



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, where payment is being made by an individual, 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 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. 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 available through an online proctoring service. A fee is payable for all online examinations which is payable when submitting an entry for assessment.

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 are *only* available in the UK unless special consideration as been granted for overseas Learners. Approval must be sort from CILT (UK) Learning Centre prior to submitting an entry for an assessment.

Re-sit/Re-submission

An entry form needs to be requested from CILT(UK) Learning Centre 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.

Extension/Reregistration

Extensions are available on request up to a maximum of 18 months in 3-month increments. An application for extension will need to be requested and completed and once payment has been received in full, CILT(UK) Learning Centre will process the application. This will need to be applied for in the first 2 months of your expiry date.

Learners needing a longer period of time may request a reregistration onto the qualification and an application form completed and once payment has been received in full CILT(UK) Learning Centre will process the application.

Data Protection

CILT(UK) is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the CILT(UK) website and governs data collection and usage. Our 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>