



The Chartered  
Institute of Logistics  
and Transport

# CILT(UK) Distance Learning Centre Terms and Conditions

## Enrolment onto CILT(UK) Qualification

Learners submitting a completed enrolment form are entering into a contract with The Chartered Institute of Logistics and Transport (UK) Distance Learning Centre (CILT(UK) DLC). The process of enrolment will be started upon receipt of the enrolment form however this process will not be completed until payment has been received in full.

## Payment

### Individual

Payment must be made in full by an individual before enrolment will proceed.

### Invoicing a company

Where invoices are raised against a company account, CILT(UK) requires the learner to supply the correct billing address, contact email address and phone number on the enrolment form. Companies operating a purchase order system will need to raise a PO number and this should be included on the enrolment form in the section provided. CILT(UK) reserves the right to refuse instructions to invoice a company.

Invoices without a purchase order will have to be paid in full before the enrolment process is completed and materials ordered.

### Payment Terms

CILT(UK)'s payment terms are 30 days. Costs may be applied for payment requested or received outside of these payment terms.

All fees paid are non-refundable.

## Re-sit/Re-submission

Where a learner needs to register to re-sit an examination or re-submit an assignment entry, they are required to complete an entry form. Learners must be aware that there is a fee for re-sitting any examination due to failure to pass or where a learner has failed to sit the exam. A learner will not be entered into the next exam series until payment has been received in full. The same rules also apply to the re-submission of an assignment.

# Extension/Reregistration

## Extensions

Extensions are available on request up to a maximum of 18 months in 3 month increments. An application form will need to be completed and once payment has been received in full, CILT(UK) DLC will process the application.

## Reregistration

Learners needing a longer period of time may request reregistration onto the qualification. An application form will need to be completed and once payment has been received in full CILT(UK) DLC will process the application. If a learner fails either an examination or an assignment three times, they will need to reregister onto the qualification regardless of their remaining registration period. A reregistration fee will be charged.