



CILT(UK) 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) Learning Centre. The process of enrolment will be started upon receipt of the enrolment form, Learner Agreement, and ID. However, this process will not be completed until payment has been received in full where payment is being made by an individual

Payment

Individual

Payment must be made in full by an individual before the enrolment process will be completed

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 and a copy of the PO sent with the enrolment form.

CILT(UK) reserve the right to refuse instructions to invoice a company where the company in question is not recognised following a company search.

Invoices without a hard copy of the 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.

Examination

Examinations are now available through an online proctoring service which will involve a fee payable per examination and is payable at the time of applying to be entered into the series.

It is the Learners responsibility to ensure that when sitting an online examination that their system is compatible with the online proctoring requirements. To check this test here <https://systemcheck.rpexams.com>

Paper based examinations must be held within the workplace and approval for the venue/ invigilator must be sort from the CILT(UK) Learning Centre prior to submitting the examination entry form.

Re-sit/Re-submission

An entry form needs to be requested from CILT(UK) LC and then returned completed with all fees due to be entered. A learner will not be entered into the next exam series until payment has been received in full.

For full details please refer to the Syllabus.

Data Protection

CILT(UK), has updated their Privacy Policy in line with the new General Data Protection Regulation (GDPR) (EU) 2016/679. Our new privacy policy details the data that we collect to maintain a Learners qualification(s), training and membership status, how we keep it secure, and how we will use it to keep the Learner/Member informed about your essential membership benefits. You can view our policy here; <https://ciltuk.org.uk/GDPR-Data-Protection>