangements for distance learners, especially seafarer distance learners. If in doubt, speak to us first.
- Whilst The Marine Society is a registered examination centre, which means we can enter our learners for examinations at GCSE and A Level, it remains the learner's responsibility to make sure that he/she can comply with the demands of the syllabus in terms of submission of coursework, oral, and aural assessment.
- If you choose to enrol only for Option 1 then this enrolment is for tutor-supported distance learning. It does not imply that we undertake to enter you for the examination. A separate fee is payable for examination entry at the time of entry.

GCSE	Exam Entry Only	£89
AS Level	Exam Entry Only	£99
A2 Level	Exam Entry Only	£99
Full A Level (AS + A2)	Exam Entry Only	£149

- If we enter you for the examination the default location for sitting the examination is at our London headquarters. It may be possible to make alternative arrangements, such as sitting the examination onboard ship, but this ought not to be taken for granted.
- Course materials and tutor support will be provided by our partners the National Extension College. Issues of an administrative nature or examination entry should be directed to us.
- If you are unsure about any aspect of your enrolment or study plans please do not hesitate to contact us for free, confidential and expert advice. You can contact us online at www.marine-society.org or by email < education@mssc.org > or telephone 020 7654 7050



ENROLMENT FORM - FOR GCSE / AS / A2 / A LEVEL

(Please complete fully and completely using BLOCK CAPITALS and read our guidance notes above)

First Name(s) _____ Surname _____

Company / Agency _____

Rank/Rate _____ Date of Birth _____

Course _____ Option _____

Home address _____

_____ Postcode _____

Email Address _____

Home telephone number _____ Mobile _____

Your current work / sea address (in full) _____

Which address shall we use to send your course materials? _____

Is there anything else you wish to tell us? _____

I wish to pay by: cheque instalment plan credit/debit card

Name and address of cardholder _____

_____ Postcode _____

Mastercard/Maestro/Visa/Visa Electron/Solo/JCB Cards *(please circle as appropriate)*

Card number

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Start Date: ____/____/____ End Date: ____/____/____ Security Code

--	--	--

Reason for payment: GCSE / AS / A2 / Full A Level *(please circle as appropriate)*

Course + option _____

Amount to be credited/debited £ _____

INSTALMENT PLAN: The charge for using our instalment plan is an additional £20. If you use this method a deposit of 20% of the total (plus the £20 fee) must be paid now on enrolment with the outstanding balance spread over a maximum of four months. You will need to complete a Bankers Order form (below). Contact us if in doubt thereby avoiding delays.

return to:
Education Manager, The Marine Society, 202 Lambeth Road, London SE1 7JW
Tel 020 7654 7050 Fax 020 7928 8914 education@ms-sc.org



BANKER'S ORDER for Instalment Plan payments

(Please complete fully and completely using BLOCK CAPITALS)

To (name of your bank) _____

Bank's Full Address _____

_____ Postcode _____

From (your full name) _____

Your home address _____

_____ Postcode _____

Account number _____

Bank Sort Code _____

Please pay from my account (amount in words) _____

£ _____ monthly to The Royal Bank of Scotland plc, PO Box 34, 15 Bishopsgate, London, EC2P 2AP
(15-10-00) for the credit of The Marine Society (Account No. 15440999)

The first payment to be made on (enter date) _____

Until a total of £ _____ has been remitted

Please make every payment quoting ref _____

Signed _____ Dated _____

return to:

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